

Access Online

Army User Guide

Version 1.5
A/OPC



All of **us** serving you™



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Icons

As you read this document, you will notice the following icons:

Tip! Tips contain additional information to help you complete your work more efficiently.

Learn More: Additional information explains a business concept in more detail.

Web Addresses

Live System

You can easily access the live system at [U.S. Bank Access® Online](https://access.usbank.com) or by typing the following address into your web browser:

<https://access.usbank.com>

Web-based Training

Make sure you have the most current version of this user guide (and access additional training content) by checking this guide's version number against the user guide on the [web-based training \(WBT\) site](https://wbt.access.usbank.com). You can also type the following address into your web browser:

<https://wbt.access.usbank.com>

Introduction

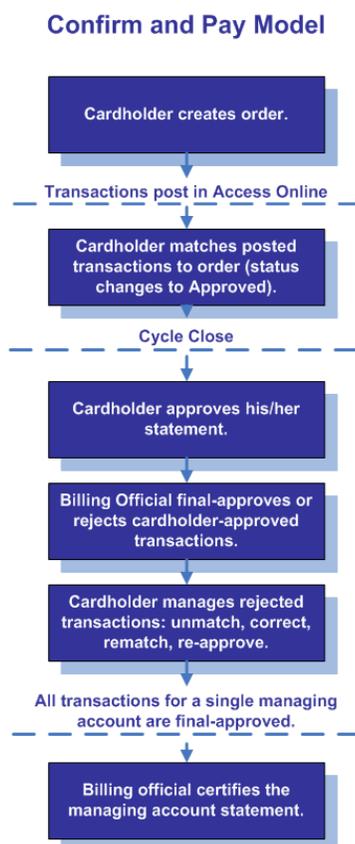
In this user guide, you will learn how to access and complete the key tasks you perform in U.S. Bank Access® Online. This guide provides you with the basic steps for critical tasks. For field descriptions and additional options, we give you a cross reference to the comprehensive user guide on a specific topic. By presenting your tasks in this way, we hope to provide you with the information you need without overloading you with extraneous detail not relevant to your specific tasks.

Be sure to access and review the web-based training (WBT) lessons, as well as user guides, quick references, guided and hands-on simulations, and recorded training classes available to you on the WBT.

Tip! Bank security policies prohibit us from accessing and using your live site for training purposes. So, to safeguard your account information, we use sample screens throughout this user guide. Your actual user interface in Access Online is customized to meet Army needs and will look slightly different.

Confirm and Pay Payment Model

The tasks in this user guide reflect the Army's Confirm and Pay model, as the diagram below shows.



Get Started

Getting started in Access Online is quick and easy. In this section, you will learn how to get started using Access Online, including how to log in, navigate the system, and access and update your personal information.

Log In and Log Off

The screenshot shows the U.S. Bank Access Online login page. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. Below this is the U.S. Bank logo and the text "U.S. Bank Access® Online". The main heading is "Welcome to Access Online!". Below the heading, there is a prompt: "Please enter the information below and login to begin." There are three input fields: "Organization Short Name:", "User ID:", and "Password:". A "Login" button is located below the "Password" field. There are also links for "Forgot your password?", "Register Online", and "Website/Browser Requirements".

Numbered callouts (1, 2, 3, 4) point to the Organization Short Name, User ID, Password, and Login button fields respectively.

Two yellow callout boxes provide additional information:

- Box 1: "You must fill in all three fields." (pointing to the three input fields)
- Box 2: "After two failed login attempts, click the Forgot Your Password link and then answer your authentication question to reset your password and log in." (pointing to the "Forgot your password?" link)

To log in:

1. Type your organization short name (**ARMY**) in the **Organization Short Name** field. The organization short name is a code that identifies your organization in Access Online.
2. Type your user ID in the *User ID* field.
3. Type your password in the *Password* field.
4. Click the **Login** button. The *Access Online Client Home* page displays.

Tip! For security reasons, if you do not perform any task in Access Online for 15 minutes, the system will log you out of your session automatically. Also, you must change your password every 60 days. Your password must be 8–20 alpha/numeric characters, and must contain at least one letter and one number. You cannot reuse a password for 12 months. If you forget your password, you can still log in to Access Online using your authentication. Your authentication is an answer to a question that only you know, such as your father's middle name or your mother's maiden name.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

ARMY

U.S. Bank Access® Online

5

[★ Log Out](#)

Account Activity
Select an Account

CP Organization
*****6883

Message from U.S. Bank

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

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

Home
Contact Us

5. To log out, on any screen, click the **Log Out** link.

Basic Navigation

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The Star Service Guarantee

ARMY

U.S. Bank Access[®] Online

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

Message from U.S. Bank

★ Log Out

Account Activity
Select an Account
CP Organization
*****6683

Home
Contact Us

The Left-column Navigation Bar gives you access to all tasks and functions. Click to display subtasks.

Check your Client Home page often for U.S. Bank and agency-specific notices.

The *Client Home* page displays each time you log in to Access Online and whenever you click the **Home** link in the *Left-Column Navigation Bar*. The *Client Home* page has the following elements:

- **Left-column Navigation Bar**—Provides access to all tasks and functions in Access Online.
- **Messages**—Provides important notices

Tip! Never use your browser's **Back** button.

Learn More: Refer to the *Access Online: Government Glossary* for definitions of terms in Access Online.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank Five Star Service Guarantee

U.S. Bank Access® Online

ARMY

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction Management
Account Information
Data Exchange
Reporting
My Personal Information
Password
Contact Information
Account Access
Message Favorites

My Personal Information
Change Password & Authentication [★ Log Out](#)

User ID: pa1admin

▲ Required field has been left blank. Please complete.

Organization Short Name: ARMY
Functional Entitlement Group: AOPC

* = required

Change Password
Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: *
New Password: *
Re-enter New Password: *

Authentication
Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:
Pet's Name

Authentication Response: *
teacups

Save

[<< Back to Personal Information](#)

The following elements are common to all Access Online screens:

- **U.S. Bank links**—Display other U.S. Bank web sites in new browser windows
- **Client name**—Displays in the right-hand corner of the screen
- **Error message**—Displays in red text at the top of the screen
- **Log Out button**—Ends your Access Online session and displays the *Login* page
- **Left-Column Navigation Bar**—Specific to each user, displays links only to those Access Online functions assigned to your user ID
- **Back link**—Displays a previous screen

Breadcrumbs

The screenshot shows a web interface for 'Managing Account Setup Demographics'. At the top right, there is a 'Log Out' button. Below the title, a breadcrumb trail is displayed: 'Demographics' (highlighted) → Account Information → Extract Information → Accounting Code → Authorization Limits. The main content area contains the instruction 'Enter demographic information, then save and continue.' followed by 'Product: PURCHASING' and 'Status:'. A note states '* = required'. The form includes input fields for 'Last Name:*', 'First Name:*', and 'MI:'. Below these is a 'Date of Birth:' section with separate fields for 'Month', 'Day', and 'Year'.

Some procedures in Access Online also use breadcrumbs at the top of the screen to let you know which part of the process you are working on. This example is from the managing account setup process.

My Personal Information

You can easily view and manage your personal information, including your password, authentication question, contact information, and e-mail notifications.

In addition, you can view (but not edit), your organization short name (ARMY), your functional entitlement group (which controls the tasks you have access to), your accounts, and your processing and reporting hierarchies.

U.S. Bank Access[®] Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction Manager
Account Information
Data Exchange
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

Home
Contact Us

My Personal Information ★ Log Out

User ID: pa1adm

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

2a **Contact Information**
Update your user ID contact information (name, address, phone no., etc.).
○ [Email Notification](#)

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.

You can click a link on the screen or click a menu option at left.

To access your personal information:

1. Click the **My Personal Information** high-level task on the *Left-column Navigation Bar*.
2. To change your password or authentication question:
 - a. Click the **Password** link on the screen or the *Left-column Navigation Bar*.

My Personal Information
Change Password & Authentication

User ID: pa1admin

Organization Short Name: ARMY
Functional Entitlement Group: AOPC

* = required

Change Password
Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: * 2b

Enter New Password: *

Re-enter New Password: *

Authentication
Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question: 2c
Pet's Name

Authentication Response: *
teacups

2d Save

[<< Back to Personal Information](#)

- b. Specify new password information, if desired.
- c. Specify new authentication information, if desired.
- d. Click the **Save** button.

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.).

- o [Email Notification](#)

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

- o [Add Accounts](#)

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

- 3. To update your contact information:
 - a. Click the **Contact Information** link.

My Personal Information

Change Your Contact Information

User ID: pa1admin

Organization Short Name: ARMY
Functional Entitlement Group: AOPC

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

* = required

Required fields have red asterisks.

First Name:* Last Name:* MI:

Address 1:* Address 2:

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

Country:*

Phone Number:* Fax Number:

Email Address:*

Other:

[<< Back to Personal Information](#)

- b. Specify new information any field.
- c. Click **Save**.

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](#)

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.

4. To update your e-mail notification:
 - a. Click the **Email Notification** link.

My Personal Information
Email Notification

User ID: pa1admin

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

* = required

Email Address: *
janedoe@army.gov

Email Notification

Data Exchange
Hold down the Ctrl key to make multiple selections.

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

Statement Notification
Select accounts below to receive email notification when a statement is generated in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Disabled	471630005905683	ROSEANNE BUTLER	Cardholder

Accounts viewed through assigned hierarchies: [Add Managing Accounts](#)
[Add Cardholder Account](#)

Remove Account Account Name Account Type

Save

[<< Back to Personal Information](#)

Do not use this section to enable/disable statement notification or to assign additional accounts.

- b. Specify new information, including new email address or statement notification parameters.
- c. Specify new data exchange options, if needed.
- d. Click **Save**.

Create a User Profile and User ID

You can create a user profile and user ID to give staff members user IDs that they can use to log in to and use Access Online. You can create user profiles and user IDs for cardholders, Agency Program Coordinators (APCs), Billing Officials, Resource Managers, and Alternate APCs. However, cardholders should continue to use the online registration function.

U.S. Bank Access[®] Online

★ Log Out

System Administration

User Profiles

Merchant Groups

Account Administration

Order Management

Transaction Management

Account Information

Data Exchange

Reporting

My Personal Information

Home

Contact Us

User Profiles

User Setup and Search

To locate a specific user, enter full or partial information for one of the fields below and click Search. You can also [Setup a new user](#).

User ID:

User Last Name: User First Name:

OR

Account Number:

OR

To create a user profile:

1. Select the **System Administrator** high-level task.
2. Click the **User Profile** option.
3. Click the **Setup a new user** link.

User Profiles

Manage Login Information

Enter the user login information.

User Type: Client User

* = required

Last Name:* First Name:* MI:

User ID:*(7 to 20 alpha-numeric characters)

Data Exchange Batch Script

Password:*(8 to 20 alpha-numeric characters OR 12 to 20 alpha-numeric characters for Data Exchange Batch Script)

Re-enter Password:*

Authentication Question:*

Mother's Maiden Name

Authentication Response:*

User Access Status:*

Active

Approval Manager

Functional Entitlement Group:*

Hold down the Ctrl key to make multiple selections.

AOPC [View Functional Entitlement Group detail](#)

Select only one group at a time to view detail.

Accounting Code View:

1

Save

[<< Back to User Profile Home](#)

Required fields have red asterisks.

If the Data Exchange batch Script check box displays, **do not** select the check box.

You may wish to specify a generic password/authentication for new users and then let the users specify their own passwords when they log in.

Select Active to enable the user to log in.

If approval check boxes display, **do not** select any of the check boxes.

Be sure to actively select the FEG, if it is the only one listed.

Click to view the functions associated with a specific group.

5 Do not modify the default accounting code view.

4. Specify information in all the required fields marked with red asterisk.
5. Click the **Save** button.

Learn More: For additional information on user profiles, refer to the *Access Online: User Profile* user guide and lesson.

User Profiles
User Profile Summary
 Doe, Jane

Login Information [Edit](#)
Last Name: Doe
First Name: Jane
MI: Q

Organization Short Name: ARMY **User Authentication Category:** Birth Place
User ID: janedoe1776 **Accounting Code View:** 2

User Access Status: Active **Functional Entitlement Group(s):** AOPC ;
Approval Manager: No
Date Created: 07/24/2008
Created By: pa1admin
Date Last Changed: 07/24/2008

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Designated User	User ID
<p>Hierarchy Assignments</p> <ul style="list-style-type: none"> • View/Add Processing Hierarchy Assignments • View/Add Reporting Hierarchy Assignments 				

Contact Information [Edit](#)
Address 1: **Phone Number:**
Address 2: **Fax Number:**
City: **Email Address:**
State/Province: **Other:**
Zip/Postal Code: **Email Notification:** Statement Notification
Country:

[<< Back to User Profile Home](#)

6

Since the Army adds all accounts based on processing hierarchy assignment, do not make any edits to the Account Assignments section.

6. Click the **View/Add Processing Hierarchy Assignments** link to assign the user to a processing hierarchy position.

User Profiles * Log Out

Select a Processing Hierarchy Position

Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:
Company

Bank: Agent: Company: Division: Department:
 117

Search

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

Found Hierarchy Position(s)
Records 1 - 2 of 2

Select	Bank	Agent	Comp	Div	Dept
<input type="checkbox"/>	3058	0066	11790		
<input type="checkbox"/>	3058	0066			

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

Records 1 - 2 of 2

Selected Hierarchy Position(s)

Remove	Bank	Agent	Comp	Div	Dept
<input type="checkbox"/>	3058	0066	11790		

Accept Hierarchy

[<< Back to User Profile Summary](#)

7. Search and select the positions to assign this user to a processing hierarchy position.
8. Click the **Accept Hierarchy** button.

Learn More: The *processing hierarchy* controls how transactions are processed for billing and accounting purposes. The processing hierarchy includes bank, agent, company, division, and department only. Not all organizations use all levels of the processing hierarchy. For example, an organization may use only the bank, agent and company levels.

The *reporting hierarchy* is a seven-level hierarchy customized for your organization for reporting purposes only. We work with you to establish the reporting hierarchy in a system outside Access Online and include that hierarchy in Access Online. The reporting hierarchy enables you to break down data solely for reporting purposes.

User Profiles

User Profile Summary

Doe, Jane

Login Information [Edit](#)

Last Name: Doe
First Name: Jane
MI: Q

Organization Short Name: ARMY **User Authentication Category:** Birth Place
User ID: janedoe1776 **Accounting Code View:** 2

User Access Status: Active **Functional Entitlement Group(s):** AOPC ;
Approval Manager: No
Date Created: 07/24/2008
Created By: pa1admin
Date Last Changed: 07/24/2008

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Designated User	User ID

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#) 9
- [View/Add Reporting Hierarchy Assignments](#)

Contact Information [Edit](#) 10

Address 1: **Phone Number:**
Address 2: **Fax Number:**
City: **Email Address:**
State/Province: **Other:**
Zip/Postal Code: **Email Notification:** Statement Notification
Country:

[<< Back to User Profile Home](#)

9. Repeat Steps 8–9 to assign this user to a reporting hierarchy position.
10. To edit the user’s contact information, click the **Edit** link.

User Profiles

Manage Contact Information

Doe, Jane

Enter the user contact information.

* = required

Last Name:* First Name:* MI:

Address 1:* Address 2:

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

Country:*

Phone Number:* Fax Number:

Email Address:*

Other:

Email Notification

Data Exchange
Hold down the Ctrl key to make multiple selections.

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

Statement Notification

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

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type

[Add Managing Accounts](#)

Accounts viewed through assigned hierarchies: [Add Cardholder Account](#)

Remove	Account Number	Account Name	Account Type

[<< Back to User Profile Summary](#)

Note that on this screen, you are adding the user's contact information, which may be different from the demographic information you specified on the login information screen.

The Data Exchange selections let the user get e-mails about uploads and downloads.

11. Specify address, phone and email information.
12. Select data exchange e-mail options.
13. Click a link to add accounts accessible through the user's assigned hierarchy.
14. When you are done, click **Save**.

User Profiles
User Profile Summary
 Doe, Jane

Login Information [Edit](#)

Last Name: Doe
First Name: Jane
MI: Q

Organization Short Name: ARMY **User Authentication Category:** Birth Place
User ID: janedoe1776 **Accounting Code View:** 2

User Access Status: Active **Functional Entitlement Group(s):** AOPC
Approval Manager: No
Date Created: 07/24/2008
Created By: pa1admin
Date Last Changed: 07/24/2008

Account Assignments [Edit](#)

Card Type	Account Number	Account Status	Designated User	User ID

Hierarchy Assignments

- [View/Add Processing Hierarchy Assignments](#)
- [View/Add Reporting Hierarchy Assignments](#)

Contact Information [Edit](#)

Address 1: 500 Chestnut Street **Phone Number:** 215-123-1234
Address 2: **Fax Number:**
City: Philadelphia **Email Address:** janedoe@army.mil
State/Province: PA **Other:**
Zip/Postal Code: 19106 **Email Notification:** Statement Notification
Country: United States

[<< Back to User Profile Home](#)

Learn More: After you create a user profile, you can modify the profile at any time. For steps and additional information on user profiles, refer to the *Access Online: User Profile* user guide and lesson. Keep in mind that users can also modify their personal information, including password, authentication, e-mail notifications, and contact information as described in the *Access Online: Managing My Personal Information* user guide and lesson.

Unlock a User ID

If a cardholder exceeds the allowed login attempts, for security reasons, Access Online locks the user ID and the user cannot log in to the system. You can easily unlock a locked user ID. Keep in mind that this action does not open or close any accounts associated with the user ID. This action simply unlocks (or locks) the user's ability to log into Access Online.

U.S. Bank Access[®] Online

★ [Log Out](#)

User Profiles
User Setup and Search

To locate a specific user, enter full or partial information for one of the fields below and click Search. You can also [Setup a new user](#).

User ID:

User Last Name: OR User First Name:

Account Number:

Request Status Queue
 Active Work Queue
System Administration
 User Profiles
 Merchant Groups
 Account Administration
 Order Management
 Transaction Management
 Account Information
 Data Exchange
 Reporting
 My Personal Information

Home
 Contact Us

To unlock a user ID, select the **System Administration** high-level task and then select the **User Profiles** option. Search and select the user ID.

User Profiles

Manage Login Information

Enter the user login information.

User Type: Client User

* = required

Last Name:* First Name:* MI:

User ID:*(7 to 20 alpha-numeric characters)

Data Exchange Batch Script

Password:*(8 to 20 alpha-numeric characters **OR**
 12 to 20 alpha-numeric characters for Data Exchange Batch Script)

Re-enter Password:.*

Authentication Question:.*

Authentication Response:.*

User Access Status:.*

Approval Manager

Functional Entitlement Group:.*
 Hold down the Ctrl key to make multiple selections
 [View Functional Entitlement Group detail](#)
 Select only one group at a time to view detail.

Accounting Code View:

[<< Back to User Profile Home](#)

If the Data Exchange Batch Script check box displays, **do not** select the check box.

If needed, you can re-specify a temporary password for the user. The user can use the temporary password to log in and reset the password.

Do not edit the authentication question and response. Users can edit this information themselves.

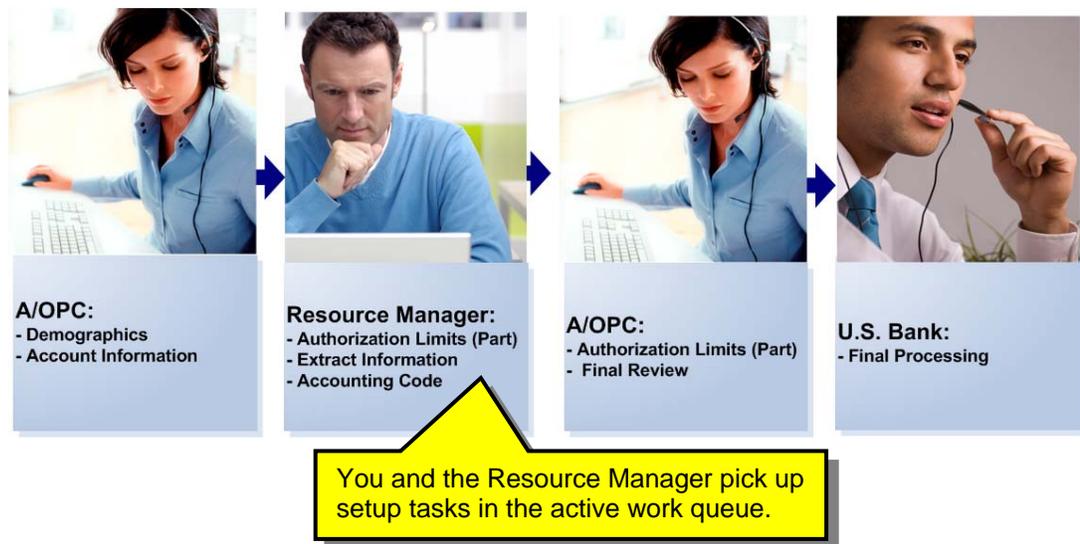
Select Active to unlock a user ID.

Next, select **Active** from the *User Access Status* drop-down list. If you want to lock a user out of the system, you can select **Inactive** (for temporary deactivation) or **Removed** (to permanently remove the user ID from the system). Click **Save** when you are done.

Set Up a Managing Account

You can easily set up new managing accounts and modify existing managing accounts. Depending on how your program is set up, you may also use the workflow and final review functions. The workflow function enables different users to set up different portions of the managing account. The final review function enables a designated A/OPC to review and approve the completed setup before submitting the setup to U.S. Bank for processing. Below are two sample scenarios: one with workflow and one without.

Managing Account Setup with Workflow



Managing Account Setup Without Workflow

If you want to set up managing accounts without using the workflow process, then you need to get approval from Army Level 2.



Learn More: Refer to *Work with Queues* on page 73 for information.

Set Up a New Managing Account

U.S. Bank Access[®] Online

★ [Log Out](#)

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update demographic information, account information (change account status), extract information, accounting codes and authorization limits on a managing account.

Active Work Queue
View the tasks to be completed and the progress of the account setup in the Active Work Queue.

Request Status Queue

Active Work Queue

System Administration

Account Administration
Cardholder Accounts
Managing Accounts

Order Management

Transaction Management

Account Information

Data Exchange

Reporting

My Personal Information

Home
Contact Us

To set up a new managing account:

1. Select the **Account Administration** high-level task.
2. Click the **Create New Managing Account** link.

Managing Account ★ Log Out

Setup Demographics

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.
Product: PURCHASING
Status:

* = required

3 Last Name:* First Name:* MI:

Date of Birth:
 Month Day Year

Identification Number:

Tax Exempt Number:

4 Optional 1: Third Line Embossing:

Address 1:* Address 2:

City:* State/Province:(* if USA or Canada) Zip/Postal Code:(* if USA or Canada)

Country:*

Work Phone:* Home Phone:

Alternate Phone: Fax:

Email Address:

Demographics Comments:

5 **Note:** the maximum number of characters allowed is 254.
 Character count: 0

Save & Continue **File For Later** **Cancel Setup**

Callout 1: The breadcrumbs let you know where you are in the process.

Callout 2: Do not specify a birth date. The Army does not require this information.

Callout 3: Any text you type in the Third Line Embossing field will be embossed on all the Billing Official and cardholder cards.

3. Specify demographic information in all the required fields (marked with a red asterisk).
4. Specify any optional information as appropriate for your agency.
5. Click the **Save and Continue** button.

Managing Account
Setup Account Information

★ Log Out

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter account information, then file for later.

Product: PURCHASING
Name: Terry Jones
Status:

* = required

Hierarchy Position
Bank: Agent
3058 0066 [Search for Hierarchy Position](#)

Organization Name*

Account Information

Cycle Day:
Expiration Date:
Temp Auth Start Date: [] [] [] **Note:** Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.
Temp Auth End Date: [] [] []

Reporting Level

Lvl 1: *	Lvl 2: *	Lvl 3: *	Lvl 4: *	Lvl 5: *	Lvl 6:	Lvl 7:
47163	00021	00033	00002	00001		

[Search for Reporting Level](#)

Account Information Comments:

Note: the maximum amount of characters allowed is 255
Character count: 0

7 **Save & Continue** **File For Later** **Cancel Setup**

Billing Official

- Specify information in the required fields, including organization name and reporting level.
- Click the **Save and Continue** button. If you are using workflow, then the next screen you work on is the *Authorization Limits* screen, since your Resource Manager sets up the extract information, accounting code, and part of the authorization limits. **Skip to Step 18.** If you are not using workflow, then you specify this information.

Learn More: If your organization uses workflow, then your Resource Manager completes the Extract portion of the managing account setup. The Resource Manager accesses all setup tasks from the active work queue. Refer to the *Access Online: Army Resource Manager User Guide* for additional information on how the Resource Manager completes task using the workflow process.

The screenshot shows the 'U.S. Bank Access Online' interface. On the left is a dark blue navigation menu with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Travel Expense Management, Account Information, Data Exchange, Reporting, My Personal Information, Home, and Contact Us. The main content area is titled 'Active Work Queue' and includes a 'Log Out' link. Below the title, it says 'Select a task to work.' and 'Records 1 - 1 of 1'. There is a 'Refresh List' link. A table with the following data is displayed:

Task (Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Auth Limits	MANAGING ACCOUNT SETUP	Purchasing	Jones,Terry	07/25 12:15

Below the table, it says 'Records 1 - 1 of 1' and another 'Refresh List' link.

Managing Account ★ Log Out

Setup Extract Information

[Demographics](#) → [Account Information](#) → **Extract Information** → [Accounting Code](#) → [Authorization Limits](#)

Enter extract information, then save and continue.

Product: PURCHASING

Name: Terry Jones

Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	
<input checked="" type="checkbox"/>	Invoice	<input type="text"/>	Search for Value
<input type="checkbox"/>	Obligation	<input type="text"/>	Search for Value
<input type="checkbox"/>	Cost Transfer	<input type="text"/>	Search for Value

Extract information comments:

Note: the maximum amount of characters allowed is 255.
 Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

8

9

If your organization uses workflow, then your Resource Manager completes the Extract portion of the managing account setup.

The Army does not use the Cost Transfer field. Only the Air Force uses the Cost Transfer field.

8. Select a check box in the *Send* column.
9. Click the corresponding **Search for Value** link to search and select the extract value.

Learn More: A router is a value that Access Online needs to send a file electronically to a specific Defense Finance and Accounting Service (DFAS) location for payment. You should know which values to select. If you do not, contact your DFAS representative.

Search & Select EDI Routing Number Value

Type: Invoice 10

Value:

Description:

11 **Search**

Select the Routing Number Value you want to use.

Records 1 - 5 of 5

Value	Description
HQ0105	Army Invoice 1
HQ0105	Army Invoice 2

12

[<< Back to Managaing Account Setup](#)

You can search by router number in the Value field.

10. Specify search criteria, including the router number, if you know it.
11. Click the **Search** button.
12. Click the value link from the list of values that match your search criteria.

Managing Account

Setup Extract Information ★ Log Out

[Demographics](#) → [Account Information](#) → **Extract Information** → [Accounting Code](#) → [Authorization Limits](#)

Enter extract information, then save and continue.

Product: PURCHASING

Name: Terry Jones

Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	
<input checked="" type="checkbox"/>	Invoice	<input type="text" value="AIN821"/>	Search for Value
<input checked="" type="checkbox"/>	Obligation	<input type="text" value="HQ0105"/>	Search for Value
<input type="checkbox"/>	Cost Transfer	<input type="text"/>	Search for Value

Extract Information Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Save & Continue
File For Later
Cancel Setup

13

13. Click **Save and Continue**.

Managing Account ★ Log Out

Setup Default Accounting Code

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter segment values, then save and continue.

Product: PURCHASING
 Name: Terry Jones
 Status:

Account Validation Control (AVC) Name: 0086Training [Switch AVC](#)

14a **14b**

Reallocation Method:

No Reallocation

Reallocate by Accounting Validation Control

Reallocate by Alternate Accounting Codes

Default Accounting Code

Segment Name (Length)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)
APPROPRIATION (20)						
54540000000000000004	11	23340		123456789012	88888888	

Search for valid value

Associated Alternate Accounting Codes

Select AACs

Remove	Alternate Accounting Code Name	Accounting Code - Segment Name(Length)
		APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR (1) WCR (6)

No Alternate Accounting Codes are associated. Use the link Select AACs to associate Alternate Accounting Codes.

[Remove](#)

Select AACs

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
 Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

You may not need to attach a different AVC.

14. To attach an AVC:

- a. Select the *Reallocate by Accounting Validation Control* radio button.
- b. Review the attached AVC and click the **Switch AVCs** link to attach a new one.

Managing Accounts
★ Log Out

Search & Select Account Validation Control

Product: PURCHASING
Name: Terry Jones
Status:

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

Account Validation Control (AVC) Name:

Accounting Code Structure Name:

AVC Type:

Processing Hierarchy Position:
 Bank: Agent:

Records 1 - 6 of 6

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Hierarchy Position		
						Bank	Agent	Segment(s)
<input type="radio"/>	0066ConversionTraining	DEMO ACS	Child	Demo AVC (Stanfins)	2	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	0066DemoChild	DEMO ACS	Child	Demo AVC (Stanfins)	3	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	0066Demonstration	DEMO ACS	Child	Demo AVC (IAPS/GAFS - O&M)	3	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	0066Training	DEMO ACS	Child	Demo AVC (IAPS/GAFS - O&M)	3	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	Demo AVC (IAPS/GAFS - O&M)	DEMO ACS	Parent		2	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	Demo AVC (Stanfins)	DEMO ACS	Parent		2	3058	0066	APPROPRIATION , OAC , ASN

Records 1 - 6 of 6

The search criteria you select will be unique to your organization (e.g., Stanfins for accounting code structure name).

14c

14d

14e

14f

- c. Specify search criteria.
- d. Click the **Search** button.
- e. Select the AVC's radio button.
- f. Click the **Select** button.

Managing Account ★ Log Out

Setup Default Accounting Code

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter segment values, then save and continue.

Product: PURCHASING
Name: Terry Jones
Status:

Account Validation Control (AVC) Name: 0066Training [Switch AVC](#)

Reallocation Method:
 No Reallocation
 Reallocate by Accounting Validation Control
 Reallocate by Alternate Accounting Codes

Default Accounting Code

Segment Name (Length)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)
APPROPRIATION (20)						
	5454000000000000000000004	11	23340		123456789012	88888888

Search for valid value

Associated Alternate Accounting Codes
[Select AACs](#)

Remove	Alternate Accounting Code Name	Accounting Code - Segment Name(Length)
		APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2)

No Alternate Accounting Codes are associated. Use the link Select AACs to associate Alternate Accounting Codes.

[Remove](#)
[Select AACs](#)

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

15. To specify a default accounting code, specify a value in each required segment (marked with a red asterisk) by typing the value or clicking the **Magnifying Glass** icon to search and select a value from a valid value list.

16. To attach an alternate accounting code:

- a. Select the *Reallocate by Alternate Accounting Code* radio button.
- b. Click the **Select AACs** link.

Managing Account

★ Log Out

Setup Default Accounting Code

[Demographics](#) → [Account Information](#) → [Extract Information](#) → **Accounting Code** → [Authorization Limits](#)

Enter segment values, then save and continue.

Product: PURCHASING
Name: Terry Jones
Status:

Account Validation Control (AVC) Name: 0066Demonstration [Switch AVC](#)

Reallocation Method:
 No Reallocation
 Reallocate by Accounting Validation Control
 Reallocate by Alternate Accounting Codes

Default Accounting Code

Segment Name (Length)					
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG
23340000000000000000 * 🔍	16 🔍	11222 🔍	AFPC11 🔍	987654321987 *	

🔍 Search for valid value

Associated Alternate Accounting Codes

[Select AACs](#)

Records 1 - 1 of 1

Remove	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG
<input type="checkbox"/>	Office Supplies	54540000000000000000	87	87775	AFPC33	564897231674	65498

Records 1 - 1 of 1

Remove

[Select AACs](#)

Default Accounting Code Comments:

17 **Note:** the maximum amount of characters allowed is 254.
 Character count = 0

Save & Continue
File For Later
Cancel Setup

17. When you are done specifying the default accounting code and/or the alternate accounting code, review your work and then click the **Save and Continue** button.

Managing Account ★ Log Out

Setup Authorization Limits

Client Relationship: United States Army [Switch Relationships](#)

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Terry Jones
Status:

* = required

18 **Authorization Limits**

19 Credit Limit: * **19** Single Purchase Limit: *

% Cash: (0-100)

20 Fiscal First Month: 10

Standard Velocity Limits

Cycle Dollar: * Cycle Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:
 Month Day Year

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
 Month Day Year

Days in Refresh Cycle:

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

21

Note: the maximum amount of characters allowed is 254.
 Character Count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

Callout 1: The Credit Limit should be three times the cycle limit.

Callout 2: The Army does not use the Percent Cash field.

Callout 3: If you are using workflow, then the Resource Manager sets up some of the authorization limits.

- 18. Type a dollar value for the credit limit that is three times the cycle limit.
- 19. Type 0 in the % Cash field for a managing account.
- 20. Type a cycle dollar value that is one third of the credit limit.
- 21. When you are done, click the **Save and Continue** button.

Tip! You set the merchant authorization controls on a cardholder account, not a managing account, so you do not normally need to specify them during a managing account setup.

If you are using the workflow process, then the setup goes to your Resource Manager for additional setup tasks, such as accounting code specification, attachment of AVCs or AACs, and some of the authorization limits. Once the Resource Manager completes these tasks, then the setup will come back to you for your part of authorization limit setup, plus your review and final approval.

If you are not using the workflow process, and you completed all the setup tasks yourself, then the setup comes to U.S. Bank for final processing.

Set Up a Non-Electronic Data Interchange Account

To set up a non-electronic data interchange (EDI) managing account, the Army only specifies information on the *Demographics* screen and the *Authorization Limits* screen.

As the A/OPC, you complete the *Demographics* screen portion of the set up, leave the *Account Information* screen blank and click the **Save and Continue** button to send the rest of the managing account setup to the Resource Manager.

Managing Account
★ Log Out

Setup Demographics

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.
Product: PURCHASING
Status:

* = required

Last Name:* First Name:* MI:

Date of Birth:
 Month Day Year

Identification Number:

Tax Exempt Number:

Optional 1: Third Line Embossing:

Address 1:* Address 2:

City:* State/Province:(* if USA or Canada) Zip/Postal Code:(* if USA or Canada)

Country:*

Work Phone:* Home Phone:

Alternate Phone: Fax:

Email Address:

Demographics Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

The Resource Manager leaves the *Extract Information* screen blank, clicks the **Save and Continue** button to proceed to the *Accounting Code* screen. The Resource Manager leaves the *Accounting Code* screen blank and clicks **Save and Continue** to proceed to the *Authorization Limits* screen.

Cardholder Account

Setup Authorization Limits

[★ Log Out](#)

Client Relationship: United States Army [Switch Relationships](#)

Demographics → Account Information → Accounting Code → **Authorization Limits**

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit: * Single Purchase Limit: *

% Cash: (0-100)

Fiscal First Month:
10

Standard Velocity Limits

Cycle Dollar: * Cycle Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:
Month Day Year

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
Month Day Year

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
<small>No Merchant Authorization Controls currently exist for this account.</small>				

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 254.
Character count= 0

[Save & Continue](#)
[File For Later](#)
[Cancel Setup](#)

The Resource Manager then completes the authorization limits screen to finish the non-EDI managing account setup.

Perform Final Approval

To perform a final review on a managing account setup, you simply access the managing account setup from your active work queue and review each screen to approve or reject the information. If you reject a screen, you need to specify a reason. At that point the managing account setup goes to the active work queue of the user who completed the setup task in the first place, that person fixes the problem and then the setup comes back to your active work queue. You access the setup again and begin the screen-by-screen review process again until you are able to approve all the screens in the setup. At that point, the approved setup comes to U.S. Bank for final processing. For additional information, refer to *Perform a Setup Final Review and Approval* on page 60. You can also refer to the *Access Online: Managing Account Setup and Maintenance* user guide and lesson.

Modify an Existing Managing Account

Once a managing account exists in Access Online, you can modify the account at any time.

U.S. Bank Access® Online

Request Status Online
 Active Work Queue
 System Administration
 Account Administration
 Cardholder Accounts
 Managing Accounts
 Order Management
 Transaction Management
 Account Information
 Data Exchange
 Reporting
 My Personal Information

Home
 Contact Us

Account Administration ★ Log Out

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update demographic information, account information (change account status), extract information, accounting codes and authorization limits on a managing account.

Active Work Queue
View the tasks to be completed and the progress of the account setup in the Active Work Queue.

To modify a managing account:

1. Select the **Account Administration** high-level task.
2. Click the **Maintain Managing Account** link.

Managing Accounts

Search & Select a Managing Account

Managing Account Search

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

Managing Account Number:

OR
 Managing Account Name: 3

OR
 Last Name: First Name:

OR
 Company Number: 4

Search

Records 1 - 2 of 2

Account Number	Name
4716304556611542	ARMY 1
4716304556606120	ARMY 2

3. Specify search criteria.
4. Click the **Search** button.
5. Click the account number link for the account you want to modify.

Managing Accounts
Summary and Tasks

Managing Account Number: 4716304656606120, ARMY [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required on account requests in the [request status queue](#).

Product: Purchasing **Bank:** 3059
Name: ARMY **Agency:** 11790
Status: ""-OPEN

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

6 If your organization uses workflow, then you do not have extract and accounting code maintenance tasks available.

The information you have available to modify depends on if you are using the workflow process or not. As an A/OPC, you do not have the extract and accounting code screens available to you to modify. Your Resource Manager can modify this information. If you are not using workflow, then you have each screen available to you.

6. In all cases, simply click a link to modify that information. The steps to modify a screen follow the same basic steps as the set up process.

Learn More: For information and steps, refer to the *Access Online: Managing Account Setup and Maintenance* user guide and lesson.

Perform a Managing Account Maintenance Final Review

As the A/OPC, you review and final-approve the managing account maintenance requests that the Resource Manager makes to the managing account's default accounting code, authorization limits (e.g., credit limits), and extract information (e.g., EDI 810/821 routers).

After the Resource Manager updates the managing account, the Resource Manager submits the request. The request displays in your active work queue. After you access and review the request, you either approve or reject the request. If you approve the request, the change becomes effective immediately. The request stays in the request status queue for two weeks with a **Completed** status. After two weeks, the request stays archived in the system and you can access information about the request by running the *Request Status Queue* report.

If you reject the request, you specify a reject reason and the request returns to the Resource Manager's active work queue. The Resource Manager accesses the rejected requests, fixes the request, and then resubmits the request to you for final review and approval.

1

Request Status Queue
Active Work Queue
Support Active Work Queue
System Administration
Account Administration
Payment Plus
Order Management
Transaction Management
Travel Expense Management
Data Exchange
Enhanced Supplier Management
Account Information Reporting
My Personal Information

Home
Contact Us

Active Work Queue ★ Log Out

Client Relationship: account admin test 3058 Switch Relationships

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 23 of 23 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
Final Review-Auth Limits	CARDHOLDER AUTHLIMITS MAINTENANCE	Purchasing	Sanchez, John	09/08 10:49
Final Review-Demogr	CARDHOLDER DEMOGRAPHIC MAINTENANCE	Purchasing	Anderson, Mary	10/07 12:34
Data Entry-Default Ac	CARDHOLDER SETUP	Purchasing	Smith, Margaret	10/07 12:41
Reject-Auth Limits	MANAGING ACCT AUTHLIMITS MAINTENANCE	Purchasing	Garcia, Juan	10/07 16:01
Data Entry-Acct Inq	CARDHOLDER SETUP	Purchasing	Martinelli, Joan	10/08 10:47
Final Review-Accounting Code	MANAGING DAC MAINTENANCE	Purchasing	Andrews, Mark	10/13 11:29
Final Review-Demographics	MANAGING DEMOGRAPHIC MAINTENANCE	Purchasing	Johnson, Robert	10/14 12:16
Final Review-Auth Limits	CARDHOLDER AUTHLIMITS MAINTENANCE	Purchasing	Smith, Chris	10/15 13:01
Final Review-Demographics	CARDHOLDER DEMOGRAPHIC MAINTENANCE	Purchasing	Jensen, Lars	10/15 13:09
Final Review-Demographics	CARDHOLDER DEMOGRAPHIC MAINTENANCE	Purchasing	Montgomery, Arthur	10/16 10:03
Final Review-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Faure, Jean	10/16 12:27

2

To perform a final review on a managing account maintenance request:

1. Select the **Active Work Queue** high-level task from the *Left-Column Navigation Bar*.
2. Click the link for the managing account maintenance request that you want to review.

Final Review Managing Account Maintenance

Extract Information

Product: Purchasing
Name: MAC J TEST
Status: ""-OPEN

Electronic Data Interchange (EDI) Routing Number

Current Value			New Value		
Send	Type	Value	Send	Type	Value
<input type="checkbox"/>	Invoice		<input checked="" type="checkbox"/>	Invoice	ABC123
<input type="checkbox"/>	Credit Invoice		<input type="checkbox"/>	Credit Invoice	
<input type="checkbox"/>	Obligation		<input type="checkbox"/>	Obligation	
<input type="checkbox"/>	Cost Transfer		<input type="checkbox"/>	Cost Transfer	

✗ Removed
Extract Information Comments:

Approve & Submit **Reject**

[<< Back to Active Work Queue](#)

Be sure to review any comments.

Click the Reject button to return the request to the A/OPC's or Resource Manager's active work queue.

3. Review the current value (on the left) and the new value (on the right) and select an approval option:
 - a. To approve, click the **Approve & Submit** button. A confirmation message displays and the approved managing account maintenance request moves to the request status queue.
 - Or–
 - b. To reject, click the **Reject** button. The maintenance request returns to the active work queue of the A/OPC or Resource Manager who initiated the request.

Learn More: After you click the **Approve and Submit** button, the *Active Work Queue* screen displays with the maintenance request you just approved no longer displayed. You can check on the status of the maintenance request by accessing the request status queue. Simply click the **Request Status Queue** high-level task. You can view all requests and their status in the request status queue. Note that some are pending final review, some are pending correction from being rejected, and some are ready for the system to process.

Request Status Queue

Account Requests ★ Log Out

Client Relationship: Account Admin Mix [Switch Relationships](#)

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a request to view the details.

Records 1 - 25 of 53
Page: 1 | 2 | 3 [Refresh List](#)

Delete Request	Request Status <small>(View Details)</small>	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
Maint Manage Acct Complete	Pending-Final Review	*****1071					
Pending-Final Review	Pending-Final Review	*****1675	MANAGING EXTRACT INFO MAINTENANCE	10/20 10:32	TEST,MAC J	10/20 10:32	Online
Maint Manage Acct Complete	Main CH Account Complete	*****1298	DEMOGRAPHIC MAINTENANCE	10/19 13:37	TEST,TEST	10/19 14:02	Online
Main CH Account Complete	Setup CH Acct Complete	*****9177	CARDHOLDER DEMOGRAPHIC MAINTENANCE	10/19 11:00	GARCIA, PHILIP	10/19 11:00	Online
Setup CH Acct Complete		4716300007481568	CARDHOLDER SETUP	10/14 09:43	ANIS,MUHAMMAD	10/14 09:48	Online

Records 1 - 25 of 53
Page: 1 | 2 | 3 [Refresh List](#)

[Delete Request](#)

You can delete a maintenance request with a Pending status. A Complete status means that U.S. Bank has completed processing the request.

Select a request and click the Delete Request button to delete a request before it is finalized.

Learn More: If you need to reject maintenance request, simply click the **Reject** button, specify a reason, and click the **Send** button. Access Online sends the rejected request to the active work queue of the A/OPC or Resource Manager who requested the change.

Reject Managing Account Maintenance

Extract Information

Reject Reason: *

Note: the maximum amount of characters allowed is 255.
Character count = 0

[Send](#)

[<< Back to Final Review - Extract Information](#)

[★ Log Out](#)

Client Relationship: account admin test 3058 [Switch Relationships](#)

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 23 of 23 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
Final Review-Auth Limits	CARDHOLDER AUTHLIMITS MAINTENANCE	Purchasing	Sanchez, John	09/08 10:49
Final Review-Demographics	CARDHOLDER DEMOGRAPHIC MAINTENANCE	Purchasing	Anderson, Mary	10/07 12:34
Data Entry-Default Acct Code	CARDHOLDER SETUP	Purchasing	Smith, Margaret	10/07 12:41
Reject-Auth Limits	MANAGING ACCT AUTHLIMITS MAINTENANCE	Purchasing	Garcia, Juan	10/07 16:01
Data Entry-Auth Info	CARDHOLDER SETUP	Purchasing	Martinelli, Joan	10/08 10:47
Final Review-Auth Limits	MANAGING DAC MAINTENANCE	Purchasing	Andrews, Mark	10/13 11:29
Final Review-Demographics	MANAGING DEMOGRAPHIC MAINTENANCE	Purchasing	Johnson, Robert	10/14 12:16
Final Review-Auth Limits	CARDHOLDER AUTHLIMITS MAINTENANCE	Purchasing	Smith, Chris	10/15 13:01
			Jensen, Lars	10/15 13:09
			Montgomery, Arthur	10/16 10:03
			Laure, Jean	10/16 12:27

Note the maintenance requests with Reject statuses. Click the link, review the reject reason, make any necessary changes to the request, and resubmit for final approval. You can also see which maintenance requests are ready for final review.

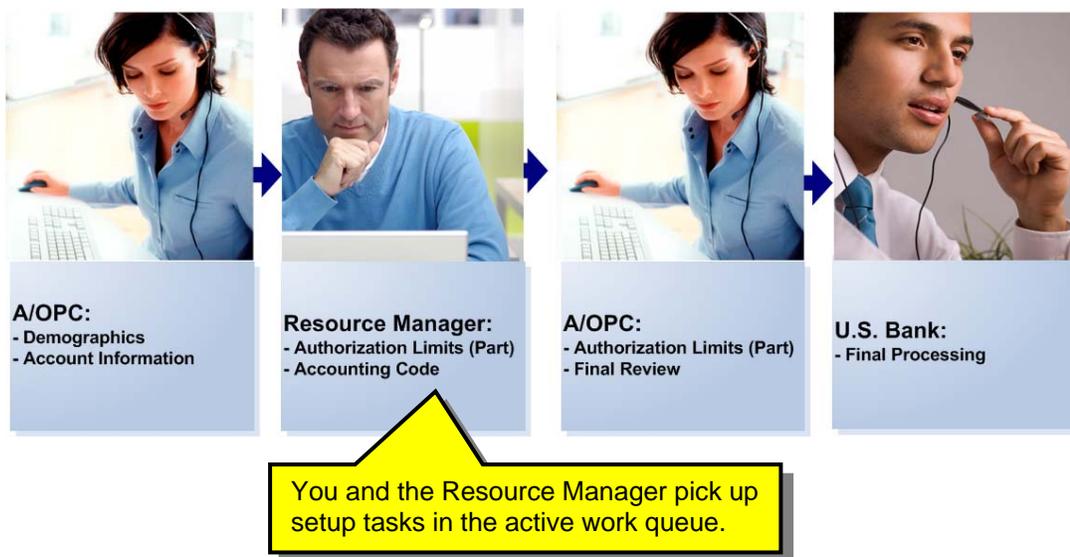
Set Up a Cardholder Account

You can easily set up new cardholder accounts and modify existing cardholder accounts. The setup procedure requires you to enter data about the cardholder on four screens that contain the following account information:

- Demographics
- Account information
- Default accounting code
- Authorization limits

Depending on how your program is set up, you may also use the workflow and final review functions. The workflow function enables different users to set up different portions of the cardholder account. The final review function enables a designated A/OPC to review and approve the completed setup before submitting it to U.S. Bank for processing. Below are two sample scenarios: one with workflow and one without.

Cardholder Account Setup with Workflow



Cardholder Account Setup Without Workflow



Learn More: Refer to *Work with Queues* on page 73 for information.

Set Up a New Cardholder Account

The screenshot shows the U.S. Bank Access Online interface. The top navigation bar includes 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Order Management', 'Transaction Management', 'Account Information', 'Data Exchange', 'Reporting', and 'My Personal Information'. The 'Account Administration' menu is expanded, showing 'Cardholder Accounts' and 'Managing Accounts'. The 'Cardholder Accounts' section contains three links: 'Create New Cardholder Account', 'Unlock Cardholder Account', and 'Maintain Cardholder Account'. The 'Managing Accounts' section contains two links: 'Create New Managing Account' and 'Maintain Managing Account'. A red circle with the number '1' highlights the 'Account Administration' menu, and a red circle with the number '2' highlights the 'Create New Cardholder Account' link. The 'Active Work Queue' section at the bottom provides instructions on how to view account setup progress.

U.S. Bank Access® Online

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

Home
Contact Us

★ Log Out

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update demographic information, account information (change account status), extract information, accounting codes and authorization limits on a managing account.

Active Work Queue
View the tasks to be completed and the progress of the account setup in the Active Work Queue.

To set up a new cardholder account:

1. Select the **Account Administration** high-level task.
2. Click the **Create New Cardholder Account** link.

Cardholder Account Setup Demographics

Demographics → Account Information → Accounting Code → Authorization Limits

Enter demographic information, then Save & Continue.

* = required

Product: PURCHASING

Last Name:* First Name:* MI:

Date of Birth:
Month Day Year

Identification Number:

Tax Exempt Number:

Optional 1: Third Line Embossing:

Address 1:* Address 2:

City:* State/Province:(* if USA or Canada) Zip/Postal Code:(* if USA or Canada)

Country:*

Work Phone:* Home Phone:

Alternate Phone: Fax:

Email Address:

Demographics Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Save & Continue File For Later Cancel Setup

The breadcrumbs let you know where you are in the process.

Do not specify a birth date. The Army does not require this information.

Click the File for Later button to save the task in your active work queue.

3. Fill in all the required fields (marked with a red asterisk), including *Last Name*, *First Name*, *Address 1*, *City*, *State*, *ZIP/Postal Code*, *Country*, and *Work Phone*.
4. Add additional optional information, such as embossing, as appropriate for your agency.
5. Type any comments to share with other users with access to this account.
6. Click the **Save and Continue** button.

Cardholder Account
Setup Account Information

[Demographics](#) → **Account Information** → [Accounting Code](#) → [Authorization Limits](#)

Enter account information, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Hierarchy Position

Bank: 3058 Agent: * Comp: * Div: Dept: [Search for Position](#)

Save & Continue **Cancel Setup**

7. Specify the agent and company processing hierarchy values for the account:
 - a. Type exact agency and company values in the *Agent* and *Comp* fields and click **Save and Continue**.
 - Or–
 - b. Click the **Search for Position** link to search and select agent and company values for the correct processing hierarchy position. As soon as you select a position, then the next setup screen activates.

Cardholder Account ★ Log Out

Setup Account Information

Demographics → Account Information → Accounting Code → Authorization Limits

Enter account information, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Hierarchy Position
 Bank: Agent: Comp: Div: Dept:
 3058 0066 11790 [Search for Position](#)

Organization Name

Account Information
 Managing Account: 4716304556606120
 Cycle Day: 19
 Expiration Date:
 Temp Auth Start Date: Month Day Year **8**
 Temp Auth End Date: Month Day Year
 Plastic: Yes, without pin
 Checks: Yes No
 Checks not Valid: Checks not valid over the dollar amount of: \$ 3000

Alternate Address 1:
 Alternate Address 2:
 Alternate City:
 Alternate State:
 Alternate Country:
 Alternate Zip Code:

Reporting Level
 Lvl 1: Lvl 2: Lvl 3: Lvl 4: Lvl 5: Lvl 6: Lvl 7:
 11790 [Search for Reporting Level](#)

Account Information Comments:

Note: the maximum amount of characters allowed is 254.
 Character count = 0

The only hierarchy positions you can select are the positions that your user ID is associated with.

8. Select card plastic options.

Tip! If you are setting up a convenience check account, then select **No** for plastic card and **Yes** for checks and set the dollar amount to the amount required, but not more than \$3,000. For foreign drafts, select **No** for plastic and **No** for checks and contact your relationship management team when the setup is complete.

9. Specify a reporting hierarchy position for the cardholder account.

10. Specify any additional information, including temporary authorization dates. These dates let you set a time period during which the account is active (e.g., for two months at the end of the year), alternate address information, reporting hierarchy position, and/or comments.

11. Click the **Save and Continue** button. If you are using workflow, then the next screen you work on is the *Authorization Limits* screen. (The Resource Manager specifies the default accounting code and part of authorization limits.) **Skip to Step 17.** If you are not using the workflow function, then you will also need to specify the accounting code information.

★ Log Out

Cardholder Account

Setup Authorization Limits

Client Relationship: United States Army [Switch Relationships](#)

Demographics → [Account Information](#) → [Accounting Code](#) → **Authorization Limits**

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a

Credit Limit: * **Single Purchase Limit:** *

% Cash: (0-100)

Fiscal First Month: 10

Standard Velocity Limits

Cycle Dollar: * **Cycle Transaction:**

Quarterly Dollar: **Quarterly Transaction:**

Yearly Dollar: **Yearly Transaction:**

Custom Velocity Limits

Other Dollar: **Other Transaction:**

Refresh From Date:
 Month: Day: Year:

Refresh To Date:
 Month: Day: Year:

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

17

The A/OPC specifies the single purchase limit.

18

The credit limit equals the cycle limit.

Note if you are using workflow, you do not specify all the velocity limits. The Resource Manager specifies some of these values.

The Army does not currently use the Custom Velocity Limits feature. Leave these fields blank.

19a

17. Specify the single purchase limit and any other necessary velocity limits.
18. Specify additional velocity limits, as needed.
19. To add merchant authorization controls:
 - a. Click the **Manage Controls** link.

Search & Select a Merchant Authorization Control ★ Log Out

Product: Government Purch **Bank:** 3058
Name: Chris P Jones 9 **Agent:** 0061
Status: **Company:** 23327

Search for a Merchant Authorization Control by name or description. Leave the fields blank to view all available Merchant Authorization Controls.

Control Name: **19b**

OR Description:

Search

To add a control to the Selected Merchant Authorization Controls, select the control in the list on the left and click "Add". To remove a selected control from the list, mark the control in the list on the right and click "Remove." When your selection(s) are complete, click "Select Controls."

Records 26 - 50 of 1820
Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [21](#) | [24](#) | [25](#) | [>>](#) | [last](#) **19d**

Found Merchant Authorization Controls					Selected Merchant Authorization Controls				
Select	Control	Description	Type	Action	Select	Control	Description	Type	Action
<input type="checkbox"/>	MCCG007.		Custom	View Details	<input type="checkbox"/>	MCCG008		Custom	View Details
<input checked="" type="checkbox"/>	MCCG009		Custom	View Details	<input type="checkbox"/>	MCCG008.		Custom	View Details
<input checked="" type="checkbox"/>	MCCG009.		Custom	View Details					
<input type="checkbox"/>	MCCG010		Custom	View Details					
<input type="checkbox"/>	MCCG010.		Custom	View Details					
<input type="checkbox"/>	MCCG011		Custom	View Details					
<input type="checkbox"/>	MCCG011.		Custom	View Details					
<input type="checkbox"/>	MCCG012		Custom	View Details					
<input type="checkbox"/>	MCCG012.		Custom	View Details					
<input type="checkbox"/>	MCCG013		Custom	View Details					

Add >> **<< Remove**

Note: 2 controls added out of a maximum of 9.

19c

<input type="checkbox"/>	MCCG005.		Custom	View Details
<input type="checkbox"/>	MCCG006		Custom	View Details
<input type="checkbox"/>	MCCG006.		Custom	View Details
<input type="checkbox"/>	MCCG007		Custom	View Details

Records 1 - 25 of 1818
Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [21](#) | [22](#) | [23](#) | [24](#) | [25](#) | [>>](#) | [last](#) **19e**

Select Controls

[<< Back to Authorization Limits](#)

- b.** Search for a control, if needed, by typing search criteria and clicking the **Search** button.
- c.** Select the controls you want to add.
- d.** Click the **Add** button.
- e.** Click the **Select Controls** button.

Learn More: Click the **View Details** link to view the details of a control. Do not click the **Maintain** button to set limits since your organization does not set limits on the controls. You can also refer to the *Access Online: Government Merchant Category Codes* user guide for additional information.

Cardholder Account

Merchant Authorization Control Detail

Client Relationship: Account Admin Test Gov
Card Account Number: *****1234, Chris Jones

[Switch Relationships](#)
[Switch Accounts](#)

Product: Purchasing	Bank: 3058
Name: CARDHOLDER TIMTEST2009	Agent: 0061
Status: "" -OPEN	Company: 23327

Control Name: MCCG008

Description:

Type:

MCC Field 1: 5300-5399,5021-5046,5051-5111,5131-5139,5193-5261,5611-5661,5691-5735,5963

MCC Field 2: 5970-5978,5992-5999,9399,1520-1799,7210-7211,7216-7217,7221,7230,7251,7261

MCC Field 3: 5931,7276-7278,7296,7299,0742,0763,0780,2741,2791,2842,4225,4816,5051

MCC Field 4: 6300,6381,6399,7311-7399,7622-7829,8111-8734,8911,8931,8999,8398,8641,8675

MCC Field 5: 8699,9950,5935,5940-5943,5945-5950,7298,5531

Authorization Action: Include

Refer to Managing Account

Merchant Authorization Control: Y

Diversion Account:

Credit Diversion Account:

Debit Only:

Single Purchase Limit: 1

Refer to Managing Account

Single Purchase Limit: Y

Standard Template Limits

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

Custom Template Limits

	Limit Total
Other Dollar:	0
Other Transaction:	0

Refresh From Date:

Refresh To Date:

Days in Refresh Cycle:

Refer to Managing Account Y

Velocity Limits:

Maintain

[<< Back to Authorization Limits](#)

Cardholder Account
Setup Authorization Limits
★ Log Out

Client Relationship: United States Army [Switch Relationships](#)

Demographics → Account Information → Accounting Code → **Authorization Limits**

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit: * Single Purchase Limit: *

% Cash: (0-100)

Fiscal First Month:
10

Standard Velocity Limits

Cycle Dollar: * Cycle Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:
Month: Day: Year:

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
Month: Day: Year:

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG008	Approve	1	Custom	View Details
MCCG008A	Approve	1	Custom	View Details
MCCG009	Approve	1	Custom	View Details
MCCG009A	Approve	1	Custom	View Details

Note: 4 controls added out of a maximum of 9.

Authorization Limits Comments:

20

Note: the maximum amount of characters allowed is 254.
Character count = 0

Your control authorization actions are set up to automatically approve.

Note that for each full control, you need to attach both the one with the A designation and one without.

20. Click the **Save and Continue** button.

Active Work Queue

i Account setup request sent to next user's active work queue.

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

[Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date

[Refresh List](#)

If you are using workflow, then the setup goes to active work queue of the Resource Manager, who completes the remaining fields in the authorization limits (for quarterly and yearly velocity limits) and specifies the account's default accounting code. When the Resource Manager is finished with his portion, the setup comes back to your active work queue for final review and approval.

If you are not using workflow, then you are ready to access the setup and complete the final review and approve process right away.

Perform a Setup Final Review and Approval

You access the completed setup from your active work queue and review the setup screen by screen, in order. Keep in mind that you must review each screen in order. You cannot skip screens in the final review process.

The screenshot shows the 'U.S. Bancorp Access Online' interface. The left navigation menu includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Order Management, Transaction Management, Account Information, Data Exchange, Reporting, My Personal Information, Home, and Contact Us. The main content area is titled 'Active Work Queue' and includes a 'Log Out' link. Below the title are links for 'Setup Cardholder Account', 'Maintain Cardholder Account', 'Setup Managing Account', and 'Maintain Managing Account'. A prompt says 'Select a task to work.' followed by 'Records 1 - 1 of 1' and a 'Refresh List' link. A table with the following data is displayed:

Task (Select Task)	Request Type	Product	Account Name	Start Date
Final Review	CARDHOLDER SETUP	Purchasing	Jones,Chris P	07/25 09:59

Below the table, it says 'Records 1 - 1 of 1' and another 'Refresh List' link.

To perform a final review and approval:

1. Select the **Active Work Queue** high-level task.
2. Click the **Final Review** link for the setup you want to work with.

Final Review Cardholder Account Setup

Demographics

Demographics → Account Information → Accounting Code → Authorization Limits

Product: PURCHASING
Name: Chris P Jones
Status:

Name: Chris P Jones
Date of Birth:
Identification Number: ABC123456778
Tax Exempt Number:
Optional 1:
Third Line Embossing:

Address 1: 500 Chestnut Street
Address 2: Suite 100
City: Philadelphia
State/Province: PA
Zip/Postal Code: 191060000
Country: United States
Work Phone: 6121231234
Home Phone:
Alternate Phone: 6123214321
Fax:
Email Address: chrisdoe76@army.mil

Demographics Comments:
 RELOCATED IN JULY 2008 TO PHILADELPHIA.

Approve **Reject**

[<< Back to Active Work Queue](#)

3

4

Click to reject a screen and send the setup back to the initiator to fix.

3. Review the demographic information.
4. Click **Approve**.

Final Review Cardholder Account Setup

Account Information

[Demographics](#) → **Account Information** → [Accounting Code](#) → [Authorization Limits](#)

Product: PURCHASING
Name: Chris P Jones
Status:

Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790		

Organization Name

ACA NORTH

Account Information

Managing Account: 4716304556606120 5
Cycle Day: 19
Expiration Date:
Open Date: 07252008
Temp Auth Start Date:
Temp Auth End Date:
Plastic: Yes
Checks: No
Checks Valid Dollar Amount: 0
Checks Valid Number Of Days:
Alternate Address 1: 174 Liberty St.
Alternate Address 2:
Alternate City: Concord
Alternate State/Province: MA
Alternate Country: United States
Alternate Zip/Postal Code: 017421705

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
11790	22222	33333	44444	55555		

Account Information Comments:

6

Approve
Reject

[<< Back to Active Work Queue](#)

5. Review the account information.
6. Click **Approve**.

Final Review Cardholder Account Setup ★ Log Out

Default Accounting Code

Demographics → Account Information → **Accounting Code** → Authorization Limits

Product: PURCHASING
Name: Chris P Jones
Status:

Default Accounting Code

Segment Name (Length)	OAC (2)	ASN (5)	UIC (8)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI
545400000000000000000004	54	54544	AFPC11	121212121212	888888888	87	888888888	1	122348	1	333	66

Default Accounting Code Comments:

Approve **Reject**

[<< Back to Active Work Queue](#)

7. Review the default accounting code.

8. Click **Approve**.

Learn More: If you click the **Reject** button, you need to specify a reason and provide information to whomever performed the setup task on how to fix the issue. Then the setup goes back to whomever performed the task. If you were not using workflow, then the setup would go back to your active work queue. Simply type a reason and then click the **Send** button.

Reject Cardholder Account Setup
Default Accounting Code

Reject Reason: *

Invalid values. Please change.

Note: the maximum amount of characters allowed is 255.
 Character count = 0

Send

[<< Back to Default Accounting Code](#)

To reject a screen, click the Reject button and then specify a reason.

Final Review Cardholder Account Setup

Authorization Limits

[Demographics](#) → [Account Information](#) → [Accounting Code](#) → **Authorization Limits**

Product: PURCHASING
Name: Chris P Jones
Status:

Authorization Limits

Credit Limit: 5000
Single Purchase Limit: 500
% Cash: 0
Fiscal First Month: 10

Standard Velocity Limits

Daily Dollar: 0
Daily Transaction: 0
Cycle Dollar: 5000
Cycle Transaction: 0
Monthly Dollar: 0
Monthly Transaction: 0
Quarterly Dollar: 0
Quarterly Transaction: 0
Yearly Dollar: 10000
Yearly Transaction: 400

Custom Velocity Limits

Other Dollar: 0
Other Transaction: 0

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

Refer To Managing Account
Single Purchase Limit: Yes

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111A	I		Custom	View Details
MCCG111	I		Custom	View Details

Authorization Limit Comments:

[<< Back to Active Work Queue](#)

- Review the authorization limits, velocity limits, and merchant authorization controls, to ensure that they are consistent with your organization's policies.
- Click the **Approve and Submit** button. The account setup comes to U.S. Bank for final processing.

Tip! You can see the setup in your request status queue. Pending requests are waiting for U.S. Bank to complete.

Request Status Queue
★ Log Out

Account Requests

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a request to view the details.

Records 1 - 1 of 1 [Refresh List](#)

Delete Request	Request Status <small>(View Details)</small>	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Pending-Setup.CH Acct	5555072508115918	CARDHOLDER SETUP	07/25 09:59	JONES,CHRIS P	07/25 11:59	Online

[Refresh List](#)

Records 1 - 1 of 1

[Delete Request](#)

Maintain a Cardholder Account

Once an account exists in the system, you can modify the account at any time. For example, if a cardholder changes addresses, you can easily update that information. You can also easily close and reopen accounts.

U.S. Bank Access® Online

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update demographic information, account information (change account status), extract information, accounting codes and authorization limits on a managing account.

[Active Work Queue](#)
View the tasks to be completed and the progress of the account setup in the Active Work Queue.

To edit, close, or reopen an existing account:

1. Select the **Account Administration** high-level task.
2. Click the **Maintain Cardholder Account** link.

Cardholder Accounts
Summary and Tasks

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: Purchasing **Bank:** 3058
Name: ROSEANNE BUTLER **Agent:** 0066
Status: "" -OPEN **Company:** 11790

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

3. Click any link to open and edit the information. Simply repeat the steps in the setup process to change the information.

Close or Reopen an Account

Cardholder Accounts

Summary and Tasks

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: Purchasing **Bank:** 3058
Name: ROSEANNE BUTLER **Agent:** 0066
Status: "" -OPEN **Company:** 11790

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

1

To close or reopen an account:

1. Click the **Account Information** link.

Cardholder Account

Maintain Account Information

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Maintain account information, then send the request.

Product: Purchasing **Bank:** 3058
Name: ROSEANNE BUTLER **Agent:** 0066
Status: "" -OPEN **Company:** 11790

* = required

Account Status:* "" -OPEN 2b

Hierarchy Position: T9-TERMINATED 2a
V9-TEMP CLOSED

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

[Change Hierarchy Position](#)

Organization Name

Account Information

Managing Account: 4716304556606120

2. Specify whether to open or close the account:
 - a. To close the account, select a **V9-TEMP CLOSED** option from the *Account Status* drop-down list.

Tip! You cannot reactivate a permanently closed (T9) account. For detailed information on the status options, refer to the *Access Online: Government Glossary* user guide.

- b. To reopen a terminated account, select the **OPEN** option.

Cardholder Account

Maintain Account Information

★ Log Out

Card Account Number: *****6883, ROSEANNE BUTLER [Switch Accounts](#)

Maintain account information, then send the request.

Product: Purchasing

Name: ROSEANNE BUTLER

Status: "" -OPEN

Bank: 3058

Agent: 0066

Company: 11790

* = required

Account Status: * "" -OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
1425	1680	31680	00001	0100

[Change Hierarchy Position](#)

Organization Name

ARMY

Account Information

Managing Account: 4716123412341234

Cycle Day: 19

Expiration Date: 04/2010

Open Date: 04/01/2004

Temp Auth Start Date: Start Month: Start Day: Start Year:

Temp Auth End Date: End Month: End Day: End Year:

Activated: N

Plastic: Y **Reorder?** Yes No

Pin: N

Checks: N **Reorder?** Yes No

Alternate Address 1:

Alternate Address 2:

Alternate City:

Alternate State/Province: ▼

Alternate Country: ▼

Alternate Zip/Postal Code:

Reporting Level

Lvl 1:	Lvl 2:	Lvl 3:	Lvl 4:	Lvl 5:	Lvl 6:	Lvl 7:
<input style="width: 50px;" type="text" value="31680"/>	<input style="width: 50px;" type="text" value="00000"/>					

[Search for Reporting Level](#)

Account Information Comments:

Note: the maximum amount of characters allowed is 254.
Character count: 0

Send Request

[<< Back to Summary and Tasks](#)

3. Click the **Send Request** button when you are done.

Perform a Cardholder Account Maintenance Final Approval

As the A/OPC, you review and final-approve the cardholder account maintenance requests that the Resource Manager makes to the cardholder account's default accounting code or authorization limits (e.g., credit limits).

After the Resource Manager updates the cardholder account, the Resource Manager submits the request. The request displays in your active work queue. After you access and review the request, you either approve or reject the request. If you approve the request, the change becomes effective immediately. The request stays in the request status queue for two weeks with a **Completed** status. After two weeks, the request stays archived in the system and you can access information about the request by running the *Request Status Queue* report.

If you reject the request, you specify a reject reason and the request returns to the Resource Manager's active work queue. The Resource Manager accesses the rejected requests, fixes the request, and then resubmits the request to you for final review and approval.

1

Active Work Queue ★ Log Out

Client Relationship: Army

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 25 of 41
1 12. [Refresh List](#)

(Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Extract Info	MANAGING ACCOUNT SETUP	Purchasing	Sanchez, John	10/07 12:34
Final Review-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Davis, Mary	10/07 12:41
Final Review-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Smith, Ann	10/08 10:47
Final Review-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Jones, Mike	10/09 14:41
Reject-Extract Info, MA	MANAGING ACCOUNT SETUP	Purchasing	Antonini, Joan	10/09 14:56
Data Entry-Acct Info	CARDHOLDER SETUP	Purchasing	Jefferson, Tyrone	10/13 11:29
MA Data Entry-Acct Info	MANAGING ACCOUNT SETUP	Purchasing	Butler, Sean	10/14 12:16

Records 1 - 25 of 41
Page 112. [Refresh List](#)

To perform a final review on a cardholder account maintenance request:

1. Select the **Active Work Queue** high-level task from the *Left-Column Navigation Bar*.
2. Click the link for the maintenance request that you want to review.

Final Review Cardholder Account Maintenance

Default Accounting Code

Product: Purchasing
Name: ANN SMITH
Status: "" -OPEN

Current information displays in the left-hand column.

Requested new information displays in the right-hand column.

Default Accounting Code

Field Segment Name (Length)	Current Value	New Value
APPROPRIATION (2)	21200820082003732	212008200820203732
OAC (2)	RP	RP
ASN (5)		
UIC (6)	123456	654321
PEC (12)		
ORG (8)		
MFP (2)		
JO (8)	5DTFED	5DTFED
SAR (1)		
WCR (6)		
RBC (1)		
RSC (3)		
CI (6)		
OC (5)	T000	X
GPS (1)		
SIPC (2)		
DBSH (6)		
AI (6)	L23204	L23204
IFS (18)		
TT (3)		
FMS (12)		

X Removed

Default Accounting Code Comments:

Approve & Submit **Reject**

[<< Back to Active Work Queue](#)

An X icon lets you know the user removed a piece of information.

Be sure to review any comments.

Click the Reject button to return the request to the A/OPC's or Resource Manager's active work queue.

3. Review the changes and then select an approval option:
 - a. To approve, click the **Approve & Submit** button. A confirmation message displays and the approved managing account maintenance request moves to the request status queue.
 - Or–
 - b. To reject, click the **Reject** button. The maintenance request returns to the active work queue of the A/OPC or Resource Manager who initiated the request.

Tip! After you click the **Approve and Submit** button, the request no longer displays in the *Active Work Queue* screen. You can check on the status of the maintenance request by accessing the request status queue. Simply click the **Request Status Queue** high-level task. You can view all requests and their status in the request status queue. Note that some are pending final review, some are pending correction from being rejected, and some are ready for the system to process.

Request Status Queue
Active Work Queue
Support Active Work Queue
System Administration
Account Administration
Order Management
Transaction Management
Travel Expense Management
Data Exchange
Enhanced Supplier Management
Account Information Reporting
My Personal Information

Home
Contact Us

Request Status Queue
Account Request

Client Relationship Management | Switch Relationships

Setup Cardholder Account | Maintain Cardholder Account
Setup Managing Account | Maintain Managing Account

Select a request to view the details.

Records: 1 - 25 of 53
Page: 1 | 2 | 3

★ Log Out

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Maint CH Acct Complete	*****1234	MANAGING DEMOGRAPHIC MAINTENANCE	10/21 14:16	SMITH, JANE	10/21 14:16	Online
	Pending-Final Review	*****4234	MANAGING EXTRACT INFO MAINTENANCE	10/20 14:42	TEST2008R27,TIM	10/20 14:42	Online
	Pending-Final Review	*****2234	MANAGING EXTRACT INFO MAINTENANCE	10/20 10:32	TEST_MAC J	10/20 10:32	Online

Learn More: If you need to reject a request, simply click the **Reject** button, specify a reason, and click the **Send** button. Access Online sends the rejected request to the active work queue of the A/OPC or Resource Manager who requested the change.

Reject Cardholder Account Maintenance Default Accounting Code

Reject Reason: *

The UIC value is incorrect.

Note: the maximum amount of characters allowed is 255.
Character count = 28

Send

[<< Back to Final Review-Accounting Code](#)

Active Work Queue ★ Log Out

Client Relationship: Army [Switch Relationships](#)

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 25 of 41
Page: 1 | 2 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Extract Info	MANAGING ACCOUNT SETUP	Purchasing	Sanchez, John	10/07 12:34
Final Review-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Davis, Mary	10/07 12:41
Reject-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Smith, Ann	10/08 10:47
Final Review-Accounting Code	MANAGING DAC MAINTENANCE	Purchasing	Jones, Mike	10/09 14:41
Reject-Extract Info, MA	MANAGING ACCOUNT SETUP	Purchasing	Antonini, Joan	10/09 14:56
Data Entry-Acct Info	CARDHOLDER SETUP	Declining Balance	Jefferson, Tyrone	10/13 11:29
MA Data Entry-Acct Info	MANAGING ACCOUNT SETUP	Declining Balance	Butler, Sean	10/14 12:16

Records 1 - 25 of 41 [Refresh List](#)

Note the maintenance requests with Reject statuses. You can also see which maintenance requests are ready for final review.

Work with Queues

Your active work queue lists tasks that have been passed to you to work on via the workflow process or that you have selected to file for later. Before you begin any setup work, we recommend that you check your active work queue to take care of tasks that are waiting for you to complete.

U.S. Bank Access® Online

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

Home
Contact Us

Active Work Queue

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 2 of 2

[Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
Data Entry-Demographics	CARDHOLDER SETUP	Purchasing	Smith,Mark	08/06 16:54
MA Data Entry-Demographics	MANAGING ACCOUNT SETUP	Purchasing	Adams,Amada	08/06 16:55

Records 1 - 2 of 2

[Refresh List](#)

Callout 1: Click a task to open and work on the task.

Callout 2: Your active work queue has tasks you selected to save and work on later, as well as tasks that other users have sent to you.

Simply click on a task to access the task and complete your work.

Once you final-approve the managing account setup, the setup comes to us for final processing. You can see which setups you have sent to us by accessing your request status queue.

Request Status Queue

Account Requests

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a request to view the details.

Records 1 - 1 of 1

[List](#)

Delete Request	Request Status	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
View Details	Pending-Setup CH Acct	5555072508115918	CARDHOLDER SETUP	07/25 09:59	JONES,CHRIS P	07/25 11:59	Online

Records 1 - 1 of 1

[Refresh List](#)

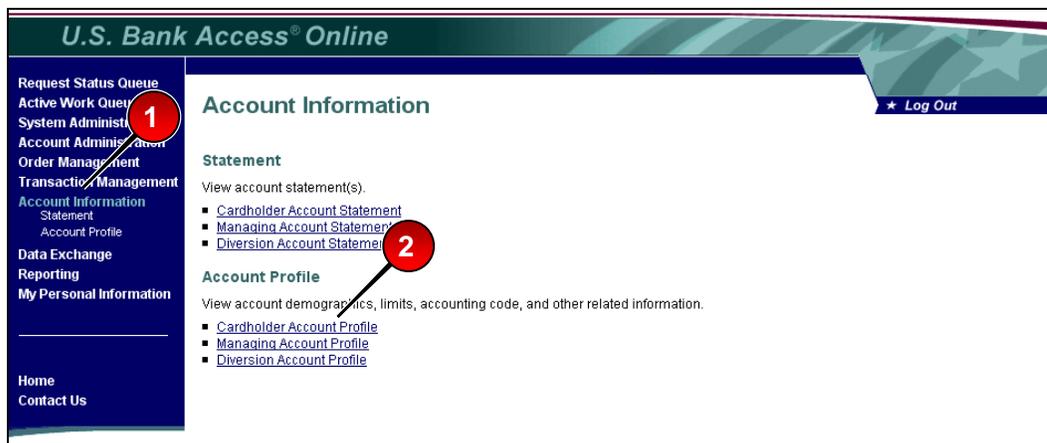
[Delete Request](#)

Callout: The request status queue has tasks you have sent to us. A Pending status means that we are working on your request.

Simply click a link to review the detail.

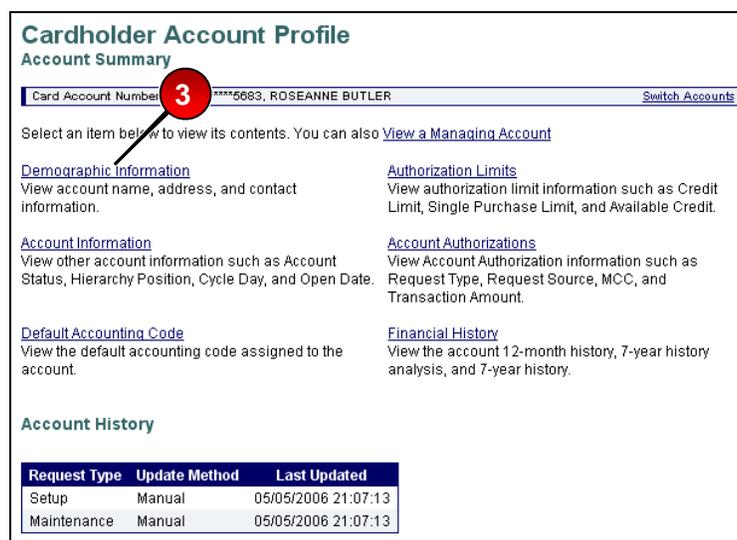
View an Account Profile

You can easily view a cardholder or managing account profile. The account profile reflects the information you and/or your Resource Manager specified during the account's setup. Your cardholders can view their own account profiles, as well as the profile of any other account they have access to. In our example, we will cover viewing a cardholder account profile. The steps for viewing a managing account profile are the same.



To view an account profile:

1. Select the **Account Information** high-level task.
2. Click the **Cardholder Account Profile** link.



3. Search and select an account, if needed, and then click a link (e.g., **Demographic Information, Account Information**) to view the information on that aspect of the account.

Cardholder Account Profile

Demographic Information

Card Account Number: *****6683, ROSEANNE BUTLER [Switch Accounts](#)

Name

Name: ROSEANNE BUTLER
Date of Birth:
Identification Number:
Tax Exempt Number:
Optional 1:
Third Line Embossing:

Address

Address 1: 200 SOUTH 6TH STREET STE 200
Address 2: EP-MN-L26C TRAINING
City: MINNEAPOLIS MN 554021403
State/Province: MN
Zip/Postal Code: 55402-1403
Country: United States

Contact Information

Work Phone: 612-973-0000
Home Phone:
Alternate Phone: 000000000000000000
Fax: 999999999
Email Address: DEMO@ACPO.COM

Demographics Comments: 4

[<< Back to Cardholder Account Summary](#)

Any comments you or another user type during setup display here.

The *Demographics* screen displays all the available demographic information about an account, including any comments you typed during account setup.

4. Click the **Back to Cardholder Account Summary** link to return to the summary screen and click another link.

Cardholder Account Profile

Account Information

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Account Status: " " -OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	50231	00000	0000

Organization Name

ACA SOUTH

Account Information

Managing Account: 4716304556606120
Cycle Day: 19
Expiration Date: 10/31/2008
Open Date: 10/21/2005
Temp Auth Start Date:
Temp Auth End Date:
Needs Activation? Y
Current Balance: 0.00
Past Due Balance: 0.00
Plastic: N
Checks: N
Checks Valid Dollar Amount:
Telecom: N
Telecom Status:
Payment Method Code:
Payment Method Description: <None>

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
47163	00021	00009	01001	50231	00000	00000

Account Information Comments:

[<< Back to Cardholder Account Summary](#)

The *Account Information* screen includes the processing and report hierarchy position of the account, the organization name, and general account information, including the associated managing account number, cycle day, and expiration date.

Cardholder Account Profile

Default Accounting Code

★ Log Out

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Default Accounting Code

Segment Name (Length)												
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC	
23340000000000000000	11	54544	AFPC33	777777777777	88888888	23	44444444	4	122348	2	333	

Default Accounting Code Comments:
 UPDATED DAC WITH NEW UIC VALUE.

[<< Back to Cardholder Account Summary](#)

The *Default Accounting Code* screen displays the account's default accounting code.

Cardholder Account Profile

Authorization Limits

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Authorization Limits

Credit Limit: 1,500.00
Single Purchase Limit: 3,000.00
% Cash: 0
Available Credit: 1,500.00
Fiscal First Month: 1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	1,500.00	1,500.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	0.00
Yearly Transaction:	0	0

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:
Days in Refresh Cycle:
Refer To Managing Account
Merchant Authorization
Controls: Y
Refer To Managing Account
Velocity Limits: Y
Refer To Managing Account
Single Purchase Limit: Y

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG288	Approve	0	Custom	View Details
MCCG288A	Approve	0	Custom	View Details

Authorization Limits Comments:

[<< Back to Cardholder Account Summary](#)

The *Authorization Limits* screen displays all the authorization limits for the account, including the credit limit, single purchase limit, percent cash, and available credit. This screen also includes standard velocity limits and custom velocity limits. If you have attached merchant authorization controls, they display on this screen. Click a **View Details** link to review the parameters of the control, if desired.

Cardholder Account Profile ★ Log Out
Account Authorizations

Card Account Number: , ROSEANNE BUTLER [Switch Accounts](#)

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
7/17/2007	04:42 PM ET	Approved	074354	Mail/Phn Ord	\$341.95	5399	MISCELLANEOUS GENERAL MER
7/17/2007	03:34 PM ET	Declined		Mail/Phn Ord	\$2613.60	5399	MISCELLANEOUS GENERAL MER

[<< Back to Cardholder Account Summary](#)

The *Account Authorizations* screen lets you view transaction authorization information, flagged as approved or declined. The table also includes the request date, request type, transaction amount, MCC, and MCC description. Click a link in the *Auth Time* column to view additional detail.

Cardholder Account Profile ★ Log Out
Account Authorizations

Client Relationship: [Switch Relationships](#)
 Card Account Number: *****2345 [Switch Accounts](#)

Auth Date: 7/17/2007 **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:** \$2613.60

Decline **Account** Merchant Parent Diversion Process

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

[<< Back to Account Authorizations List](#)

Declines display in Access Online in nearly real time.

The detail screen displays a series of six tabs that provide details about the authorization. This information can help you assess and analyze the reasons for authorizations and declines on an account. Select each tab to view the associated detail.

Learn More: For additional information on account profiles, including descriptions of each field available on each screen, refer to the *Access Online: Account Profiles* user guide and lesson.

Cardholder Account Profile Financial History

The 12 Month History tab contains financial history data for the past 12 months.

Card Account Number: *****5683

[Switch Accounts](#)

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

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

Page: [1](#) | [2](#) | [3](#)

	Current	07/10/2008	06/10/2008	05/10/2008	04/10/2008
Number of Payments	0	0	0	0	0
Total Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Payment: 00/00/00)					
Minimum Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	0	0	2	0	0
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Purchase: 05/29/08)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Cash Advance: 00/00/00)					
Number of Credits	0	0	0	0	0
Total Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Credit: 05/29/08)					
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Limit	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Adv Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Past Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases and Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00

Page: [1](#) | [2](#) | [3](#)

[<< Back to Cardholder Account Summary](#)

The *Financial History* screen displays information about the history of the account, including 12-month history, seven-year historical analysis, and seven-year history.

Cardholder Account Profile

Financial History

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

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

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	12	9	0	0	0	0	33
Times Statement Generated	3	3	1	0	0	0	0	7
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written Off	0	0	0	0	0	0	0	0

<< [Back to Cardholder Account Summary](#)

The *7 Year History Analysis* tab lists the number of times listed events occurred during each year (grouped by month).

Cardholder Account Profile

Financial History

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#) [★ Log Out](#)

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

The 7 Year History indicates with a 'Y' if the listed condition occurred on the account during that billing cycle and 'N' if it did not.

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

	07/08	06/08	05/08	04/08	03/08	02/08	01/08	12/07	11/07	10/07	09/07	08/07
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	N	Y	N	N	Y	N	N	N	Y	N	N	N
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written Off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

<< [Back to Cardholder Account Summary](#)

The *7 Year History* tab provides a yes/no indication of the listed events by month/year.

Tip! If you are viewing a managing account, then you can also view the extract information.

Run a Standard Report

You have a full range of standard reports available to you that cover every aspect of your program. For our example, we run an *Account List* report. You run a report in three basic steps: select the report, set the report parameters, and run the report.

The screenshot shows the U.S. Bank Access Online interface. The top navigation bar includes "U.S. Bank Access® Online" and a "Log Out" link. The left sidebar contains a menu with categories: Request Status Queue, Active Work Queue, System Administration, Account Administration, Order Management, Transaction Management, Account Information, Data Exchange, Reporting, and My Personal Information. The Reporting category is expanded, showing sub-items: Program Management, Financial Management, Supplier Management, Travel Expense Management, Tax and Compliance Management, Administration, Scheduled Reports, Flex Data Reporting, and Custom Reports. A red circle with the number "1" highlights the Reporting category in the sidebar. The main content area is titled "Reporting" and features a red circle with the number "2" pointing to the "Program Management" link. Below this, several report categories are listed with brief descriptions:

- Program Management**: General program management activities and monitor company policy compliance.
- Travel Expense Management**: Detailed and summary travel expense information.
- 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.

To run a standard report:

1. Select the **Reporting** high-level task.
2. Select a report category. For our example, we pick **Program Management**.

Program Management

★ Log Out

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.

Administration

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

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

[Order File History](#)
History of order file loading and matching.

[Declined Transaction Authorizations](#)
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.

[Request Status Queue](#)
History of changes made to Accounts.

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

[Merchant Allocation Rule Sets](#)
Summary of merchant allocation rules sets and detail of associated allocation rules.

3. Click the report name link. For our example, we click the **Account List** link to run the *Account List* report.

Program Management ★ Log Out

Account List

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

* = required

Date

Last Maintained Date Range: Account Open Date Range:

Begin Month: --- Begin Day: -- Begin Year: ---- to End Month: --- End Day: -- End Year: ----

Account Information

Account Status: 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

Additional Detail

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

Demographics Default Accounting Code Merchant Authorization Code
 Account Information Authorization Limits Merchant Authorization Code

Sort Report By

Account Name Account Status No Sort No Sort

Ascending Order Ascending Order Ascending Order Ascending Order
 Descending Order Descending Order Descending Order Descending Order

Report Output

PDF

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:
 3058 66 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:
 3058 47163 00009 01001 50231 Search for Position or Add Multiple

Account Number: *
 If selected, at least one account number is required. Separate multiple accounts by a comma and no spaces.
 Search for Accounts

[<< Back to Program Management](#)

For this report, you can select the method of setup or maintenance from the *Method* scroll box.

4. Specify a date range.
5. Specify account information (which accounts to include in your report), including setup method, if desired.
6. Select which additional detail to include in your report.
7. Specify how you want to sort the report information by selecting a field and then selecting to sort the data in that field in ascending or descending order.
8. Select the report's output.
9. Specify how to group the report data:
 - a. Select a radio button.
 - b. Type the value or click the **Search for Position or Add Multiple** link.

Program Management
 Select a Reporting Hierarchy Position ★ Log Out

Search for a Hierarchy Position
 Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:
 9c

Bank: Level 1: **9d** Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:

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) **9e**
 Records 1 - 2

Select	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input checked="" type="checkbox"/>	3058	11790	22222	33333	44444	55555		
<input type="checkbox"/>	3058	11791	22222	33333	44444	55555		

9f

Selected Hierarchy Position(s)

Remove	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input type="checkbox"/>	3058	11790	22222	33333	44444	55555		
<input type="checkbox"/>	3058	11791	22222	33333	44444	55555		

9g

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

Records 1 - 2 of 2

[<< Back to Account List](#)

- c. Specify search criteria.
 - d. Click the **Search** button.
 - e. Select the check boxes for the positions to include.
 - f. Click the **Select Position** button.
 - g. Click the **Accept Hierarchy** button.
- 10.** When you are done, click the **Run Report** button.

Report Date: 09/09/2008

Account List - Summary

<u>Account Status</u>	<u>Status Description</u>	<u>Product Type</u>	<u>Setup Method</u>	<u>Update Method</u>
Account Name:	ROSEANNE BUTLER		Account Number: *****0005905883	
	Open	Purchasing	Manual	Manual
Account Name:	ANTHONY CARLISLE		Account Number: *****0005937678	
	Open	Purchasing	Manual	Manual
Account Name:	MARTIN DANIELS		Account Number: *****0005905667	
	Open	Purchasing	Manual	Manual
Account Name:	PETER EDGARS		Account Number: *****0005937736	
	Open	Purchasing	Manual	Manual
Account Name:	FRANK GUARDADO		Account Number: *****0005937702	
	Open	Purchasing	Manual	Manual
Account Name:	JOSEPH HANCOCK		Account Number: *****0005905717	
	Open	Purchasing	Manual	Manual
Account Name:	DOUGLAS JOHNSON		Account Number: *****0005905709	
	Open	Purchasing	Manual	Manual
Account Name:	SERGE KOSTAS		Account Number: *****0005937744	
	Open	Purchasing	Manual	Manual
Account Name:	TOBY MANKALA		Account Number: *****0005937710	
	Open	Purchasing	Manual	Manual
Account Name:	DAMITA MARALDO		Account Number: *****0005905891	
	Open	Purchasing	Manual	Manual
Account Name:	DOREE MARKS		Account Number: *****0005937660	
	Open	Purchasing	Manual	Manual
Account Name:	JAKE PEDERSEN		Account Number: *****0005937694	
	Open	Purchasing	Manual	Manual
Account Name:	LYNETTE PRICE		Account Number: *****0005905725	
	Open	Purchasing	Manual	Manual
Account Name:	GILBERTO RODRIGUEZ		Account Number: *****0005905675	
	Open	Purchasing	Manual	Manual

Learn More: The parameters that you need to set for your report depend on which report you are running. For another example, you can see the more complex parameters for a *Transaction Detail* report. For information on each possible parameter, refer to the *Access Online: Running Standard Reports* user guide. To review a description and sample of each standard report, refer to the *Access Online: Standard Report Samples* user guide.

Financial Management
Log Out

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

Begin Month	Begin Day	Begin Year	to	End Month	End Day	End Year
Jul	-	2008		Jul	-	2008

Transactions Included

Transaction Status:

Reviewed Status:

Approval Status: Hold down the Ctrl key to make multiple selections.

- All
- Pending Approval
- Approved
- Final Approved

Disputed:

Transaction Amount: or = <input type="text" value="5"/>

Posting Type:

Payments: Exclude Include

Fees: Exclude Include

Additional detail

Display Transaction Comments Display Allocation Detail

Merchants

Merchant Category Code Group: Hold down the Ctrl key to make multiple selections.

- All
- AIRLINE
- AUTOMV DEALERS
- BUILDING SERVIC

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

[Search for Codes](#)

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

[Add to List](#) [Remove](#)

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
 Descending Order
 Ascending Order
 Descending Order
 Ascending Order
 Descending Order

Report Output

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

Group Report By

Processing Hierarchy Position.* If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

[Search for Position or Add Multiple](#)

Reporting Hierarchy Position.* If selected, a reporting hierarchy position is required.

Bank	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
3058	11790	02222	03333	44444	55555		

[Search for Position or Add Multiple](#)

Account Number(s): If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[Search for Accounts](#)

Break/Subtotal Level

Page Break: Yes No

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

[Run Report](#)
 [Reset](#)
 [Create Scheduled Report](#)

[Back to Financial Management](#)

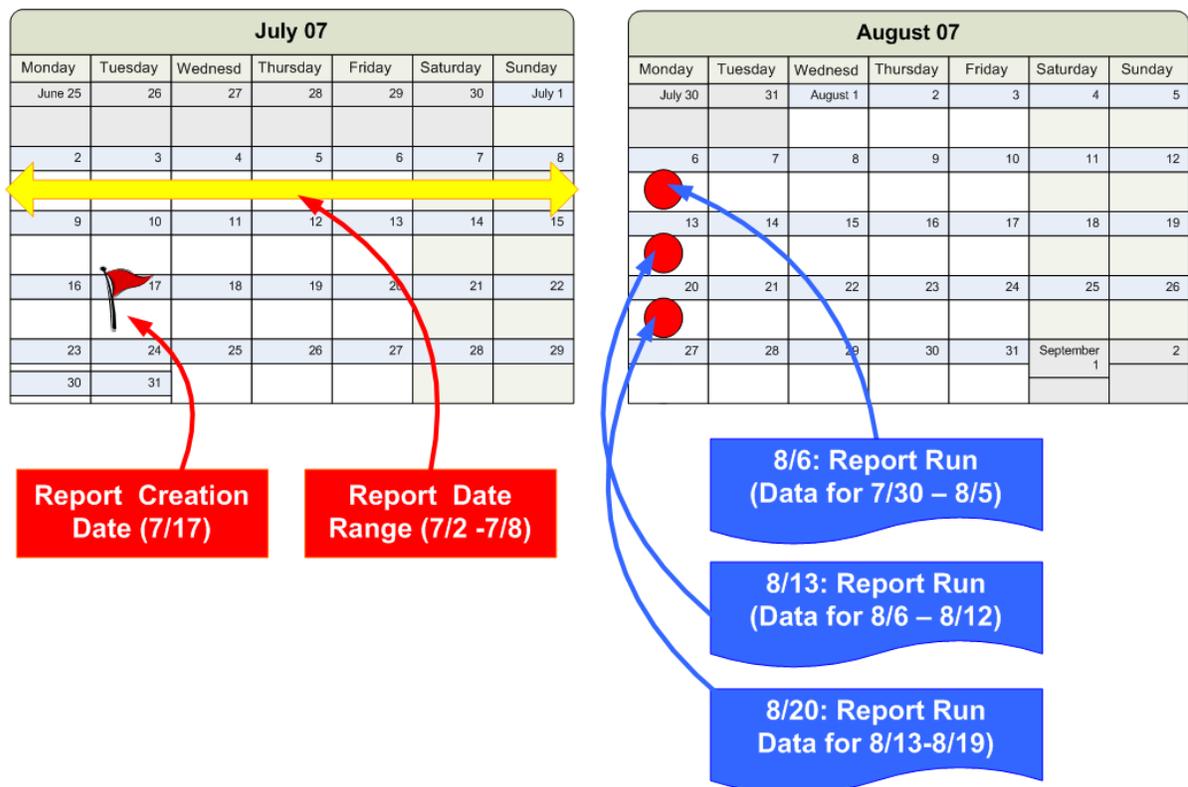
Schedule a Standard Report

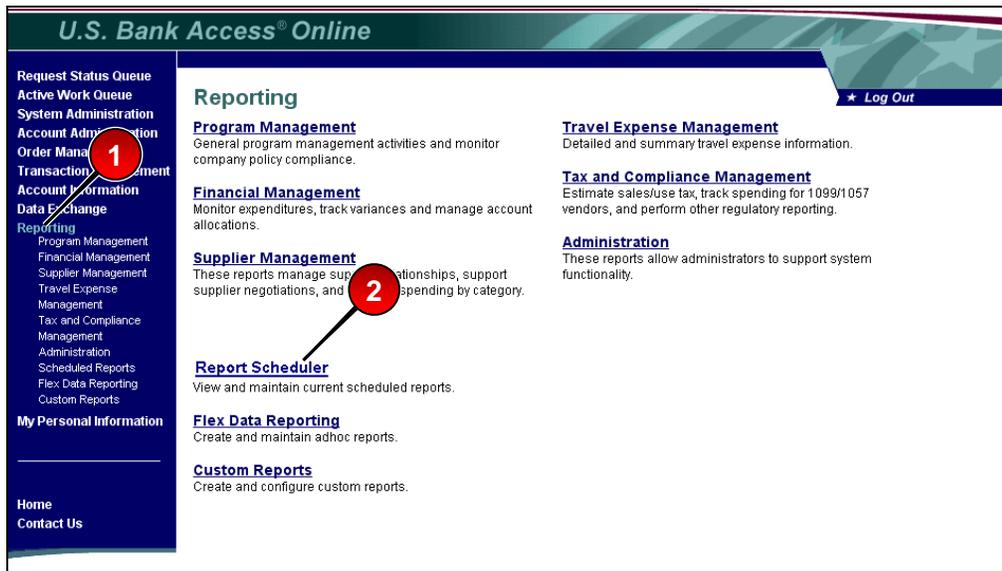
Scheduling a report is simple and quick. After you access the scheduled reports function, you simply select a report to schedule, specify the report's parameters (e.g., date range, sorting, filtering, grouping, etc.), and then specify the scheduling parameters (e.g., report description, schedule, and recipients). Then, once you save the report, Access Online automatically runs the report on your scheduled day and sends the report to your designated recipients' Data Exchange mail boxes.

Keep in mind the difference between the report date range and the scheduled date range.

- **Report date range**—The report date range sets a time period filter to control which data the scheduled report includes when the report runs in the future (e.g., include a week's worth of data, include a month's worth of data).
- **Schedule date range**—The schedule date range establishes a future time period during which your report will run automatically.

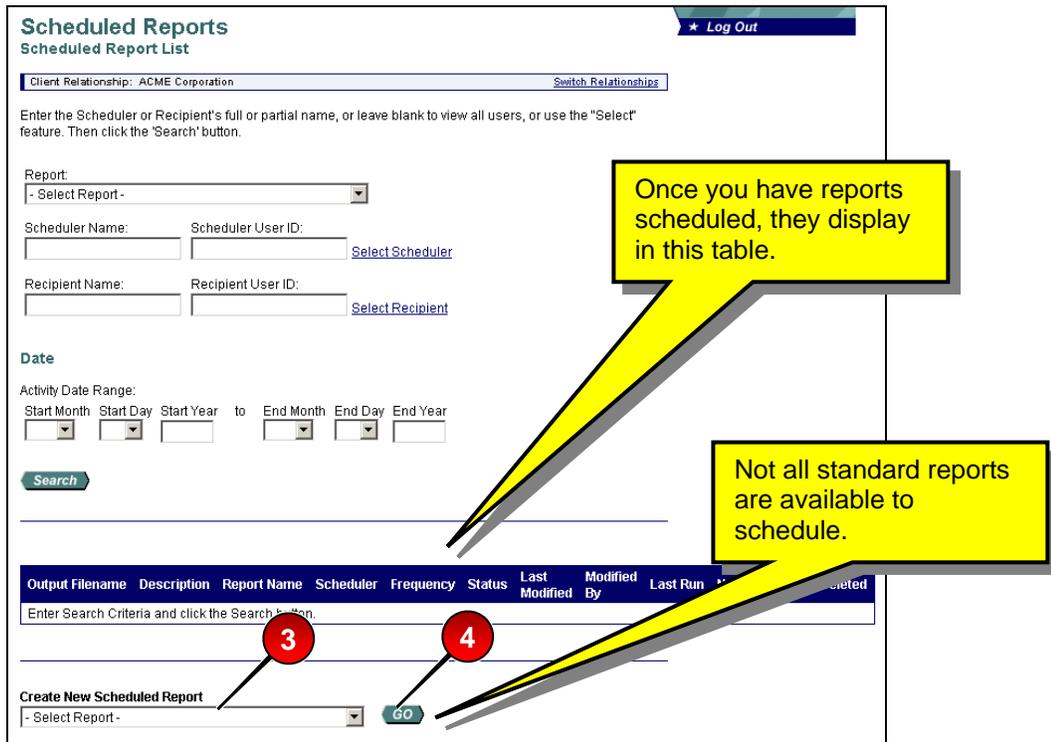
The illustration shows how a report date range and schedule date range work together.





To schedule a report:

1. Select the **Reporting** high-level task.
2. Click the **Report Scheduler** link.



3. Select a report from the *Create New Scheduled Report* drop-down list.
4. Click the **Go** button.

Financial Management
Account Allocation

Client Relationship: ACME Corporation [Switch Relationships](#)

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

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range

Enable Cycle Day

Begin Month: Jul, Begin Day: --, Begin Year: 2007 to End Month: Jul, End Day: --, End Year: 2007

To improve performance, this report must be run for no more than 3 months at a time.

Transactions Included

Allocation Status: All

Accounting Code

To limit the results from the default of "all" enter a full or partial "begins with" accounting code (at least 3 characters).

Custom: [Define Custom](#)

Sort Report By

Accounting Code: [No Sort] [No Sort] [No Sort] [No Sort]

Ascending Order Descending Order

Report Output

Summary Output: Selection defines the output format for the summary report. PDF

Detail Output: Selection defines the output format for the detail report when links are chosen from the summary report. PDF

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

Group Report By

To limit the results from the default of "all" enter a value or search.

Processing Hierarchy Position:

Bank: [] Agent: [] Company: [] Division: [] Department: [] [Search for Position or Add Multiple](#)

Reporting Hierarchy Position:

Bank: [] Level 1: [] Level 2: [] Level 3: [] Level 4: [] Level 5: [] Level 6: [] Level 7: [] [Search for Position or Add Multiple](#)

Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces. [Search for Accounts](#)

Break/Subtotal Level

- No Break/Subtotal -

[Run Report](#) [Reset](#) [Create Scheduled Report](#)

[Back to Financial Management](#)

Callout 5: Keep in mind that Access Online moves the report date range forward in time for you, if you schedule the report to run repeatedly in the future.

Callout 6: Each report has unique filtering options.

Callout 7: You can select a data element to sort ascending or descending.

Callout 8: You can specify the report's output file type.

Callout 9: You can filter by one or more processing or reporting hierarchy positions. You may also be able to filter by account number.

Callout 10: You can specify where the report should have page breaks and subtotals.

Callout 11: You can run the report to review it before you save it as a scheduled report.

5. Set the parameters for your report, paying careful attention to the date range.
6. Click the **Create Scheduled Report** button.

Create Schedule Parameters

Create Schedule Parameters

Client Relationship: ACME Corporation

Edit the information below, and click the Submit button.

Report Name: Account Allocation
 Scheduler Email: None
 Scheduler Notification Preferences: None

Output Filename: * 7

Report Description: * Account Allocation 8

Schedule

Report Frequency: Monthly 9 Month of Period: Day of Period: Last Day 10 For the previous: 1 Month

Scheduled Start Date: Start Month: Jul Start Day: 26 Start Year: 2007 Scheduled End Date: End Month: Jul End Day: 26 End Year: 2007

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

[<< Back to Account Allocation](#)

Do not use spaces or special characters in the output file name. You **do not** need to include a file extension (e.g., *.pdf.).

By specifying a period option, you can specify that your report run on a specific day during the scheduled date range

7. Type a name (without any spaces or special characters) for the output file in the *Output Filename* field.
8. Modify the report description in the *Report Description* field, if desired.
9. Select a frequency from the *Report Frequency* drop-down list.
10. Specify the period's parameters, if needed (e.g., select a month from the *Month of Period* drop-down list).

Create Schedule Parameters

Create Schedule Parameters

Client Relationship: ACME Corporation [Switch Relationships](#)

Edit the information below, and click the Submit button.

Report Name: Account Allocation
Scheduler Email: None
Scheduler Notification Preferences: None

Output Filename: *

Report Description: *

Schedule

Report Frequency: Month of Per. **11** Day of Period: For the previous:

Scheduled Start Date: Start Month: Start Day: Start Year: Scheduled End Date: End Month: End Day: End Year:

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

[<< Back to Account Allocation](#)

11. Specify a date range for the scheduled report to run.

Create Schedule Parameters

Create Schedule Parameters

Client Relationship: ACME Corporation [Switch Relationships](#)

Edit the information below, and click the Submit button.

Report Name: Account Allocation
Scheduler Email: None
Scheduler Notification Preferences: None

Output Filename: *

Report Description: *

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Scheduled End Date:

Recipients 12a

[Search for Users](#) Include Me

No Users Currently Selected

[<< Back to Account Allocation](#)

12. To add recipients:
 - a. Click the **Search for Users** link.

Create Schedule Parameters ★ Log Out

Search & Select Report Recipients

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

User Id: **12b**

Last Name: **12c** First Name:

Records 1 - 5 of 5

Select	User Name	User ID	Can Download From Data Exchange	Email Address	Data Exchange Email Notification Preference
<input type="checkbox"/>	Ann	anndoe25	No	anndoe@acme.com	No
<input type="checkbox"/>	Doe, Bill	billdoe50	No	billdoe@acme.com	No
<input type="checkbox"/>	Doe, Jane	janedoe75	Yes	janedoe@acme.com	Yes
<input type="checkbox"/>	Doe, John	johndoe10	Yes	johndoe@acme.com	No
<input type="checkbox"/>	Doe, Pat	patdoe30	No	patdoe@acme.com	No

Records 1 - 5 of 5

12e

[<< Back to Create Schedule Parameters](#)

Select checkboxes display only for recipients with Data Exchange download capability. Also note the Data Exchange Yes/No settings.

- b. Specify search criteria.
- c. Click the **Search** button.
- d. Selecting the check box for each recipient. Note that the recipient must have Data Exchange download capability.
- e. Click the **Select User(s)** button.

Account Allocation

Create Schedule Parameters ★ Log Out

Client Relationship: ACME Corporation [Switch Relationships](#)

Edit the information below, and click the Submit button.

Report Name: Account Allocation
Scheduler Email: None
Scheduler Notification Preferences: None

Output Filename: *

Report Description: *

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Start Month: Start Day: Start Year: Scheduled End Date: End Month: End Day: End Year:

Recipients

[Search for Users](#) Include Me

Remove	User Name	Email Address	Notification Preferences
<input type="checkbox"/>	Doe, Jane	janedoe@acme.com	Yes
<input type="checkbox"/>	Doe, John	johndoe@acme.com	Yes

[<< Back to Account Allocation](#)

You can remove a recipient at any time by selecting the user and clicking the Remove Selected Users button.

13. Select to include yourself on the distribution list, if desired, by selecting the *Include Me* check box.
14. Click the **Submit** button. A confirmation message displays.

Are You Sure?

Do you want to change the following fields in the Weekly Allocation report:

Field	Old Value	New Value
EMAIL PREFERENCE		INACTIVE
START MONTH		7
OUTPUT FILENAME	15	Weekly Allocation
START YEAR		2007
START DAY		9
END DAY		31
RUN INTERVAL		W
OUTPUT FORMAT		PDF
RECIPIENT	ADDED	Doe, Jane: janedoe75
RECIPIENT	ADDED	Doe, John: johndoe10
END MONTH		12
SCHEDULE DESCRIPTION		Account Allocation for Weekly Meeting
SCHEDULER		marysmith45
RUN DAYS		1
INCLUDE ME		Y
END YEAR		2010
DATAX PREFERENCE		N

16 **Yes, Save Report** **No**

- Review the report's parameters.
- Click the **Yes, Save Report** button. The system saves your scheduling parameters and delivers the report to the recipients' Data Exchange mailboxes on the scheduled day.

Scheduled Reports * Log Out

Scheduled Report List

Client Relationship: ACME Corporation [Switch Relationships](#)

Your report has been scheduled, and will be delivered on the scheduled day(s).

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the "Search" button.

Report:

Scheduler Name: Scheduler User ID: [Select Scheduler](#)

Recipient Name: Recipient User ID: [Select Recipient](#)

Date

Activity Date Range:

Start Month: Start Day: Start Year: to End Month: End Day: End Year:

Search

Output Filename	Description	Report Name	Scheduler	Frequency	Status	Last Modified	Modified By	Last Run	Next Run	End	Deleted
Enter Search Criteria and click the Search button.											

Create New Scheduled Report

GO

Learn More: For steps and information on scheduling a report, refer to the *Access Online: Report Scheduler* user guide and lesson.

Create a Flex Data Report

You can easily create and save customized ad hoc reports in Access Online using the flex data function. By setting up a report exactly as you need, organized the way you want, with only the data you need, you can pinpoint the information you need to manage your unique program. You create a report in three major steps:

- **One**—Select the report's primary template and/or additional data template.
- **Two**—Specify report parameters.
- **Three**—Preview, save and run the report.

The screenshot shows the U.S. Bank Access Online interface. The top navigation bar includes 'U.S. Bank Access® Online' and a 'Log Out' button. The left sidebar contains a navigation menu with categories: 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Order Management', 'Transaction Management', 'Account Information', 'Data Exchange', 'Reporting', and 'My Personal Information'. The 'Reporting' category is expanded, showing sub-links: 'Program Management', 'Financial Management', 'Supplier Management', 'Travel Expense Management', 'Tax and Compliance Management', 'Administration', 'Scheduled Reports', 'Flex Data Reporting', and 'Custom Reports'. The main content area is titled 'Reporting' and contains several sub-sections: '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), 'Travel Expense Management' (Detailed and summary travel expense information), 'Tax and Compliance Management' (Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting), and 'Administration' (These reports allow administrators to support system functionality). The 'Flex Data Reporting' sub-section is highlighted with a red circle and the number 2, with a description: 'Create and maintain adhoc reports.'

To create a flex data report:

1. Select the **Reporting** high-level task.
2. Click the **Flex Data Reporting** sub-task or link on the screen.

Flex Data Reporting ★ Log Out

Please select a report from the list below.

Client Relationship: ACME Corporation [Switch Relationships](#)

My Saved Reports **Create a New Report**

List of My Saved Reports
Select a saved template to modify and run a report.

Delete	Name	Template	Last Modified
<input type="checkbox"/>	Quarterly Transaction Report Quarterly Transaction Detail Report for Management Review Meeting	Transaction	04/11/2007 10:54

Delete Select check box(es) and click the DELETE button to permanently delete saved reports.

[<< Back to Reporting](#)

3. Select the *Create a New Report* tab.

Flex Data Reporting ★ Log Out

Please select a report from the list below.

Client Relationship: ACME Corporation [Switch Relationships](#)

My Saved Reports **Create a New Report**

Create a New Report
Select a 'base report' data template and up to one additional data template (optional) from the list below to Create a new report.

PRIMARY REPORT DATA	ADDITIONAL DATA
<p><input checked="" type="radio"/> Transaction Create a report based on transaction information.</p> <p><input type="radio"/> Order Create a report based on order information.</p>	<p><input type="checkbox"/> Allocation Include additional transaction allocation information.</p> <p><input type="checkbox"/> Merchant Supplemental Include additional supplemental merchant information.</p> <p><input type="checkbox"/> Order Include additional order information.</p> <p><input type="checkbox"/> Transaction Include additional transaction information.</p>

Create Click CREATE button to begin building a new report.

[<< Back to Reporting](#)

4. Select a report template radio button from the *Primary Report Data* column.
5. If desired, select one additional data template from the *Additional Data* column.
6. Click the **Create** button.

Flex Data Reporting ★ Log Out

Transaction w/ Merchant, Merchant w/

Report Name:
Transaction-Merchant,Merchant w/ESI, 13Nov2007

Report Description:
Transaction w/ Merchant, Merchant w/ESI

Report Output:
Output Type: Output Parameter Page Placement: Optional for PDF only.

Select Report Data Filter for Content Sort By Criteria Set Report Layout

- Select the check box(es) next to the desired column names for the report. Column names can be changed in the RENAME field.
- Select the TOTAL check box(es) to indicate that you want totals calculated for that column.
- Select the desired FILTER check box(es) to determine report content, then continue to the next step.
- WRAP DATA: Enter a desired column width (in) to format data wrapping in the output column width.

Select Report Columns Rename Report Columns Wrap Data Total Filter

Check All Show Only Selected

Hierarchy

<input checked="" type="checkbox"/> Account Number	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Processing Hierarchy		<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Reporting Hierarchy		<input type="checkbox"/>		<input type="checkbox"/>
[-] Account				
<input checked="" type="checkbox"/> Account Name	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lost Stolen	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Managing Account Name	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Managing Account Name Line 2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Managing Account Number	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Optional 1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Project Number	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Replacement Account Number	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Type a new report name and/or description if desired.
8. Select an output type and/or parameter page placement (PDF output only).
9. Click the checkbox for each column to include in your report.
10. To use the *Select Report Columns* feature:
 - a. Select the *Check All* check box to include all the listed data elements in your report.
 - And/Or–
 - b. Select the *Show Only Selected* check box to display only your selected data elements on the screen as you work.

<input type="checkbox"/> Posting Date				<input type="checkbox"/>
<input type="checkbox"/> Posting Type				<input type="checkbox"/>
<input type="checkbox"/> Purchase ID				<input type="checkbox"/>
<input type="checkbox"/> Purchase Method				<input type="checkbox"/>
<input type="checkbox"/> Reference Number				<input type="checkbox"/>
<input type="checkbox"/> Sales Tax				<input type="checkbox"/>
<input type="checkbox"/> Source Currency				<input type="checkbox"/>
<input type="checkbox"/> Source Currency A				<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Amount				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 1				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 2				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 3				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 4				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 5				<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Date				<input checked="" type="checkbox"/>
<input type="checkbox"/> Transaction Reviewed Status				<input type="checkbox"/>
<input type="checkbox"/> Transaction Type				<input type="checkbox"/>

<< [Back to Flex Data Reporting](#)

11. Type a new column label, if desired.
12. Type the number of column inches to wrap the field in the *Wrap Data* field.
13. Select a quantitative data element's *Total* check box to total that element's column.
14. Select an element's *Filter* radio button or check box to filter by that data element.

Flex Data Reporting
★ Log Out

Transaction w/ Merchant, Merchant w/ESI

Report Name:
Transaction-Merchant,Merchant w/ESI November 2007

Report Description:
Transaction and ESI Merchant Data

Report Output:
Output Type: PDF Output Parameter Page Placement: End Optional for PDF only.

Save
15 **Revert to Last Saved**
Preview Layout
Run Report

Select Report Data **Filter for Content** Sort By Criteria Set Report Layout

- Select the check box(es) next to the desired column names for the report. Column titles can be abbreviated or renamed; type the new title in the RENAME field.
- Select the TOTAL check box(es) to indicate that you want totals calculated for that column on the report.
- Select the desired FILTER check box(es) to determine report content, then continue to FILTER FOR CONTENT tab to define criteria. Only one hierarchy filter can be selected. It is required that you select at least one Date Filter.
- WRAP DATA: Enter a desired column width (in) to format data wrapping in the output report; leave field blank to allow default column width.

Select Report Columns	Rename Report Columns	Wrap Data	Total	Filter
Hierarchy				
<input checked="" type="checkbox"/> Account Number	Cardholder or Managing Account Number			○
<input checked="" type="checkbox"/> Processing Hierarchy				●
<input type="checkbox"/> Reporting Hierarchy				○
[-] Account				
<input checked="" type="checkbox"/> Account Name	Account Owner's Name			
<input type="checkbox"/> Lost Stolen				
<input type="checkbox"/> Managing Account Name		[]		
<input type="checkbox"/> Managing Account Name Line 2		[]		
<input type="checkbox"/> Managing Account Number				
<input type="checkbox"/> Optional 1		[]		
<input type="checkbox"/> Project Number		[]		
<input type="checkbox"/> Replacement Account Number				
<input type="checkbox"/> Short Name				

15. Select the *Filter for Content* tab.

Flex Data Reporting

Transaction and ESI Merchant Data

[★ Log Out](#)

Report Name:

Report Description:

Report Output:
 Output Type: Output Parameter Page Placement: Optional for PDF only.

Save
Revert to Last Saved
Preview Layout
Run Report

Select Report Data
Filter for Content
Sort By Criteria
Set Report Layout

Filtering allows you to set limits for the content of the report. Below are the data fields you elected to filter on. To limit the results from the default of "all", select, search & select, or fill in the criteria box(es) to define the report output.

Selected Filters	Filter Criteria
Processing Hierarchy	<div style="display: flex; justify-content: space-between; font-size: x-small; margin-bottom: 5px;"> Bank: Agent: Company: Division: Department: </div> <div style="display: flex; justify-content: space-between;"> <input style="width: 40px; height: 20px;" type="text"/> </div>
Transaction Amount	<input style="width: 150px; height: 20px;" type="text" value="0.0"/> to <input style="width: 150px; height: 20px;" type="text" value="0.0"/>
Transaction Date	<input style="width: 100px; height: 20px;" type="text" value="11/01/2007"/> <input style="width: 20px; height: 20px;" type="text"/> to <input style="width: 100px; height: 20px;" type="text" value="11/13/2007"/> <input style="width: 20px; height: 20px;" type="text"/>

[Search for Position or Add Multiple](#)

[<< Back to Flex Data Reporting](#)

The screen updates with your new report description.

16. Type processing hierarchy positions to filter by typing exact values or clicking the **Search for Position or Add Multiple** to search and select positions.

Flex Data Reporting

★ Log Out

Transaction and ESI Merchant Data

Report Name:

Report Description:

Report Output:
 Output Type: Output Parameter Page Placement: Optional for PDF only.

Save
Revert to Last Saved
Preview 19
Run Report

Select Report Data
Filter for Content
Sort By Criteria
Set Report Layout

Filtering allows you to set limits for the content of the report. Below are the data fields you elected to filter on. The default of "all", select, search & select, or fill in the criteria box(es) to define the report output.

Selected Filters	Filter Criteria																																								
	Processing Hierarchy Position(s): Edit																																								
Processing Hierarchy	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #004a99; color: white;"> <th>Bank</th> <th>Agent</th> <th>Company</th> <th>Division</th> <th>Department</th> </tr> </thead> <tbody> <tr><td>1423</td><td>0716</td><td>10010</td><td></td><td></td></tr> <tr><td>1423</td><td>0716</td><td>10328</td><td></td><td></td></tr> <tr><td>1423</td><td>0716</td><td>10716</td><td></td><td></td></tr> <tr><td>1423</td><td>1348</td><td>10267</td><td></td><td></td></tr> <tr><td>3046</td><td>1366</td><td>10901</td><td></td><td></td></tr> <tr><td>3046</td><td>1367</td><td>10900</td><td></td><td></td></tr> <tr><td>3046</td><td>1371</td><td>10148</td><td></td><td></td></tr> </tbody> </table>	Bank	Agent	Company	Division	Department	1423	0716	10010			1423	0716	10328			1423	0716	10716			1423	1348	10267			3046	1366	10901			3046	1367	10900			3046	1371	10148		
	Bank	Agent	Company	Division	Department																																				
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	3046	1366	10901																																						
3046	1367	10900																																							
3046	1371	10148																																							
Transaction Amount	<input type="text" value="0.0"/> to <input type="text" value="0.0"/>																																								
Transaction Date	<input type="text" value="11/01/2007"/> to <input type="text" value="11/13/2007"/>																																								

[<< Back to Flex Data Reporting](#)

Click the Edit link to change your selected hierarchy positions.

- 17. To filter by transaction amount, specify a dollar values.
- 18. To filter by date range, specify beginning and end dates.
- 19. Select the *Sort By Criteria* tab.

Tip! For sample purposes, we have included only a few of the possible filtering options in our sample report. For information on additional filtering options, refer to the *Access Online: Creating Flex Data Reports* user guide and lesson.

Flex Data Reporting
Transaction and ESI Merchant Data

★ Log Out

Report Name:
Transaction-Merchant,Merchant w/ESI November 2007

Report Description:
Transaction and ESI Merchant Data

Report Output:
Output Type: PDF Output Parameter Page Placement: End Optional for PDF only.

Save Revert to Last Saved Preview Layout **24** report

Select Report Data Filter for Content Sort By Criteria **24** Set Report Layout

Sorting allows you to arrange the data records in a logical order that suits your purpose. In the drop-down SORT boxes below are the header labels you defined for this report. Select from the available options to determine how the report will be sorted. Then choose whether the records are to display in Ascending or Descending order. Check the Break/Subtotal box to indicate that the report should break for the subtotals on the Sort option selected.

When you elect to Break/Subtotal any sort field, the output report will also break/subtotal on all sort and hierarchy levels as well.

Sort 1	Sort 2	Sort 3	Sort 4
NONE	NONE	NONE	NONE
<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order
<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order
<input type="radio"/> Break/Subtotal Level	<input type="radio"/> Break/Subtotal Level	<input type="radio"/> Break/Subtotal Level	<input type="radio"/> Break/Subtotal Level
<input checked="" type="radio"/> No Break/Subtotal			

<< Back to Flex Data Reporting

Select the No Break/Subtotal radio button if you do not want any breaks or subtotals.

20. Select a field to sort by in the *Sort 1* drop-down list.
21. Select the *Ascending* or *Descending* radio button.
22. Select the *Break/Subtotal Level* radio button to have your report include a page break and a subtotal after the each change in the selected sort field.
23. Repeat Steps 20–22 to set additional sorts.
24. Select the *Set Report Layout* tab.

Flex Data Reporting ★ Log Out

Transaction and ESI Merchant Data

Report Name:
Transaction-Merchant,Merchant w/ESI November 2007

Report Description:
Transaction and ESI Merchant Data

Report Output:
Output Type: PDF
Output Parameter Page Placement: End
Optional for PDF only.

Save Revert to Last Saved Preview Layout Run Report

Select Report Data Filter for Content Sort By Criteria Set Report Layout

Click on a report column header label, then use the buttons on the right to change the placement of that column within the report.

Report Column Labels	
Account Owner's Name	Top
Cardholder or Managing Account N	Up
ESI Merchant Address	Down
ESI Merchant City	Bottom
ESI Merchant DBA Name	
ESI Merchant ID	
ESI Merchant Legal Name	
ESI Merchant Name	
ESI Merchant Phone	
ESI Merchant Postal Code	
ESI Merchant State	
Order Matching Status	
Processing Hierarchy	
Transaction Amount	
Transaction Date	
Transaction Merchant Name	

<< Back to Flex Data Reporting

- 25. Review the order of the columns. The fields listed from top to bottom display from left to right in your report, with the bottom-most column displayed on the far right.
- 26. To move a column's display, select the column and click the **Top**, **Up**, **Down**, or **Bottom** link.
- 27. From this screen, you can save, preview or run the report by clicking the appropriate button.

Flex Data Reporting ★ Log Out

Please select a report from the list below.

Client Relationship: ACME Corporation

My Saved Reports Create a New Report

List of My Saved Reports
Select a saved template to modify and run a report.

Delete	Name	Template	Last Modified
<input type="checkbox"/>	Quarterly Transaction Report	Transaction	04/11/2007 10:54
<input type="checkbox"/>	Transaction-Merchant,Merchant w/ESI November 2007 Transaction and ESI Merchant Data	Transaction w/ Merchant w/ESI w/ Merchant	11/13/2007 16:10

Delete Select check box(es) and click the DELETE button to permanently delete saved reports.

<< Back to Reporting

You are the only user who can access, run, or modify the saved report.

You are the only user who can access, run, or modify the saved report. From this screen, you can modify the report as and run the report .

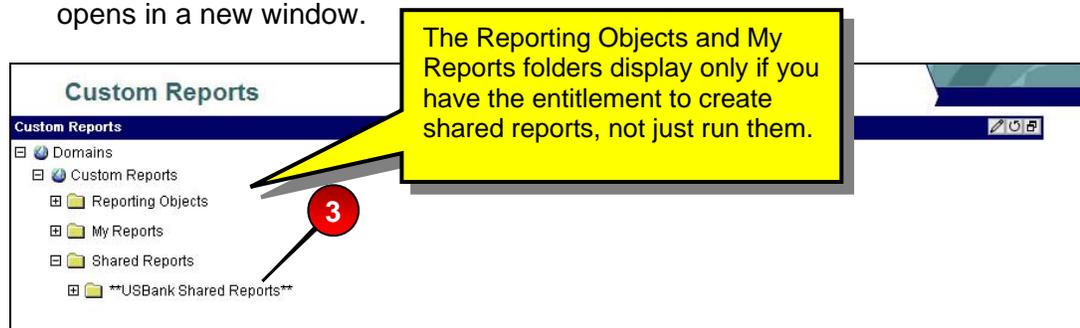
Access and Run a Shared Custom Report

In addition to the standard reports that we have created for all our clients to access and run, you may have shared custom reports available to you. We created these shared custom reports with the Department of Defense (DOD) Purchase Card Program Management office.

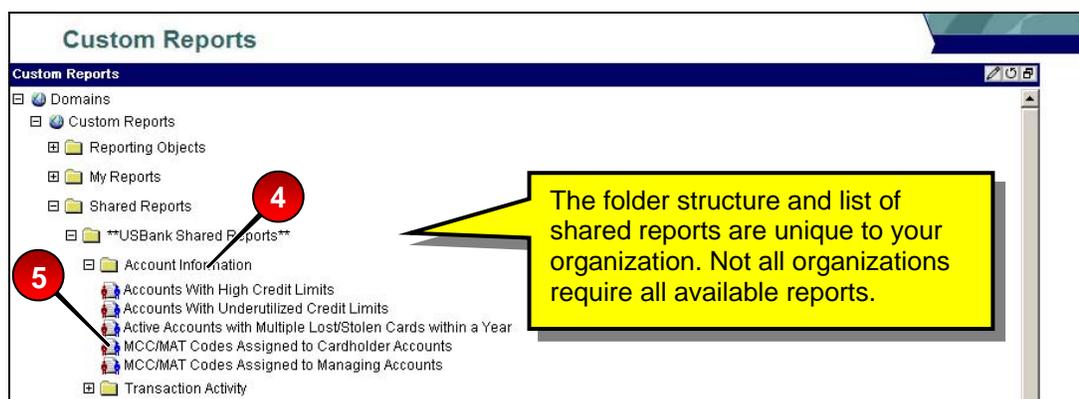


To run a shared report:

1. Select the *Reporting* high-level task.
2. Click the **Custom Reports** link. The custom and shared reporting function opens in a new window.



3. Open the **USBank Shared Reports** folder. The two subfolders that house all the shared reports display the *Account Information* subfolder and the *Transaction Activity* subfolder.



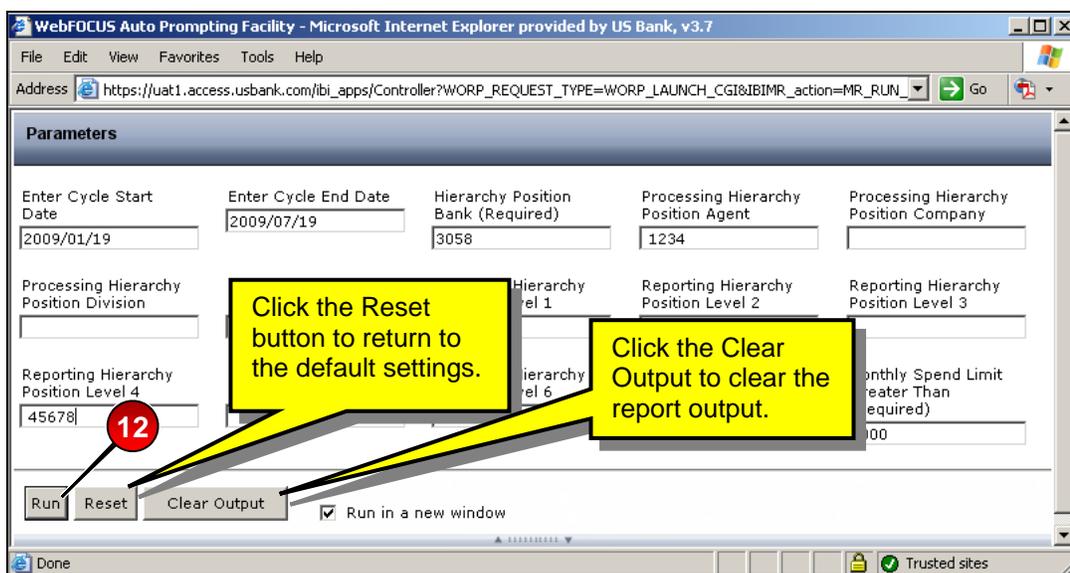
4. Navigate through the list of reports until you find the report you want to run.
5. Click the report name link or report icon for the report you want to run (e.g., *Accounts with High Credit Limits*). A new window opens with the report parameters.

Each report has unique parameters, which are normally on the lower portion of the parameter screen.

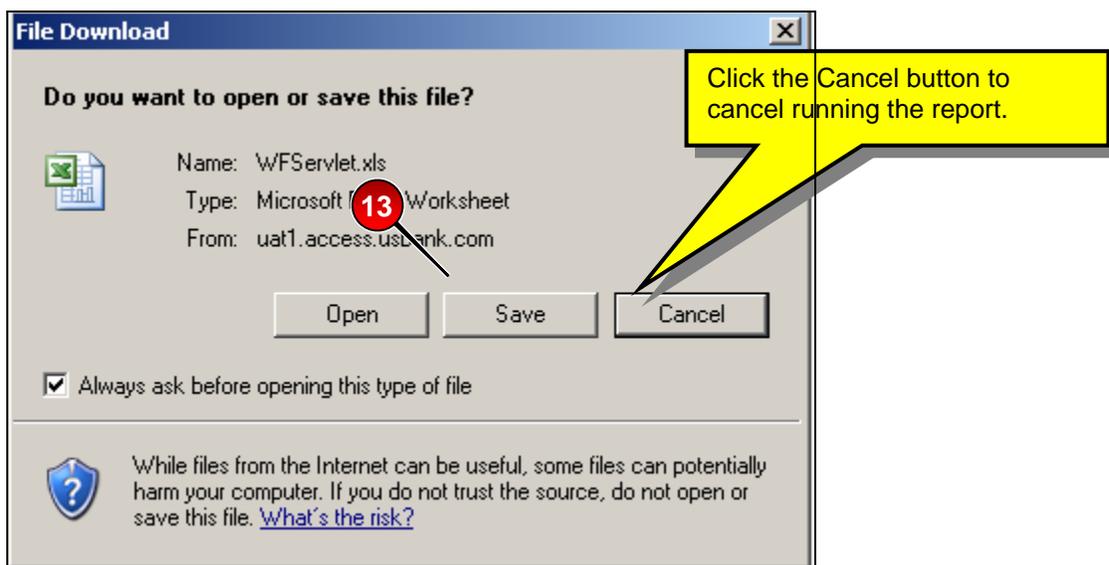
To filter the report by hierarchy, you need to type only the value for the lowest position (not all positions above as well).

6. Type a start date (e.g., a cycle start date, a post date start date) in **YYYY/MM/DD** format (type **2009/01/19** for a cycle start date of January 19, 2009) in the start date field (if needed).
7. Type an end date in **YYYY/MM/DD** format in the end date field (if needed).
8. Type a bank number in the *Hierarchy Position Bank (Required)* field.
9. To filter the report by a specific processing or reporting level position, type the value in the field for the lowest level you want to report by (e.g., type **45678** in the *Reporting Hierarchy Position Level 4* field to report by level 4, value 45678 and above).
10. Specify additional optional or required report parameters in the format indicated. For example, type a monthly spend limit of **50000** to filter the report to include only accounts with a specific monthly spend limit of \$50,000 or more.
11. Select the *Run in a new window* check box to have the report display in a new window.

Learn More: Each report has unique parameters. For detailed steps on each report's parameters, refer to the user guide. *Access Online: Run a Shared Custom Report* user guide.



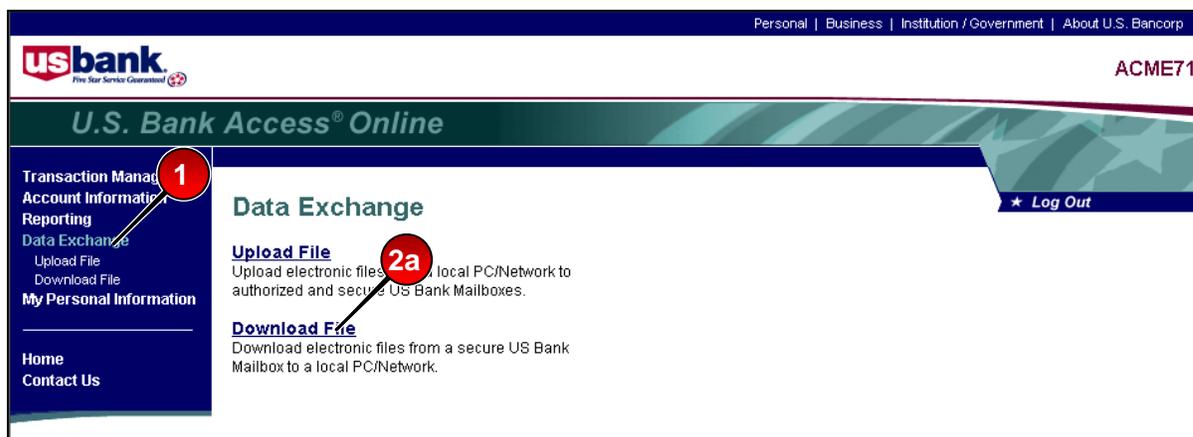
12. Click the **Run** button. A *File Download* dialog box displays on which you can select to open the report immediately or save the report to your computer and then open later.



13. Select to open or save the report to your computer.

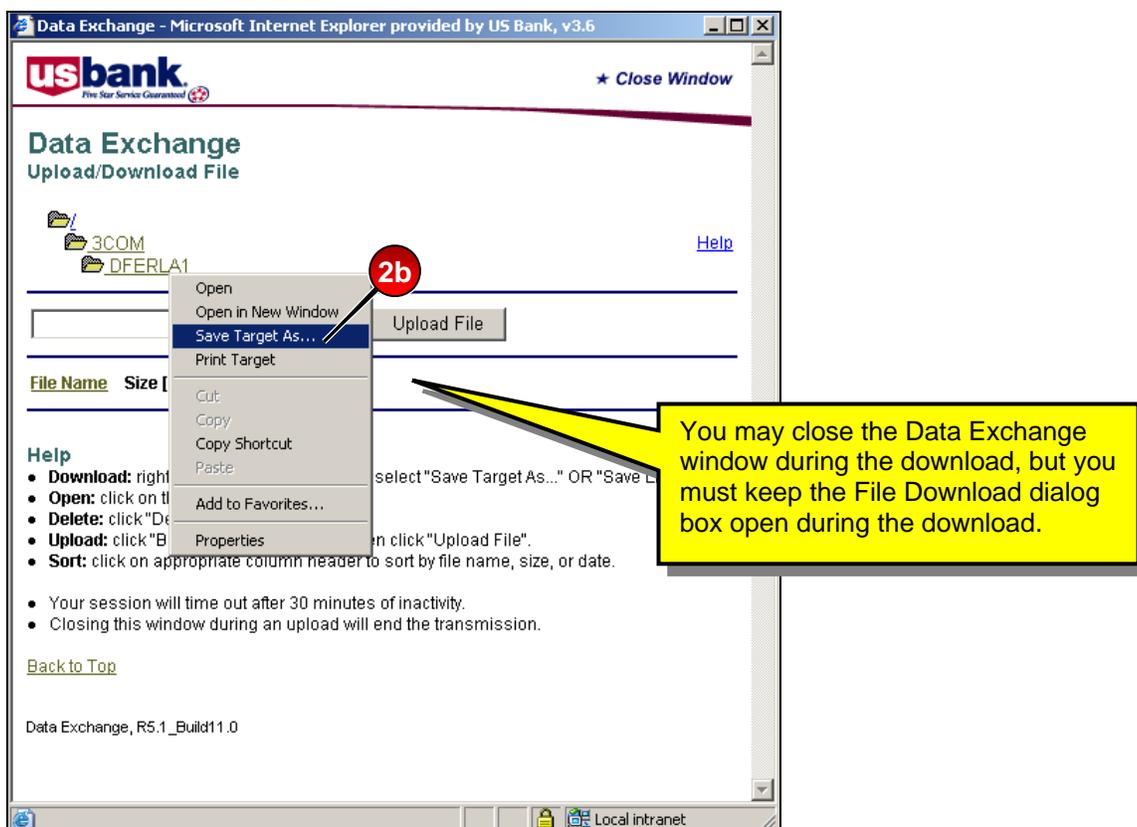
Upload and Download Files with Data Exchange

You can use the Data Exchange function to exchange files with U.S. Bank. Users can download files from U.S. Bank and, by request, upload files to U.S. Bank. The Data Exchange function accommodates files of any type, including text files, spreadsheets, compressed files, PDF files, and graphics files.

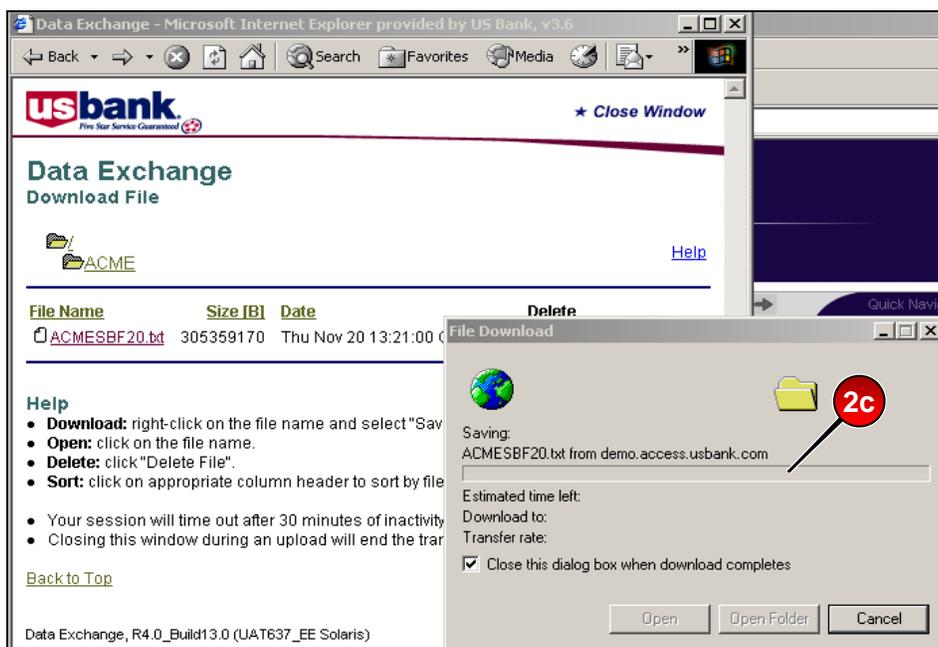


To use the Data Exchange function:

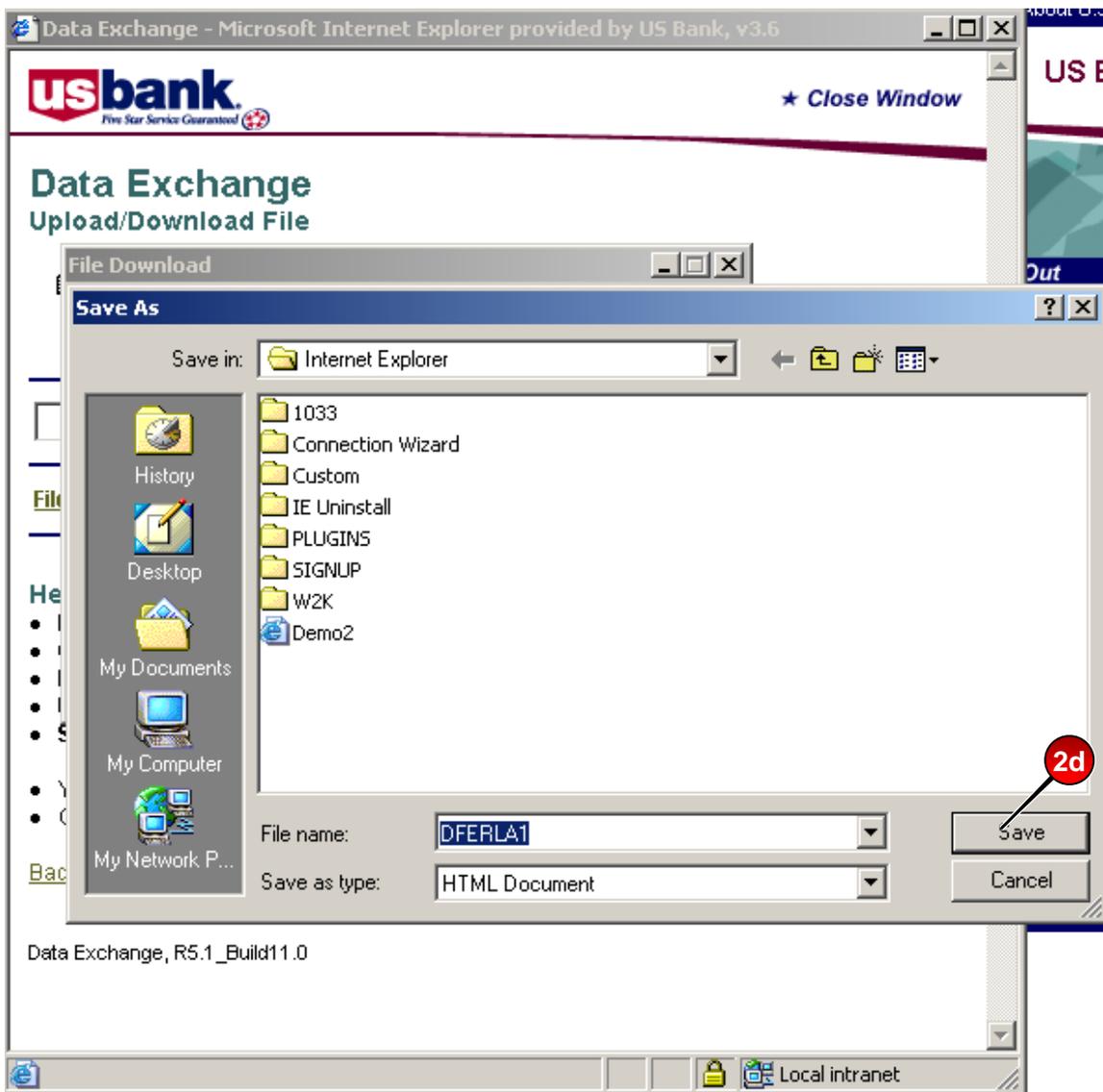
1. Select the **Data Exchange** high-level task.
2. To download a file:
 - a. Click the **Download File** link.



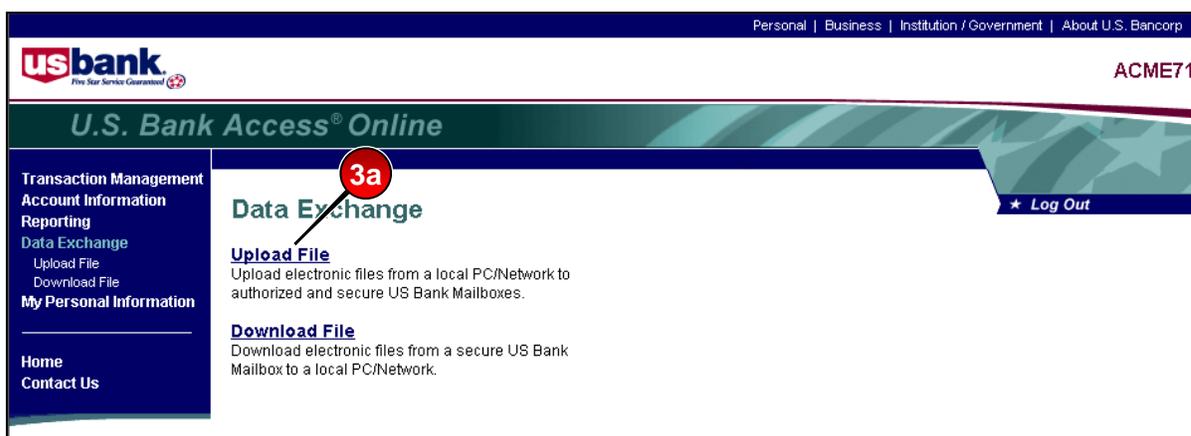
b. Navigate to the file you want to download and right-click the file name and select **Save Target As....**



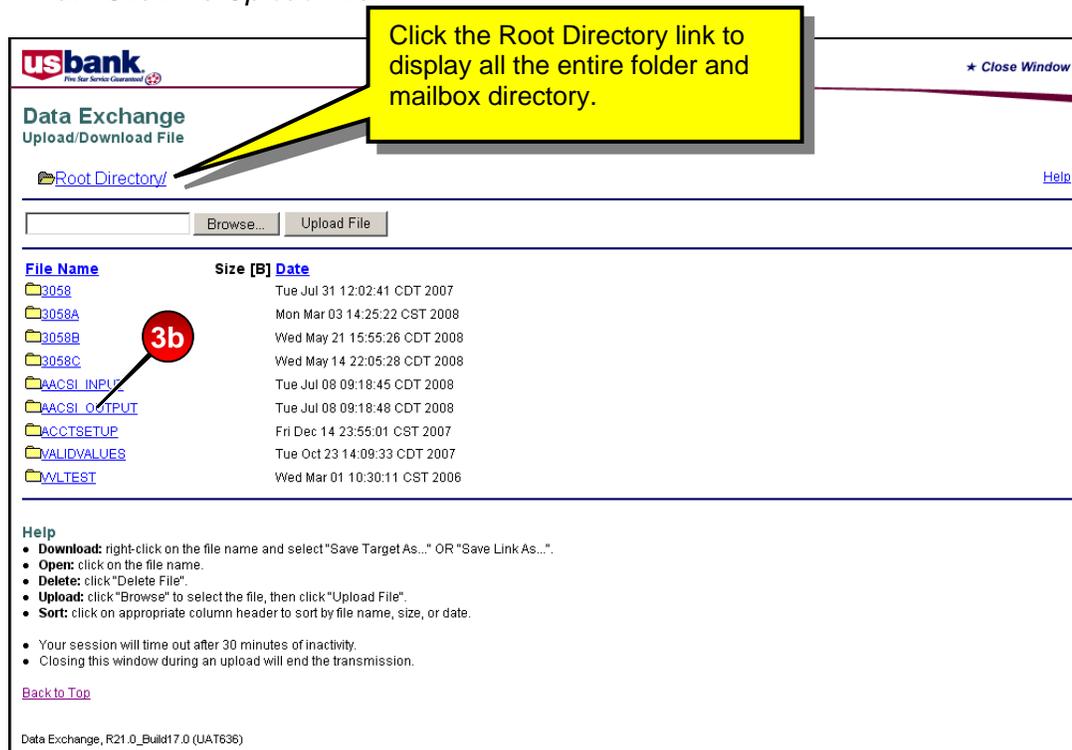
c. Wait for the download to complete.



- d. Select a location and new name (if desired) for the file and then click the **Save** button.



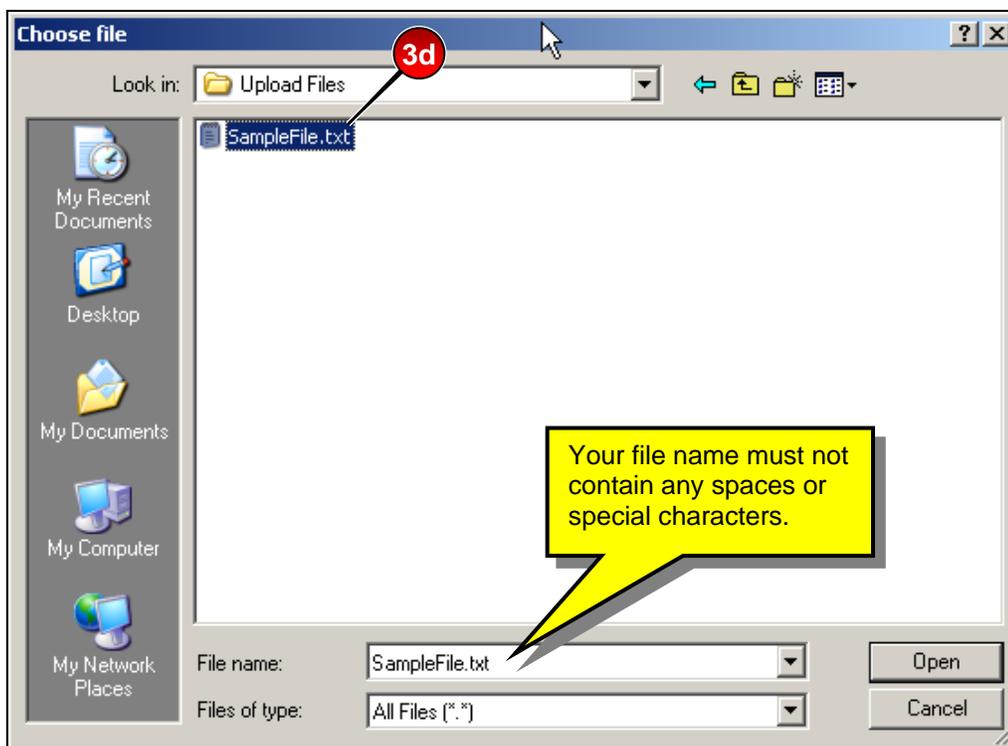
3. To upload a file:
 - a. Click the *Upload File* link.



- b. Navigate to the folder and mailbox you want to upload the file to.



c. Click the **Browse** button.



d. Navigate to and select the desired file and then click the **Open** button.

usbank
 Data Exchange
 Upload/Download File

Root Directory/
 ACME
 PATRAIN

C:\Upload Files\SampleFile.txt Browse... Upload File

File Name	Size [B]	Date	Delete
SampleFile.txt	46	Tue Jul 08 10:30:40 CDT 2008	Delete File

Help

- **Download:** right-click on the file name and select "Save Target As..." OR "Save Link As..."
- **Open:** click on the file name.
- **Delete:** click "Delete File".
- **Upload:** click "Browse" to select the file, then click "Upload File".
- **Sort:** click on appropriate column header to sort by file name, size, or date.

• Your session will time out after 30 minutes of inactivity.
 • Closing this window during an upload will end the transmission.

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Data Exchange, R21.0_Build17.0 (UAT636)

e. Click the **Upload File** button.

usbank
 Data Exchange
 Upload/Download File

The file, SampleFile.txt, has been successfully uploaded to directory PATRAIN.

Root Directory/
 ACME
 PATRAIN

Browse... Upload File

File Name	Size [B]	Date	Delete
SampleFile.txt	46	Tue Jul 08 10:36:36 CDT 2008	Delete File
SampleFile.txt_07_08_08_10_30_40_AM_CDT	46	Tue Jul 08 10:30:40 CDT 2008	Delete File

Help

- **Download:** right-click on the file name and select "Save Target As..." OR "Save Link As..."
- **Open:** click on the file name.
- **Delete:** click "Delete File".
- **Upload:** click "Browse" to select the file, then click "Upload File".
- **Sort:** click on appropriate column header to sort by file name, size, or date.

• Your session will time out after 30 minutes of inactivity.
 • Closing this window during an upload will end the transmission.

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Data Exchange, R21.0_Build17.0 (UAT636)

Tip! If you attempt to upload a file with spaces or special characters in the file name, an error message displays. Simply rename your file without spaces or special characters and upload the file again.

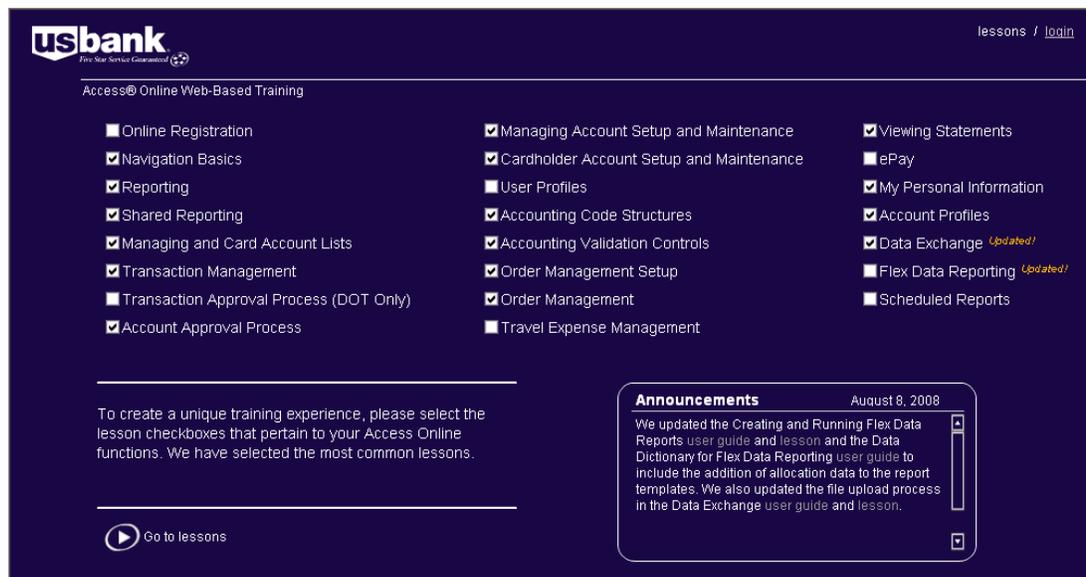
Additional Roles and Tasks

You can review the tasks that the other roles in your organization perform, including Resource Managers, Billing Officials, and Cardholders.

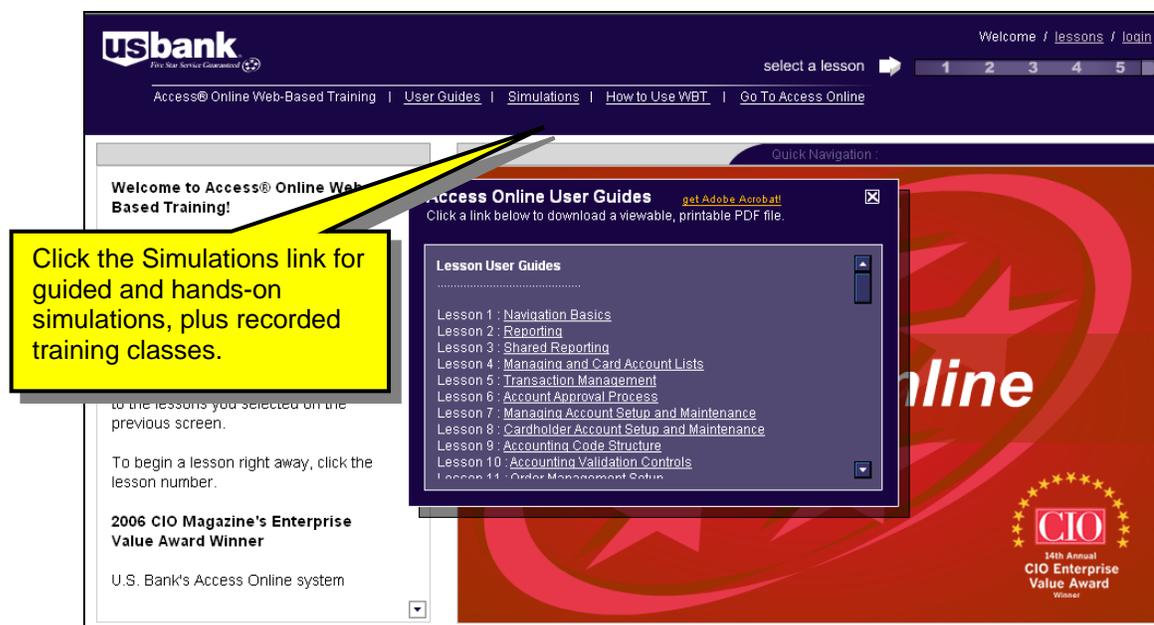
- For Resource Manager tasks, including their portion of managing and cardholder account setup and maintenance and accounting validation control creation, refer to the *Access Online: Resource Manager* user guide.
- For Billing Official tasks, including managing account certification and statement approval, refer to the *Access Online: Billing Official* user guide.
- For Cardholder tasks, including order creation, transaction management, and order and transaction matching, refer to the *Access Online: Cardholder* user guide. You can log in to the web-based training as a cardholder (simply use the cardholder password) and review cardholder lessons and training material.

Additional Resources

You can easily access topic-specific lessons on the WBT.



Each lesson provides step-by-step instructions on completing tasks.



To access the topic-specific user guides (with additional, topical information), click the **User Guide** link and then navigate to the guide you want to look at.

Access Online User Guides [get Adobe Acrobat!](#) ✕

Click a link below to download a viewable, printable PDF file.

Other Documents ▲

.....

- Document 1 : [Report Samples](#)
- Document 2 : [Client System Validation](#)
- Document 3 : [Shared Report Samples](#)
- Document 4 : [Creating and Sharing Custom Reports](#)
- Document 5 : [Data Dictionary for Custom Reporting](#)
- Document 6 : [Data Dictionary for Flex Data Reporting](#) *Updated!*
- Document 7 : [Government Glossary](#)
- Document 8 : [C.A.R.E. Access Online Report Matrix](#)
- Document 9 : [Reporting Actions Matrix](#)
- Document 10 : [Access Online Training Tool \(PowerPoint\)](#)
- Document 11 : [Government Merchant Category Code Groups](#) ▼

You also have additional documents available to you, including a glossary specifically for our government clients, as well as an editable PowerPoint presentation that you can use to train cardholders.

Access Online User Guides [get Adobe Acrobat!](#) ✕

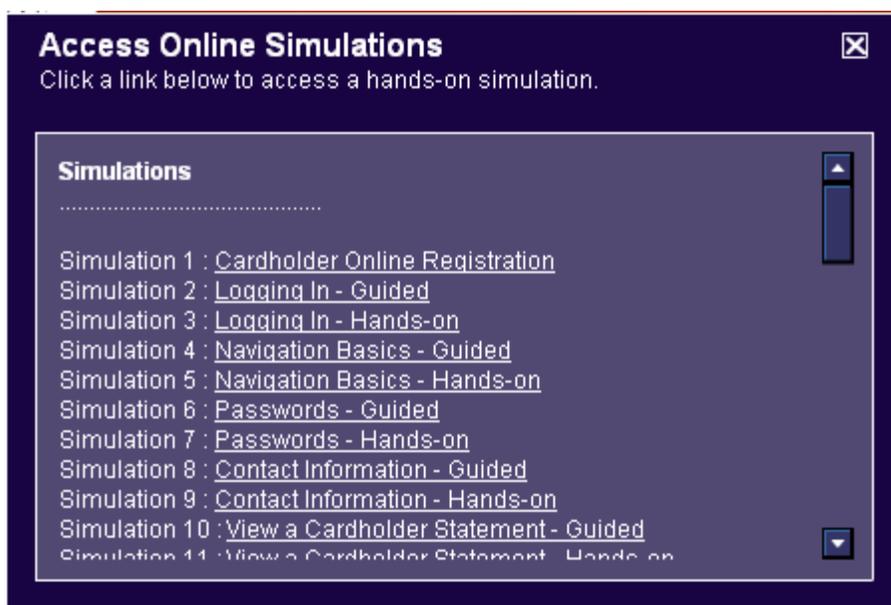
Click a link below to download a viewable, printable PDF file.

Quick References ▲

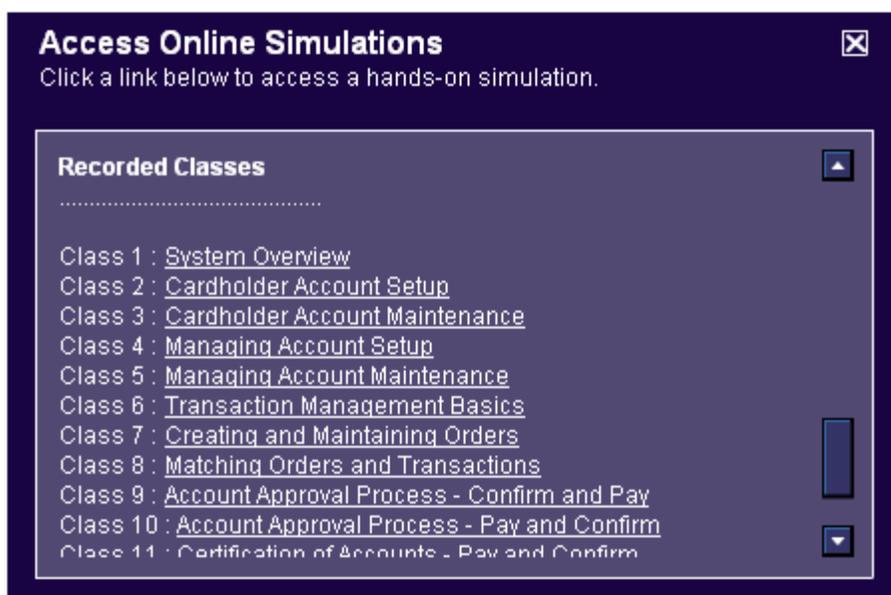
.....

- Document 1 : [Accounting Code Favorites](#)
- Document 2 : [Add an Account](#)
- Document 3 : [Approve a Statement](#)
- Document 4 : [Add a Managing Account to Email Notification](#)
- Document 5 : [Add a Merchant Authorization Control](#)
- Document 6 : [Cardholder Account Setup](#)
- Document 7 : [Certify a Managing Account - Pay and Confirm](#)
- Document 8 : [Change Address](#)
- Document 9 : [Change Cardholder Hierarchy](#)
- Document 10 : [Change Credit Limit](#)
- Document 11 : [Change Default Accounting Code](#) ▼

You also have access to quick references, which provide a fast reminder of how to complete a specific task.



Be sure to click the **Simulations** link on the WBT to access and use the guided and hands-on simulations. These interactive simulations let you get a chance to actually practice completing key tasks



You can also scroll down the simulations list to access and review recorded training classes geared toward our government clients.

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