



## Access Online Reporting for the Purchase Card Program

**Date: September 11, 2013**

# Training Topics

- **Training Objectives**
- **Reporting Reference Materials**
- **Access Online Standard Reports Overview**
  - Program Management, Financial Management, Administration, Tax and Compliance Management, Supplier Management, Report Scheduler, Flex Data Reporting, and Custom Reports
- **The 5 Most Essential Reports**
- **Generating Reports**
  - Account List Report
  - Transaction Detail Report
- **Q&A**



# Training Objectives

- **What you will learn from the Access Online Reporting for the Purchase Card Program training:**
  - Where to find viable guides and reference materials to assist you in finding which reports to utilize.
  - A general understanding of the standard reports provided within Access Online, including where they are housed and what data is generated by running them.
  - Knowledge of the most important reports within Access Online that will assist you with your weekly, monthly, and yearly program oversight.
  - Overall, gain an increased level of comfort using Access Online's reporting capabilities.



# Reporting Reference Materials

## ■ Training on “How to Run Reports in Access Online”

- A link to a training video on “[Reporting in Access Online](#)” is posted on the CCSC Web site. The Webinar Training session and video on “How to Run Reports in Access Online” is a useful tool for Coordinators in conjunction with the other available reference materials to perform proper management and oversight of Cardholder transactions and usage.
- Coordinators’ Reporting Manual for Management and Oversight
  - This manual was created for Coordinators as a guide to the reports for managing and overseeing the charge card program.
- Report Guidelines
  - This document is housed on the CCSC Web site and provides a matrix of reports including descriptions, frequencies, and locations.
- LAPC Quarterly Review Checklist and APC Annual Review Checklist
  - These review checklists outline quarterly “data requested,” which is a good indicator of the specific types of reporting that should be generated to provide quarterly/annual oversight.

## ■ Access Online Reporting Assistance

- US Bank Access Online Support: 800-254-9885/[accessonlinesupport@usbank.com](mailto:accessonlinesupport@usbank.com)
- Send an e-mail to the [CCSC Inbox](#)



# Access Online Standard Reports Overview

- US Bank categorizes reports according to the type of information you are trying to capture.
- There are five primary categories you will see as Coordinators:

1. Program Management
2. Financial Management
3. Supplier Management
4. Tax and Compliance Management
5. Administration

The screenshot displays the U.S. Bank Access Online interface. At the top, it says "U.S. Bank Access® Online" and "U.S. Department of Agriculture" with links for "Our Payment Products" and "Logout". The main content area is divided into several sections:

- Reporting** (1): A red number 1 is next to the heading. Below it are three sub-sections:
  - Program Management** (1): A red number 1 is next to the heading. Description: "General program management activities and monitor company policy compliance."
  - Financial Management** (2): A red number 2 is next to the heading. Description: "Monitor expenditures, track variances and manage account allocations."
  - Supplier Management** (3): A red number 3 is next to the heading. Description: "These reports manage supplier relationships, support supplier negotiations, and manage spending by category."
- Tax and Compliance Management** (4): A red number 4 is next to the heading. Description: "Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting."
- Administration** (5): A red number 5 is next to the heading. Description: "These reports allow administrators to support system functionality."

On the left side, there is a navigation menu with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Account Information, Reporting (with sub-items: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, Flex Data Reporting), Dashboard, Data Exchange, My Personal Information, Home, Contact Us, and Training.

At the bottom, it says "All of us serving you™" and "© 2013 U.S. Bancorp". In the bottom right corner, there is a timestamp: "R042.10b25.1 col 7 07-25-2013 11:55:35 CDT".

# Access Online Standard Reports Overview: Program Management

## ■ Reporting → Program Management

## ■ Category Selections:

- Spend
- Administration
- Delinquency Management
- Allocation Rules Management  
(Not applicable to the Purchase card program)

U.S. Bank Access® Online U.S. Department of Agriculture  
Our Payment Products Logout

**usbank.** **Program Management**

**Request Status Queue**  
**Active Work Queue**  
**System Administration**  
**Account Administration**  
**Transaction Management**  
**Account Information**  
**Reporting**  
• Program Management  
• Financial Management  
• Supplier Management  
• Tax and Compliance Management  
• Administration  
• Report Scheduler  
• Flex Data Reporting  
**Dashboard**  
**Data Exchange**  
**My Personal Information**

Home  
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Training

**Spend**  
[Account Spend Analysis](#)  
Summary of account spending (excluding merchant detail).  
[Cash Advance](#)  
Detail of account cash advances including transaction amount, date, and reference number.  
[Declining Balance/Managed Spend](#)  
Summary and detail information on declining balance accounts by name and account number.

**Administration**  
[Account List](#)  
Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.  
[Account Maintenance Effective Dating Activity](#)  
Detailed history of effective dated account maintenance activity.  
[Account Status Change](#)  
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.  
[Declined Transaction Authorizations](#)  
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.  
[Request Status Queue](#)  
History of changes made to Accounts.  
[Transaction Approval Status](#)  
Transaction Approval Status for Cardholder 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.

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# Access Online Standard Reports Overview:

## *Program Management → Spend*

- **Account Spend Analysis:**
  - Provides a summary of all money spent, by individual purchase card account. Can be broken out by specific hierarchies and includes total number of active accounts with spend, total number of transactions, and total dollar value of those transactions.
  
- **Cash Advance:**
  - Not applicable to the Purchase card program.
  
- **Declining Balance/Managed Spend:**
  - Provides summary and detail information on declining balance accounts, showing all necessary date, user, and account data.

### **Spend**

#### [Account Spend Analysis](#)

Summary of account spending (excluding merchant detail).

#### [Cash Advance](#)

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

#### [Declining Balance/Managed Spend](#)

Summary and detail information on declining balance accounts by name and account number.



# Access Online Standard Reports Overview: Program Management → Administration

- **Account List:**
  - Provides account level information including account numbers, account status, open date, hierarchy levels, single purchase limits, and credit limits.
- **Account Maintenance Effective Dating Activity:**
  - Details history regarding all account maintenance dating.
- **Account Status Change:**
  - Lists accounts with a change of status, whether it be lost/stolen, closed, re-opened, or suspended. Will show a snapshot of the system, with the most up to date account statuses.
- **Declined Transaction Authorization:**
  - Details declined transaction authorizations along with related account and merchant information to provide supporting data around why a transaction was declined on a purchase card.
- **Request Status Queue:**
  - Lists a history of requests and changes made to accounts that have been submitted to the bank within Access Online for an update, such as demographic changes, managing account changes, and cardholder hierarchy transfers.
- **Transaction Approval Status:**
  - Provides approval status for cardholder accounts such as Pending, Approved, Final Approved, Reject, and Pulled Back.

## Administration

### [Account List](#)

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

### [Account Maintenance Effective Dating Activity](#)

Detailed history of effective dated account maintenance activity.

### [Account Status Change](#)

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

### [Declined Transaction Authorizations](#)

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

### [Request Status Queue](#)

History of changes made to Accounts.

### [Transaction Approval Status](#)

Transaction Approval Status for Cardholder Accounts.



# Access Online Standard Reports Overview: *Program Management → Delinquency Management*

- **Account Suspension:**
  - Provides information on active Managing Accounts that are past due, suspended, or pending suspension, along with associated dates, and broken out by desired hierarchies.
- **Charge-Off:**
  - Summarizes Managing Accounts that have been charged-off, including charge-off date, balanced charge-off, and amount recovered details.
- **Past Due:**
  - Shows Managing Accounts with past due balances and the number of times past due situations have occurred (frequency and volume).

## **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.



# Access Online Standard Reports Overview: Financial Management

## ■ Reporting → Financial Management

## ■ Category Selections:

- Order Management (not applicable to the Purchase card program)
- Transaction Management

The screenshot displays the 'U.S. Bank Access Online' interface for the 'U.S. Department of Agriculture'. The page is titled 'Financial Management' and features a navigation menu on the left with options like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Account Information Reporting', 'Dashboard', 'Data Exchange', and 'My Personal Information'. The main content area is divided into three sections: 'Order Management' (with links for 'Full Transaction and Order Detail' and 'Order Detail'), 'Transaction Management' (with links for 'Account Allocation', 'Extract Reconciliation', 'Fleet Activity Detail', 'Managing Account Approval Status', 'Payment Detail', 'Transaction Aging', 'Transaction Detail', and 'Transaction Summary'), and 'All of us serving you' at the bottom.

# Access Online Standard Reports Overview: *Financial Management* → *Transaction Management*

- **Account Allocation:**
  - Details allocation and reallocation data by accounting code.
- **Extract Reconciliation:**
  - Shows transactions and populates corresponding payment extract and GL extract information.
- **Fleet Activity Detail:**
  - Not applicable to the Purchase card program.
- **Managing Account Approval Status:**
  - Not applicable to the Purchase card program.
- **Payment Detail:**
  - Provides documentation of the payment process in Access Online, including accept/reject disbursement dates.
- **Transaction Aging:**
  - Not applicable to the Purchase card program.
- **Transaction Detail:**
  - Provides detailed transaction data including merchant detail, allocation (accounting code) information, transaction log detail, and convenience check data.
- **Transaction Summary:**
  - Summarizes all transactions made within a specified hierarchy over a chosen period of time.

## Transaction Management

### [Account Allocation](#)

Account allocation and reallocation detail by accounting code.

### [Extract Reconciliation](#)

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

### [Fleet Activity Detail](#)

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

### [Managing Account Approval Status](#)

History of Managing Account and Cardholder Account statement approvals.

### [Payment Detail](#)

Detailed payment information pertaining to transactions and payments.

### [Transaction Aging](#)

Detailed client transaction information and payment aging history.

### [Transaction Detail](#)

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

### [Transaction Summary](#)

Transaction summary information.



# Access Online Standard Reports Overview: *Supplier Management*

## ■ Reporting → Supplier Management

## ■ Category Selections:

- Spend
- Administration
- Travel Expenses (not applicable to the Purchase card program)
- Business Expenses (not applicable to the Purchase card program)

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Our Payment Products Logout

**usbank** **Supplier Management**

**Spend**

- [Merchant Spend Analysis](#)  
Detailed and summary spending information arranged by merchant group or MCC and merchant name.
- [Merchant Spend Analysis by Line Item](#)  
Provides summary and detail information for analyzing merchant spend activity by purchasing line item.
- [Top Merchant Spend Analysis](#)  
Top (by spend or by number of transactions) merchants by merchant category group or by MCC.

**Administration**

- [Level II Quality By Merchant](#)  
Summary of population of Level II data (purchase ID and sales tax) by merchant.
- [Merchant List](#)  
Merchant demographic information for merchants with transaction activity within the requested time period.

**Travel Expenses**

- [Airline Itinerary Detail](#)  
Statement transaction detail and itinerary information for airline MCCs (specific to airline MCCs only).
- [Airline/Rail City Pairs](#)  
Travel report that provides the number of trips between city pairs for airline and/or rail.
- [Airline Refund](#)  
Airline credit transactions with merchant and location information (specific to airline MCCs only).
- [Airline Spending](#)  
Provides summary information for all airline spending by MCCs.
- [Hotel Spending](#)  
Provides summary information for all hotel spending by MCCs.
- [Rental Car Spending](#)  
Provides summary information for all rental car spending by MCCs.

**Business Expenses**

- [Temporary Services Spending](#)  
This report provides summary and detail information for temporary services spending by agency.

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# Access Online Standard Reports Overview: *Supplier Management* → *Spend*

## ■ **Merchant Spend Analysis:**

- Provides detailed information on all account spend by merchant, by merchant category code (MCC), or by merchant category group (MCCG). This is key for agency procurement reporting and identifying valid MCCs versus invalid MCCs.

## ■ **Merchant Spend Analysis by Line Item:**

- Summarizes information for analyzing merchant spend activity by specific purchasing line item.

## ■ **Top Merchant Spend Analysis:**

- Ranks top merchants (by spend or by number of transactions) using the MCC or MCCG. The data is broken out in this fashion so one can view the most utilized merchants in terms of spend.

### **Spend**

#### [Merchant Spend Analysis](#)

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

#### [Merchant Spend Analysis by Line Item](#)

Provides summary and detail information for analyzing merchant spend activity by purchasing line item.

#### [Top Merchant Spend Analysis](#)

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



# Access Online Standard Reports Overview: *Supplier Management* → *Administration*

## ■ **Level II Quality by Merchant:**

- Provides a summary of population of Level II data (purchase ID and sales tax) by merchant, and within specific hierarchies.

## ■ **Merchant List:**

- Shows the user a comprehensive list with detailed demographic information for merchants with transaction activity within a requested period of time.

### **Administration**

#### [Level II Quality By Merchant](#)

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

#### [Merchant List](#)

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



# Access Online Standard Reports Overview: Tax and Compliance Management

## ■ Reporting → Tax and Compliance Management

### ■ Category Selections:

- Tax Management (not applicable to the Purchase card program)
- Compliance Management (not applicable to the Purchase card program)

The screenshot shows the U.S. Bank Access Online interface for Tax and Compliance Management. The page is titled "U.S. Bank Access® Online" and "U.S. Department of Agriculture" with links for "Our Payment Products" and "Logout". The main heading is "Tax and Compliance Management".

**Left Navigation Menu:**

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Account Information
- Reporting
  - Program Management
  - Financial Management
  - Supplier Management
  - Tax and Compliance Management
  - Administration
  - Report Scheduler
  - Flex Data Reporting
- Dashboard
- Data Exchange
- My Personal Information

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**Tax Management**

- [Sales and Use Tax by State](#)  
Summary of transaction and tax paid amounts on a state-by-state basis.
- [Tax Accrual Model](#)  
Supports the use of best practice tax model (for sales and use tax estimation).

**Compliance Management**

- [Unmatched Transaction Analysis for Form 1099-MISC](#)  
Transactions where a merchant profile was unavailable at the time of reporting. This report is used to research additional merchant information for 1099 reporting.
- [Vendor Summary by Socio-economic Indicator](#)  
Summary and detail of expenditures that have occurred with vendors classified as minority vendor types (minority, woman-owned, veterans, and small business).
- [Vendor Summary for Form 1099-MISC](#)  
Summary of expenditures and vendor profile information for "Form 1099 - MISC" reporting to the Internal Revenue Service.

# Access Online Standard Reports Overview: Administration

- Reporting → Administration
- Category Selections:
  - Accounting Code Management
  - Online Registration Management (not applicable to the Purchase card program)
  - User Management

U.S. Bank Access® Online U.S. Department of Agriculture  
Our Payment Products Logout

**usbank.** Administration

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

[Accounting Code Structure Summary](#)  
Starts configuration summarization with the Accounting Code Structure.

[Accounting Validation Control Summary](#)  
Starts configuration summarization with the Accounting Validation Control.

[Alternate Accounting Codes](#)  
Detailed information about Alternate Accounting Codes.

[Default Accounting Codes](#)  
Detailed information about Default Accounting Codes by account.

**Online Registration Management**

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

[Online Registration](#)  
Information about online registration.

**User Management**

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

[System User List with Account Details](#)  
An overview of users and accounts within an organization.

**Request Status Queue**  
**Active Work Queue**  
**System Administration**  
**Account Administration**  
**Transaction Management**  
**Account Information**  
**Reporting**  
• Program Management  
• Financial Management  
• Supplier Management  
• Tax and Compliance Management  
• Administration  
• Report Scheduler  
• Flex Data Reporting  
**Dashboard**  
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# Access Online Standard Reports Overview: *Administration* → *Accounting Code Management*

- The following reports are not used on a regular basis:
  - Accounting Code Structure Summary
  - Accounting Validation Control Summary
  - Alternate Accounting Codes
- **Default Accounting Codes:**
  - Details default accounting codes tied to cardholders, and indicates if they are valid or not. The Invalid DAC Report is generated from this information.

## **Accounting Code Management**

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

### [Accounting Code Structure Summary](#)

Starts configuration summarization with the Accounting Code Structure.

### [Accounting Validation Control Summary](#)

Starts configuration summarization with the Accounting Validation Control.

### [Alternate Accounting Codes](#)

Detailed information about Alternate Accounting Codes.

### [Default Accounting Codes](#)

Detailed information about Default Accounting Codes by account.



# Access Online Standard Reports Overview: *Administration* → *User Management*

- **System User List:**
  - Provides detailed information about User IDs and associated user profile information including a list of user hierarchy access and user Functional Entitlement Group (FEG) pairings.
  
- **System User List with Account Details:**
  - Creates an overview of the system user list geared towards specific accounts that are tied to User IDs, and details how they are set up within the system.

## User Management

### [System User List](#)

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

### [System User List with Account Details](#)

An overview of users and accounts within an organization.



# Access Online Standard Reports Overview: Report Scheduler

## ■ Reporting → Report Scheduler

- Reports in Access Online can be scheduled to run on intervals (e.g., daily, weekly, and monthly). Examples include:
  - Account List Report
  - Past Due Report
  - System User List Report
- Report Scheduler is best suited for reports that are not “date range” dependent.
- This reporting option allows users to queue reports to run overnight, allowing more time for large reports to populate.
- One can schedule any type of report, standard or flex data, from the Report Scheduler page.

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Our Payment Products Logout

**usbank** Report Scheduler  
Scheduled Report List

**i** There are no reports scheduled. Please create a schedule from the individual reports.

Enter one or more of the criteria below and click the 'Search' button to limit your results:

**Select Report Type:**  
 Standard Reports  Flex Data Reports

Report:  
- Select Report -

Output Filename:

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

**Date**  
Activity Date Range:  
Start Date:  to End Date:

**Search**

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

Create New Scheduled Report  
- Select Report - **GO**

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# Access Online Standard Reports Overview: *Flex Data Reporting*

## ■ Reporting → Flex Data Reporting

- Designed to allow users to make use of the most common data elements in Access Online through the creation of their own custom reports. For example:

- A grouping of specific accounts
- System User List specifications
- Transaction Allocations
- Supplemental Merchant Information
- Convenience Check Reports
- Checks written greater than \$2,500
- Prohibited Purchases Reports
- Approved Transactions Reports

The screenshot shows the 'U.S. Bank Access Online' interface for the 'U.S. Department of Agriculture'. The page title is 'Flex Data Reporting' with the instruction 'Please select a report from the list below.' On the left is a navigation menu with categories like 'Request Status Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Account Information', 'Reporting', 'Dashboard', 'Data Exchange', and 'My Personal Information'. The 'Reporting' section is expanded to show options like 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', and 'Flex Data Reporting'. The main content area has a 'My Saved Report Templates' section with a 'Create a New Report Template' button. Below this is a 'List of My Saved Report Templates' section with the instruction 'Select a saved template to modify and run a report.' A table with columns 'Delete', 'Name', 'Template', and 'Last Modified' is shown, containing the message 'You currently have no reports saved.' A '<< Back to Reporting' link is at the bottom of the main content area. The footer includes 'All of us serving you™'.

# Access Online Standard Reports Overview: *Custom Reports*

## ■ Reporting → Custom Reports

- A Custom Reports reporting option exists within the system, although it is only available through special request. US Bank can assist with any questions relating to its functionality.

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**usbank.** **Reporting**

[Request Status Queue](#)  
[Active Work Queue](#)  
[System Administration](#)  
[Account Administration](#)  
[Transaction Management](#)  
[Account Information](#)  
[Reporting](#)  
• [Program Management](#)  
• [Financial Management](#)  
• [Supplier Management](#)  
• [Tax and Compliance Management](#)  
• [Administration](#)  
• [Report Scheduler](#)  
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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 negotiations, and ma

**Report Scheduler**  
View and maintain current sch

**Flex Data Reporting**  
Create and maintain adhoc re

**Custom Reports**  
Create and configure custom

**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.

Access Online

Access Online Custom Reports

Custom Reports

- Domains
- Custom Reports

# The 5 Most Essential Reports

## 1. Account List (Program Management)

- This is arguably the most vital report at your disposal. From this report, you can gather all account level information within your desired hierarchy, from the number of open tags in the system, to purchasing limits imposed on individual accounts.

## 2. Transaction Detail (Financial Management)

- This report shows you everything the bank sees in terms of cardholder transaction information. Dates of purchases, locations of purchases, and Merchant Category Codes are just a few of the data points provided.

## 3. System User List (Administration)

- The System User List is important because it shows all User Profile IDs that have been created in a given hierarchy and what their roles/viewing and approval permissions are in Access Online.

## 4. Transaction Approval Status (Program Management)

- This report is a great tool to oversee where transactions stand in the approval process. Use this report to prevent account suspensions and ensure that no transactions are being overlooked in the system.

## 5. Account Spend Analysis (Program Management)

- The Account Spend Analysis report enables you to generate a snapshot of what your cardholders' spending looks like over a specified period. You can see the total purchase card accounts that have spend on them, how much spend, how many transactions, and associated Managing Accounts.



# Generating Reports

## ■ Account List Report

- Location of the report in Access Online: Click Reporting\Program Management\Account List
- Data Elements to Select:
  - Date = Do Not Select a Date Range (Default is Last Maintained Date Range)
  - Account Information: Account Status = “All” for everything in Access Online, “Open” and “S1-Closed” for all active accounts in Access Online
  - Additional Detail = Demographics, Account Information, Default Accounting Code, and Authorization Limits
  - Report Output = Excel
  - Reporting Hierarchy Position = Enter Hierarchy Information
- From the Standard Account List Report you can generate the following USDA Management Oversight reports by changing report criteria slightly and utilizing different columns of data:
  - Dormant/Low Use Card Accounts Report
  - Convenience Check Privileges Report
  - Managing Account Report



# Generating Reports

## ■ Transaction Detail Report

- Location of the report in Access Online: Click Reporting\Financial Management\Transaction Detail
- Data Elements to Select:
  - Date = Posting Date Range (use desired date range)
  - Reviewed Status = All
  - Fees = Include
  - Additional Detail = Display Transaction Comments
  - Merchant Category Code Group = All
  - Report Output = Excel
  - Reporting Hierarchy Position = Enter Hierarchy Information
- From the Standard Transaction Detail Report you can generate the following USDA Management Oversight reports by changing report criteria slightly and utilizing different columns of data:
  - Disputed Transactions Report



# Training Summary

## ■ After this training, you should:

- Have knowledge of where to find viable guides and reference materials to assist you in finding which reports to utilize.
- Grasp a general understanding of the standard reports provided within Access Online, including where they are housed and what data is generated by running them.
- Understand the most important reports within Access Online that will assist you with your weekly, monthly, and yearly program oversight.
- Have gained an increased level of comfort using Access Online's reporting capabilities.



# Q&A

