

***Civilian Agency Elective:  
Access<sup>®</sup> Online Orientation  
and Overview (Non-DoD)***

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# Agenda

- Access Online benefits
- Access Online features
- Account administration
- Account information
- Transaction management
- Reporting and report scheduler
- Data exchange
- My personal information
- Web-Based Training (WBT)

## Access Online Benefits

- **Simplicity** – Leverages an easy to learn and use web-based interface to manage all aspects of the program
- **Flexibility** – Offers a feature-rich platform that can be easily configured and deployed to meet program needs
- **Reliability** – Maintains some of the highest system availability up-times in the industry

## **Access Online Benefits (Continued)**

- Availability – Provides real-time access to card program information, 24 hours a day, 7 days a week
- Integrity – Ensures the integrity of data feeds through enhanced data initiatives and data validations
- Security – Stores and maintains card data in a highly secure environment

# Access Online Features At-a-Glance

- Manage system access and user entitlements
- Setup and maintain cardholder accounts
- Establish policies, procedures and workflow
- Maintain cost allocation coding, lists and rules
- Generate management reports
- Schedule financial extracts
- Integrate information into financial systems

## Administrators



- Review and approve cardholder maintenance requests
- Review and approve cardholder transactions
- View cardholder activity
- Generate management reports

## Managers



- Set language preference
- View online statements
- Pay individual bills online
- Manage account details
- Review and dispute transactions
- Add comments and user line-items
- Reallocate transactions

## Cardholders



# Access Online Functionality

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



# Access Online Product Features

PRODUCT FEATURES	FEATURE DESCRIPTION
<b>Cardholder Account Setup and Maintenance</b>	
<b>Online access</b>	Easily access transactions and statements 24/7
<b>Cardholder-initiated account setup</b>	Begin the account setup process, then route applications to the administrator to complete
<b>Statements</b>	Access PDF copies of statements; view and/or download up to 18 months of data
<b>ePayment</b>	Securely make electronic payments (immediate, future or recurring) on individual cardholder accounts
<b>Personal information</b>	Manage cardholder personal information online – password, contact information
<b>Program Administrator Account Setup and Maintenance</b>	
<b>User profiles</b>	Setup and maintain system users – login information and access rights within the system
<b>Cardholder account setup</b>	Setup new cardholder accounts, either initiated by the cardholder or administrator
<b>Cardholder maintenance</b>	Close, suspend, reinstate and modify cardholder accounts (immediate, future or fixed time period) – demographics, account information, default accounting codes, authorization limits, merchant authorization controls
<b>Approval workflow</b>	Route cardholder setup and maintenance requests for manager approval
<b>Hierarchy positions</b>	Modify processing or reporting hierarchies/business unit information

# Access Online Product Features

PRODUCT FEATURES	FEATURE DESCRIPTION
<b>Transaction Management</b>	
<b>Transaction review</b>	View transactions and detailed transaction information from the current and past six cycles
<b>Transaction details</b>	Add line items, edit tax data and/or enter comments for a transaction
<b>Disputes</b>	Initiate transaction disputes and monitor their status
<b>Reallocation</b>	Manually reallocate a transaction (single or multiple transactions) to one or more accounting codes by percent or amount Automatically reallocate transactions based on client-defined rules sets (merchant and/or transaction information)
<b>Valid value lists</b>	Control how cardholders can reallocate transactions by creating a valid list of accounting codes for each segment and setting other reallocation rules to enable accurate reallocation
<b>Tax management</b>	Manage tax obligations with country-specific tax features
<b>Approval workflow</b>	Route transactions for manager review and approval using customized workflow

# Access Online Product Features

PRODUCT FEATURES	FEATURE DESCRIPTION
<b>Payment Plus</b>	
<b>System integration</b>	Leverage existing financial systems to generate approved payments
<b>Payment instructions</b>	Submit payment instructions using an automated file or simple online form
<b>Secure card payment</b>	Pay suppliers securely (dynamic credit adjustments and single-use accounts) while providing complete remittance information
<b>Management Reporting</b>	
<b>Standard reporting</b>	Choose from over 60 standard reports (24 months of data available online), including: Program, Financial, Supplier, Tax & Compliance, Administration and Global reports
<b>Flex data reporting</b>	Generate ad hoc reports based on flexible data criteria
<b>Report scheduler</b>	Set up reports to run on specific dates; receive notifications as reports become available
<b>Flexible options</b>	Define specific selection, sort and output options; print or save information in a variety of formats, including Excel, HTML, PDF

# Access Online Product Features

PRODUCT FEATURES	FEATURE DESCRIPTION
<b>Financial Extracts</b>	
<b>Extract types</b>	Choose from three types of extracts – standard, general ledger, payment; receive notifications as extract files become available
<b>Flexible options</b>	Specify which transactions to include or exclude; customize extract parameters including frequency, file format and delivery parameters
<b>Data exchange</b>	Securely upload/download files to/from U.S. Bank, including financial extract files
<b>System integration</b>	Integrate extract files with existing financial systems
<b>Language</b>	
<b>English – American</b>	Fully localized throughout product – screens, reports, statements, terms of use, etc.
<b>French – Canadian</b>	Fully localized throughout product – screens, reports, statements, terms of use, etc.

# Login Screen

U.S. Bank Access® Online

Our Payment Products



## Welcome to Access Online!

Contact Us

Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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# Account Administration

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## Account Administration

[Request Status Queue](#)  
[Active Work Queue](#)  
[System Administration](#)  
[Account Administration](#)  
• [Cardholder Accounts](#)  
[Payment Plus](#)  
[Order Management](#)  
[Transaction Management](#)  
[Enhanced Supplier Management](#)  
[Account Information Reporting](#)  
[Data Exchange](#)  
[My Personal Information](#)

[Home](#)  
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### 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.
- [Maintain Multiple Cardholder Accounts](#)  
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:  
[Selecting Hierarchy Position](#)  
[Selecting Individual Accounts](#)

### [Active Work Queue](#)

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

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# Transaction Management

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## Transaction Management Card Account Summary with Transaction List

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Payment Plus
- Order Management
- Transaction Management
  - Managing Acct List
  - Card Account List
  - Transaction List
  - Manager Approval Queue
  - Manager Approval History
  - Extract Administrator Queue
- Enhanced Supplier Management
- Account Information Reporting
- Data Exchange
- My Personal Information

Product: Purchasing Card [Switch Products](#)  
 Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

### [-] Card Account Summary

Account Number: ● ...8774 Outstanding Orders: \$1,890.45 3  
 Account Name: CHASTIN J DORDING Unmatched Transactions: \$29,332.89 99

Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

Total Transactions: \$6,385.66 26 Final Approved Transactions: \$373.20 1  
 Reallocated Transactions: \$4,980.36 7 % Final Approved Transactions: 5.8% 3.8%  
 % Reallocated Transactions: 77.9% 28.9%

● Open Account

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

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

Records 1 - 25 of 26  
 Page: 1 | 2

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	
<input type="checkbox"/>		Pending		03/06	03/07	UNITED ELECTRIC #7649	651-582-3900, MN	\$170.04		03-0218	
<input type="checkbox"/>		Approved		03/06	03/07	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$76.87		030221	
<input type="checkbox"/>		Approved		03/06	03/07	MUSKA LIGHTING CENTER	ST PAUL, MN	\$917.46		000000000000000000	
<input type="checkbox"/>	<span style="color: red;">Ⓢ</span>	Pending		03/05	03/07	FASTENAL COMPANY MNSTC	320-252-3655, MN	\$805.43		342	
<input type="checkbox"/>		Pending		03/05	03/06	GRAINGER 494	877-6994890, MN	\$303.53			
<input type="checkbox"/>		Pending		03/04	03/06	MULLARKEY ASSOCIATES INC	708-5975555, IL	\$135.95		782020502080003	
<input type="checkbox"/>		Pending		03/05	03/06	UNITED ELECTRIC #7649	651-582-3900, MN	\$130.74		03-0165	
<input type="checkbox"/>		Pending		03/05	03/06	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$314.30		030213	
<input type="checkbox"/>		Pending		03/04	03/06	CORROSION FLUID PRODUCTS	FARMINGTON HI, MI	\$180.06		02160240	
<input type="checkbox"/>		Approved		03/05	03/06	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$89.46		03-0209---37372	
<input type="checkbox"/>		Rejected		03/05	03/06	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$12.04		03-0172---37129-0	

# Transaction Summary View

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To approve and forward the transaction, click "Approve."

To initiate a dispute, click the "Dispute" button.

## Transaction

**Date:** 06/14/2010  
**Purchase ID:**  
**Total Amount:** 300.00  
**Memo Post:** Yes

**Sales Tax:** 0.00  
**Freight:**

## Merchant

**Name:** GREAT NORTHWEST  
IN001050  
**City/State:** ST. PAUL, MN  
**Transaction Type:** CASH ADVANCE FOR CHECK  
**MCC Code:** 6051  
**MCC Description:** NONFIN INS/MON ORD TRV CK

## Reference Information

**Billing Cycle:** Open  
**Posting Date:** 06/15/2010  
**Reference Number:** 00000000004614158018000  
**Authorization Number:** 093854

## Extract Date(s)

**Most Recent Standard Financial Extract:** 06/16/2010  
**General Ledger Extract:**  
**Payment Extract:**

## Currency

**Billing Currency:** U.S. Dollar  
**Source Currency:** U.S. Dollar  
**Source Currency Amt:** 300.00

[Mark as Reviewed](#)

[Approve](#)

[View Check Image](#)

[Print Transaction](#)

## Dispute

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

[Dispute](#)

## Sales Draft Requests

none

[+] [Dispute History](#)

# Reporting and Report Scheduler

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## Reporting

[Request Status Queue](#)  
[Active Work Queue](#)  
[System Administration](#)  
[Account Administration](#)  
[Payment Plus](#)  
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[Enhanced Supplier Management](#)  
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• [Program Management](#)  
• [Financial Management](#)  
• [Supplier Management](#)  
• [Tax and Compliance Management](#)  
• [Administration](#)  
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### [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.

### [Report Scheduler](#)

View and maintain current scheduled reports.

### [Flex Data Reporting](#)

Create and maintain adhoc reports.

### [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.

### [Global](#)

Analyze spending for global reports.

# My Personal Information

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## My Personal Information

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Payment Plus
- Order Management
- Transaction Management
- Enhanced Supplier Management
- Account Information Reporting
- Data Exchange
- My Personal Information**
  - Password
  - Contact Information
  - Account Access
  - Manage Favorites

- Home
- Contact Us
- Training

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User ID: pa1ordermanage

### [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.

# Web-Based Training (WBT)

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## Training

[Request Status Queue](#)  
[Active Work Queue](#)  
[System Administration](#)  
[Account Administration](#)  
[Payment Plus](#)  
[Order Management](#)  
[Transaction Management](#)  
[Enhanced Supplier Management](#)  
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### Web-Based Training Information

To access a comprehensive, web-based training (WBT) site for Access Online, select the appropriate password and then click the link to launch the WBT in a new window.

Log in with the password or register if you need to take the final certification exam.

After you log in, you can take topic-based lessons, read and download detailed user guides and quick references, practice completing key tasks with interactive simulations, or review recorded, instructor-led classes. If you are a Program Administrator, you can also register for live, instructor-led classes.

Check the Announcements area on the WBT for the latest training updates.

Passwords change approximately every 60 days.

### Training Link

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

### Password Information

Commercial Cardholder: tunis

Commercial PA: tunisia

Commercial Approver: berber

Government Cardholder: danbury

Government A/OPC: connecticut

Government AO/BO: mohegan

Government Financial Manager: puritan

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OBC Demo 2

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# Web-Based Training (Continued)



[Go to Accessible Site](#)

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## Quick Login

Please enter the WBT password:

[Go!](#)



## Registered Users

Please enter your email address:

Please enter your personal password:

[Forgot your password?](#)

Please enter the WBT password:

[Go!](#)

## ***Not Registered for the WBT?***

[Why Should I Register?](#)

[Register Now!](#)

# Web-Based Training (Continued)



[Go to Accessible Site](#)

U.S. Bank Access® Online Web-based Training

[Go to Access Online](#)

[Log out](#)

## How do I...?

Click a link below to add training resources to your learning plan.

[Get Started Using Access Online](#) ?

[Configure the System](#) ?

[Manage Accounts and Users](#) ?

[Work with Transactions](#) ?

[Work with Orders](#) ?

[Manage Approvals](#) ?

[Create and Run Reports and Statements](#) ?

## My Learning Plan Overview

Incomplete Training:

[Go to Training](#)

Recently Completed Training:

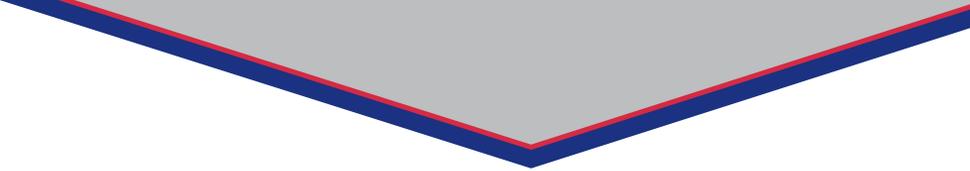
[Go to My Learning Plan](#)

## Announcements

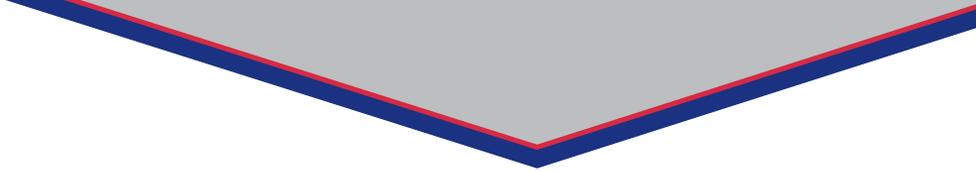
February 10, 2012

**Welcome!** Welcome to the new site! Based on direct feedback from and observation of users like you, we are happy to launch the redesigned web-based training site. Click the Help link for assistance in getting started.

**WBT Password:** Remember the WBT passwords are now always available when you log into Access Online. Just click the Training link to find the current passwords.



**Questions?**



# Thank You

**Presentations are available now on**  
**[www.usbank.com/sp2presentations](http://www.usbank.com/sp2presentations)**

**Complete a survey on this session at:**  
**[www.gsasmartpayconference.org/survey](http://www.gsasmartpayconference.org/survey)**