Access Online

For Agency Management

Contents

Access Online

Access Online is US Bank's online credit card management system.
Cardholders and Agency administrators are expected to monitor transactions and allocate expenses regularly to ensure accuracy and efficiency. At the end of the billing cycle, Cardholders must print and sign statements, verify expenses, match receipts plus any informal quotes and/or other documentation as needed, and submit to required approvers and Agency Administrators according to internal procedures.

Agency Administrators will collect Cardholder Statements and documentation, verify transactions and allocations in Access Online, and complete payment processing.

Note: When using Access Online, do not use the back arrow in your internet browser. Look for the return or "back to" link at the bottom of the screen, or navigate from the left-hand menu.

Creating A Cardholder Account and Logging In
Log on to the site at: https://access.usbank.com. The State Pcard program team will set up Agency Pcard Management access in Access Online and provide initial log-in instructions. The State Pcard Program Team will also provide the Company Number and Managing Account Vendor Customer Number (Iowa Advantage) for US Bank Payment Information. An email notification will be issued when the Managing Account Statement is ready to download and print.

Access® Online

Contact Us	**Welcome to Access Online!**	Please Note:
Login	Please enter the information below and login to begin.	<u>Organization Short Name</u> is: Iowa
	* = required	
	Organization Short Name: *	
	<mark>Iowa</mark>	<u>Password</u> is a case sensitive field!
	User ID: *	
	[ ]	
	Password: *	
	[ ]	
	Login	
	Forgot your password?	
	Register Online	
	Activate Your Card	Change Your PIN	

Downloading Statements

The billing cycle usually closes on the 20th day of the month. If the 20th falls on a weekend or holiday, then the cycle ends at midnight of the following business day. Cardholder and Agency Managing Statements are available online the day after the cycle closes. (Paper Copies will **NOT** be mailed.)

Managing Account Statements

The **Managing Account Statement** is the Agency's "invoice" from US Bank. It lists all associated accounts that currently have a balance for that billing cycle along with any previous outstanding balance, additional fees, or credits. Printing the Managing Account Statement first allows the designated administrator to determine which cardholder statements and receipts will be needed.

To access the Managing Account Statement or an individual Cardholder Account Statement, from the left hand menu, select **Account Information** and then either **Managing Account Statement** or **Cardholder Account Statement**.

Account Information

Statement

View account statement(s).

- Cardholder Account Statement
- Managing Account Statement
- Diversion Account Statement

Account Profile

View account demographics, limits, accounting code, and other related information.

- Cardholder Account Profile
- Managing Account Profile
- Diversion Account Profile

To locate the desired Managing Account Statement, enter the Company Number and select **Search**. If the Company Number is unknown, contact the State Pcard team.

Managing Account Statement
Search & Select a Managing Account

View Cardholder Account | View Diversion Account

Managing Account Search

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

Managing Account Number:

OR Managing Account Name:

OR Last Name: First Name:

OR Company Number:

Search

When retrieving Cardholder or Managing Account Statements, the most recent billing cycle with cardholder activity will default on the screen. Select **View Statement**.

The Statement will appear as a PDF in a separate window for review.

Cardholder Account Statement

The **Cardholder Account Statement** is only for verifying receipts, attaching documentation, and for auditing by Agency Accounts Payable staff. DO NOT pay from the Cardholder Statement.

If no cardholder transactions are charged during the monthly cycle, no Cardholder Statements or Managing Account Statement will be generated—a **zero balance statement will not generate** (See Payment History for Managing Account Status).

Managing Account Profile and Payment History

To view the Managing Account Profile and Payment History, select **Account Information** from the left-hand navigation menu.

Under Account Profile select **Managing Account Profile.**

Enter Company Number and select Search. (Contact the State PCard Program team if you do not know your US Bank Company Number.)

Managing Account Profile
Search & Select a Managing Account

View Cardholder Account | View Diversion Account

Managing Account Search

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

Managing Account Number:

OR
    Managing Account Name:

OR
    Last Name: First Name:

OR
    Company Number:

Search

Select Financial History

Managing Account Profile
Managing Account Summary

Managing Account Number: 4246044555696768, IA CULTURAL AFFAIRS   Switch Accounts
Managing Account ID: 212095524970

Select an item below to view it's contents. You can also View a Cardholder account or View a Diversion Account

Demographic Information
View account name, address, contact information, and alternate address.

Default Accounting Code
View the default accounting code assigned to the account

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Extract Information
View financial extract information assigned to the account.

Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	07/27/2010 21:40:00
Maintenance	Manual	07/27/2010 21:40:00

See sample below for reference.

Managing Account Profile
Financial History

Managing Account Number:		Switch Accounts
Managing Account ID: 2120		

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	09/20/2013	08/20/2013	07/22/2013	06/20/2013
Number of Payments					
Total Payments	$3,821.72	$0.00	$380.72	$0.00	$1,349.58
(Last Payment: 09/24/13)					
Minimum Payment	$581.70	$4,661.97	$3,821.72	$3,450.15	$380.72
Number of Purchases					
Total Purchases	$3,576.36	$809.56	$752.29	$3,069.43	$380.72
(Last Purchase: 10/14/13)					
Number of Cash Advances					
Total Cash Advances	$0.00	$0.00	$0.00	$0.00	$0.00
(Last Cash Advance: 00/00/00)					
Number of Credits					
Total Credits	$227.86	$0.00	$0.00	$0.00	$0.00
(Last Credit: 10/07/13)					
Number of Misc Charges					
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	$30.69	$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

Transaction Management

Monitoring Account Activity

One of Access Online's key benefits is the ability to **monitor account activity**. Transactions that have posted may be monitored by Cardholders or Agency Pcard Administrators and should be done regularly to detect fraud early and reduce the additional time, paperwork and expense needed to address it. Transactions that are pending but not yet posted can only be viewed by Pcard Administrators.

- **Identifying fraudulent transactions <u>BEFORE they post to the account</u> avoids having to complete US Bank Fraud Verification Paperwork.** To view charges <u>before they post</u> (Admins only), go to: Account Information—Cardholder Account Profile—Account Authorizations. See **Authorized Charges and Declined Transactions** below.

- **Addressing fraudulent transactions after they have posted but <u>BEFORE they print on the statement</u> prevents having to pay the charges for later reimbursement (**remember: DO NOT short-pay Statements!**).** To view charges <u>after they post</u>, (Cardholders and Admins), go to: Transaction Management—Transaction List—Card Account Summary with Transaction List. See **Viewing Current Post Transactions.**

Authorized Agency PCard Administrators may also run Declined Transaction Reports to identify attempted fraud transactions (see Reporting section for details).

Authorized Charges and Declined Transactions

Authorized Charges are those that have been made but not yet posted to a cardholder's account. From the Home screen, select **Account Information.**

From Account Information, select **Cardholder Account Profile.**

Enter the Cardholder's last name and search; then select card type – Purchasing Card or One Card (Travel)

Next, Select **Account Authorizations.**

See **Approved Account Authorizations** below.

Note: **Declined Transactions** will also appear here.

Viewing Current Post Transactions

PCard/Travel Card transactions post to Transaction Management within 1-3 business days. From the Home screen left-hand navigation, select **Transaction Management.**

The screen below will *ONLY* appear if an Agency has PCard and Travel Card accounts. Select **Purchasing Card** for Pcard or **Corporate Card/One Card/Other** for Travel Card maintenance.

Next, select **Transaction List** to search for a Cardholder's transactions in the current cycle, or **View Previous Cycle** to view/allocate after the cycle ends.

Enter the Cardholder's last name and **Search.**

The **Transaction Management** screen looks like this. From this screen, you are able to reallocate.

Allocating/Reallocating Transactions

Allocating in Access Online can only be performed at the Cardholder Account level, but may be done by either the Cardholder or designated Agency Administrator. **It is strongly recommended that transactions are verified and reallocated regularly during the current cycle**—especially for high volume accounts. This not only helps with fraudulent transactions, but facilitates with month-end payment processing. (Remember, catching fraudulent transactions before the statement generates prevents the agency from having to pay fraud charges for later reimbursement.)

From the **Transaction Management** screen, the current (open) transaction list is selected by default from the **Billing Close Date** drop-down menu. Inside the drop-down menu, all active or previous billing cycle transactions are available for review. To

allocate or reallocate Cardholder transactions, simply select the **Accounting Code** live link from the Transaction List on the right.

Every card is mapped to a Default Accounting Code that consists of Fund— Department—Unit—Object (shown above). All transactions will reflect this default accounting string unless the MCC (Merchant Category Code) has been mapped to a designated Object code. (i.e. Office Supplies).

Once the live link has been selected, changes to accounting string or distribution of transactions can be made in the **Transaction Detail** screen. Distribution can be set either by percentage (total must = 100%) or dollars (total dollars must sum).

Transaction Management
Transaction Detail

Product: Purchasing Card
Card Account Number: ●●●●●●●●●●●●●
Card Account ID:

Switch Products
Switch Accounts

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	10/11	10/14	MENARDS 3046	DES MOINES, IA	10.68	(III)	COMPLEX	0674|005|X674|	|2229|															

(D) Disputed (II), (III) Trans Detail Level (A+) Reallocated

| Summary | Allocations | Transaction Line Items | Tax Data | Comments |

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

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

* = required   Allocation Source: Allocation Rule Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					
			FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (4)	APPR UNIT (9)	OBJECT (4)
☐	$ 10.68	OR 100.00 %	0674 *	005 *	X674 *			2229 *

Remove

Total Allocated: $ 10.68   100.00 %Apply Accounting Code: [_____▼] **Apply**
Amount Remaining: $ 0.00   0.00 %Additional Allocation(s): [1] **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Scroll to far right to enter comments!

COMMENTS REQUIRED:

When reallocating, content must be added to the **COMMENTS** field at the far right of the screen before reallocations will be accepted. *You must scroll to the far right to access the Comments field. Be sure to Save Allocations* to lock in changes before exiting. If the default accounting code is correct, no action is needed.

PROGRAM PERIOD (6)	COMMENTS (30)	Favorite
		Add as Favorite

WHY WE ALLOCATE: Allocating in Access Online streamlines the payment process. Transaction data and accounting strings are extracted from Access Online 15 calendar dates after the cycle close date. Through a data interface, the information is uploaded to Iowa Advantage and used to automatically generate Payment Request Commodity (PRC) documents. Accurate allocations in Access Online result in accurate PRC's-**without manual entry!**

Note that accounting strings (including the Comments field) must match EXACTLY to roll up in Iowa Advantage. To help ensure consistency, some agencies create a master list of accounting codes and corresponding comments. Another option is Accounting Code Favorites.

Creating Accounting Code Favorites

A great time-saving tip for consistent allocations is creating **Accounting Code Favorites** (up to 25). To create a favorite, scroll to the far right of the reallocated accounting string and select **Add as Favorite.**

From the screen below, select the **Add** button. Remember to name the favorite and save when done!

For future reallocations, saved favorites will be available from the **Change To** drop-down menu under the Allocations tab.

Examples of multiple split allocation with "favorites"

Allocation Accounting Code	Trans Amt	Alloc Amt	Alloc %
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$260.50	14%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$1797.45	$26.05	1%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$260.50	14%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$26.05	1%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$260.50	14%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$182.35	10%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$442.85	25%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$26.05	1%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	$52.10	3%
0674005X67402 2225 3851 A-02 JANITORIAL-SUPP-CUST	$0.00	260.50	14%
		$1797.45	

Mass Allocation-Transaction Management

Log into Access Online.

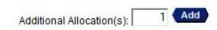**Select Transaction Management from the left navigation menu and search cardholder name.**

1. To allocate several transactions to the same accounting string, check the appropriate boxes and select Mass Reallocate.
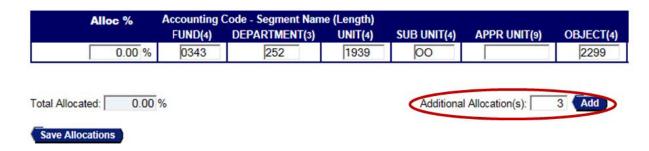

2. Next, enter the desired accounting string or select a saved favorite and Save Allocations (must have Fund, Dept, Unit, Object, as well as description in the Comment field at far right.)

3. <u>To mass allocate with multiple percentages and dollar values,</u> insert the number of Additional Allocation(s) and select Add (shown below).

Alloc %	Accounting Code - Segment Name (Length)					
	FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
0.00 %	0343	252	1939	OO		2299

Total Allocated: 0.00 %   Additional Allocation(s): 3 Add

Save Allocations

4. Enter your Allocation percentage values and update accounting code strings manually or via saved favorites per above.

Remove Alloc	Alloc %	Accounting Code - Segment Name (Length)					
		FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
☐	70.00 %	0343	252	1939	OO		2219
☐	10.00 %	0343	252	1939	OO		2700
☐	20.00 %	0343	252	1939	OO		2299

Remove Allocation(s)

Total Allocated: 100.00 %   Additional Allocation(s): 1 Add

5. <u>To create new favorites,</u> scroll to the far right and enter a description in the comment field; select Add as Favorite.

	Favorite
COMMENTS(30)	
paper, pencils	Add as Favorite
office furniture	Add as Favorite
office misc purchases	Add as Favorite

6. After your allocation is completed, make sure to <u>Save Allocations.</u>

Remove Alloc	Alloc %	Accounting Code - Segment Name (Length)					
		FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
☐	70.00 %	0343	252	1939	OO		2219
☐	10.00 %	0343	252	1939	OO		2700
☐	20.00 %	0343	252	1939	OO		2299

Remove Allocation(s)

Total Allocated: 100.00 %   Additional Allocation(s): 1 Add

Save Allocations

Iowa Advantage Interface/Payment Processing

US Bank payment terms are net 30 days. Through a data interface, PRC payment documents (for PCard accounts only; not Travel Card) are automatically generated in Iowa Advantage (15) calendar days after the cycle close date using the accounting information entered in Access Online. Agencies must determine their internal processes to ensure all documentation is collected and allocations are made within the 15 days in order to participate in the Interface and make payments within 30 days or less.

Payments to US Bank should always be made from the Managing Account Statement via PRC or TP (GAX processing not allowed). If utilizing the Iowa Advantage Interface for PCard payment processing, the correct vendor/customer number will automatically be references on the PRC.

To locate PRC document(s) in Iowa Advantage, enter the following:

- Code = PRC
- Dept = your department number
- Unit = enter if applicable
- ID = PRC + Dept # + date created
- Create User ID = unapproved
- Phase = Draft

If manually processing payments in Iowa Advantage, the correct vendor/customer number must be referenced on the PRC or TP so that payments post correctly to the appropriate managing account. Travel Managing Accounts and PCard Managing Accounts will have separate vendor/customer numbers. If your Agency is unsure of which vendor/customer number to use, contact the State PCard Program Team for clarification.

Reporting

Access Online has a wide range or reporting capabilities. (For sorting results, always select Excel, and remember to never use the back arrow in your internet browser.)

Transaction Detail Report with Allocation Detail

The **Transaction Detail Report** is a useful and helpful report for verifying ALL Cardholder transactions and allocations. From the left column menu, select **Reporting,** then **Financial Management,** then **Transaction Detail.** To guarantee that all data is included (including transactions that post the last night of the banking cycle) select **Posting Date Range** and enter the dates of the cycle (usually the 21st through the 20th unless the 20th falls on a weekend or holiday).
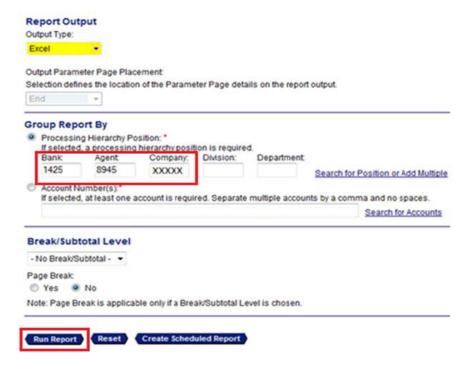
Financial Management
Transaction Detail

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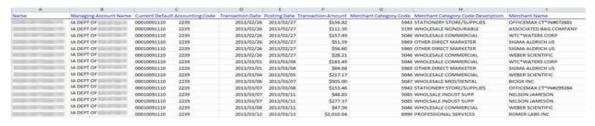
* = required

Date

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

☐ Enable Cycle Day

Start Date:
02/21/2013   to   End Date:
03/20/2013

Scroll down and check the boxes for **Display Transaction Comments** and **Display Allocation Detail** under the **Additional Detail** section.

Additional Detail

☑ Display Transaction Comments ☑ Display Allocation Detail

Under **Report Output** select **Excel** from the **Output Type** drop-down menu. Under the **Group Report By** section, enter the appropriate **Processing Hierarchy Position**. Finally, select **Run Report.**

Report Output
Output Type:

Excel

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:	
1425	8945	XXXXX			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 -

Page Break:
○ Yes ● No

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

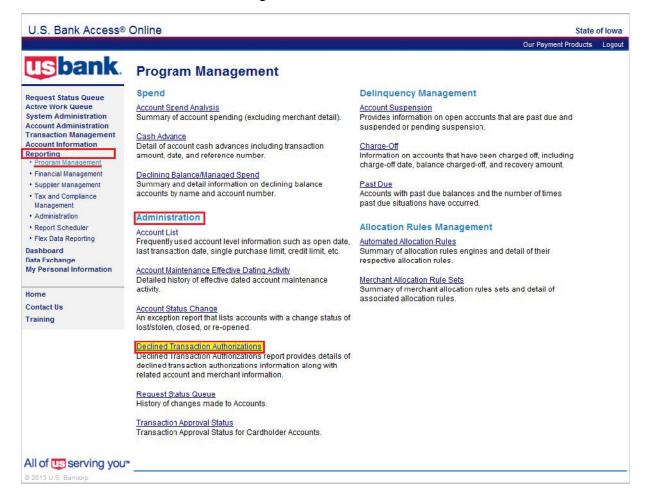(Run Report) (Reset) (Create Scheduled Report)

The **Transaction Detail Report** with allocation data will download into an Excel file, allowing the data to be sorted and manipulated as needed (sample report shown).

A	B	C	D	E	F	G	H	I
Name	Managing Account Name	Current Default Accounting Code	Transaction Date	Posting Date	Transaction Amount	Merchant Category Code	Merchant Category Code Description	Merchant Name
	IA DEPT OF	00010091110	2239	2013/02/26	2013/02/27	$156.82	5943 STATIONERY STORE/SUPPLIES	OFFICEMAX CT*IN#072681
	IA DEPT OF	00010091110	2239	2013/02/26	2013/02/27	$111.30	5199 WHOLESALE NONDURABLE	ASSOCIATED BAG COMPANY
	IA DEPT OF	00010091110	2239	2013/02/26	2013/02/27	$157.49	5046 WHOLESALE COMMERCIAL	WTC*WATERS CORP
	IA DEPT OF	00010091110	2239	2013/02/26	2013/02/27	$51.59	5969 OTHER DIRECT MARKETER	SIGMA ALDRICH US
	IA DEPT OF	00010091110	2239	2013/02/26	2013/02/27	$56.60	5969 OTHER DIRECT MARKETER	SIGMA ALDRICH US
	IA DEPT OF	00010091110	2239	2013/02/26	2013/02/27	$28.21	5046 WHOLESALE COMMERCIAL	WEBER SCIENTIFIC
	IA DEPT OF	00010091110	2239	2013/03/01	2013/03/04	$183.49	5046 WHOLESALE COMMERCIAL	WTC*WATERS CORP
	IA DEPT OF	00010091110	2239	2013/03/01	2013/03/04	$84.68	5969 OTHER DIRECT MARKETER	SIGMA ALDRICH US
	IA DEPT OF	00010091110	2239	2013/03/04	2013/03/05	$217.17	5046 WHOLESALE COMMERCIAL	WEBER SCIENTIFIC
	IA DEPT OF	00010091110	2239	2013/03/06	2013/03/07	$505.00	5047 WHOLESALE MED/DENTAL	BIOGX INC
	IA DEPT OF	00010091110	2239	2013/03/07	2013/03/08	$153.46	5943 STATIONERY STORE/SUPPLIES	OFFICEMAX CT*IN#299284
	IA DEPT OF	00010091110	2239	2013/03/07	2013/03/11	$48.85	5085 WHOLSALE INDUST SUPP	NELSON JAMESON
	IA DEPT OF	00010091110	2239	2013/03/07	2013/03/11	$277.37	5085 WHOLSALE INDUST SUPP	NELSON JAMESON
	IA DEPT OF	00010091110	2239	2013/03/08	2013/03/11	$47.56	5046 WHOLESALE COMMERCIAL	WEBER SCIENTIFIC
	IA DEPT OF	00010091110	2239	2013/03/12	2013/03/13	$2,010.04	8999 PROFESSIONAL SERVICES	ROMER LABS INC

Declined Transaction Authorizations Report

The Declined Transaction Authorizations report provides details of declined transactions, including related account and merchant information. It can help identify attempted misuse or potentially compromised cards.
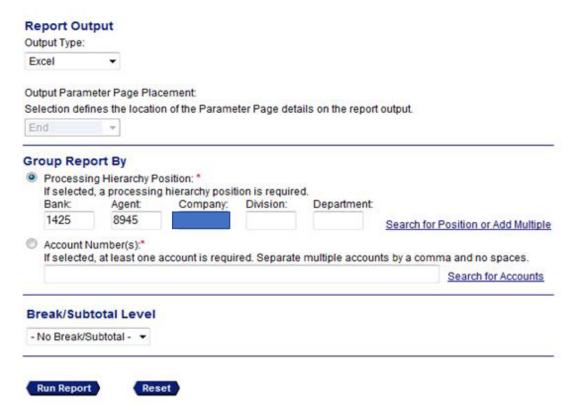

In **Access Online,** from the left column, select **Reporting** and then **Program Management.** From the primary screen, select **Declined Transaction Authorizations** under the **Administration** heading.

Select the desired Activity Date Range. Be sure to either use the calendar function for selecting the appropriate date or highlight the text using the cursor before replacing it.

Scroll down to **Report Output**, select **Excel** from the drop-down menu and then enter the appropriate Processing Hierarchy Position information under **Group Report By.** Select **Run Report.**

The queried data will download to an Excel spreadsheet that can be manipulated as needed. If a decline reason is encountered that does not make sense, or if additional informaton is required, please contact US Bank's Customer Service department at 1-800-344-5696.

	G	H	I	J	K
1	Decline Date	Decline Time	Decline Reason	Requested Amount	Request Type
2	2013/03/06	07:09:25	Merchant country exclude	$167.54	Purchase
3	2013/03/14	15:00:36	MCCG include, no match	$725.90	Purchase
4	2013/04/11	17:45:13	MCCG include, no match	$957.35	Purchase
5	2013/04/01	07:18:15	Pick-up - Fraud code-F1	$80.58	Bill Payment
6	2013/04/06	04:34:24	Pick-up - Fraud code-F1	$69.99	Bill Payment
7	2013/03/04	12:22:33	Account coded (CREDIT RATING)	$848.04	Purchase
8	2013/03/04	12:24:23	Account coded (CREDIT RATING)	$848.04	Purchase
9	2013/03/04	12:16:57	Account coded (CREDIT RATING)	$848.04	Purchase
10	2013/03/04	12:12:24	Account coded (CREDIT RATING)	$848.04	Purchase
11	2013/03/04	11:18:25	Exceeded account single trans limit	$2,082.90	Purchase
12	2013/03/12	17:39:48	Account coded (CREDIT RATING)	$23.19	Purchase
13	2013/03/15	12:05:20	Account coded (CREDIT RATING)	$26.48	Purchase
14	2013/04/01	15:44:35	Pick-up - Fraud code-F1	$85.09	Purchase
15	2013/04/01	15:44:05	Pick-up - Fraud code-F1	$85.09	Purchase
16	2013/04/01	15:08:15	Pick-up - Fraud code-F1	$85.09	Purchase
17	2013/04/01	10:57:53	Pick up - Fraud code F1	$33.48	Purchase
18	2013/04/01	10:57:21	Pick up - Fraud code F1	$33.48	Purchase
19	2013/04/01	12:23:35	Transferred account	$682.10	Purchase
20	2013/04/01	12:22:47	Transferred account	$682.10	Purchase
21	2013/04/02	10:36:11	Pick-up - Fraud code-F1	$168.00	Purchase
22	2013/04/02	11:55:16	Pick-up - Fraud code-F1	$26.79	Purchase
23	2013/04/02	11:55:25	Pick-up - Fraud code-F1	$26.79	Purchase
24	2013/04/03	12:41:35	Pick up - Fraud code F1	$35.98	Purchase
25	2013/04/03	12:41:16	Pick up - Fraud code F1	$35.98	Purchase
26	2013/04/03	10:07:04	Pick-up - Fraud code-F1	$7.99	Purchase
27	2013/04/03	10:08:21	Pick-up - Fraud code-F1	$7.99	Purchase
28	2013/04/04	12:26:33	Pick-up - Fraud code-F1	$36.72	Purchase
29	2013/04/04	07:05:15	Pick-up - Fraud code-F1	$799.90	Purchase
30	2013/04/04	08:17:32	Exceeded account single trans limit	$4,728.05	Purchase
31	2013/04/04	08:19:13	Exceeded account single trans limit	$4,728.05	Purchase
32	2013/04/08	11:08:37	Pick-up - Fraud code-F1	$148.10	Purchase
33	2013/04/08	05:03:53	Pick-up - Fraud code-F1	$148.10	Purchase
34	2013/04/08	11:19:24	Pick-up - Fraud code-F1	$212.38	Purchase
35	2013/04/08	11:17:05	Pick-up - Fraud code-F1	$212.38	Purchase
36	2013/04/09	13:48:12	CRV status	$11.27	Purchase
37	2013/04/09	13:47:21	CRV status	$11.27	Purchase
38	2013/04/09	20:46:23	Pick up - Fraud code F1	$215.89	Purchase
39	2013/04/10	01:53:20	Pick-up - Fraud code-F1	$219.70	Purchase
40	2013/04/11	11:08:45	CRV status	$37.76	Purchase

Creating a Flex Data Report for Transaction/Allocation Detail (for pre-audit)

The following flex data report is a customizable alternative to the Transaction Detail Report and may be helpful in reconciling statements and matching monthly allocations to the PRCs generated by the U.S. Bank/I/3 Interface. Sorting the columns as instructed in Step 10 will reflect transactions in the order they appear on the Managing Account Statement. TIP: Once the pre-audit is complete, you can resort the spreadsheet by allocation code to see how accounting lines on the PRC will roll up.

1. Log into Access Online.
2. Select **Reporting** ---**Flex Data Reporting** from the left navigation menu.
3. Select the tab "**Create a New Report Template**".
4. Under the **Primary Report Data,** select **Transaction** under **Additional Data,** highlight the **Allocation** check box and then select **Create** at the bottom.
5. Enter a report name and report description in the appropriate field boxes.
6. Select the Report Output Type to Excel.
7. Check **only** the following selections under the Select Report Data tab (uncheck any others not applicable)
    a. **Hierarchy**
        i. Processing Hierarchy
    b. **Account**
        i. Short Name
    c. **Allocation**
        i. Allocation Accounting Code
        ii. Allocation Amount
        iii. Allocation Percent
    d. **Merchant**
        i. Transaction Merchant Name
    e. **Transaction**
        i. Cycle Close Date –and check the **filter** box to the right of the Cycle Close Date
        ii. Posting Date
        iii. Transaction Amount
        iv. Transaction Date
8. From the Filter for Content Tab
    a. Enter cycle start and close dates (usually the 21st through the 20th of the month, unless the prior month's cycle closed on a holiday or weekend; check the calendar!)
    b. Enter the Bank, Agent, and Company numbers for your agency.
9. No further action is needed from the Sort by Criteria tab.
10. From the Set Report Layout tab, move the column titles to this order
    a. Short Name
    b. Posting Date
    c. Transaction Date

      d. Transaction Merchant Name

      e. Allocation Accounting Code

      f. Transaction Amount

      g. Allocation Amount

      h. Allocation Percent

      i. Processing Hierarchy

      j. Cycle Close Date

11. **Scroll up to the top and select _Save Template._**
12. Select Run Report. Excel report will download onto your screen. Delete all columns to the right of **_Allocation Percent_** as they are not needed, resulting in 8 columns in the report.
13. Run report monthly, updating cycle to and from dates accordingly following allocation completion. Save template.
14. See Sample below for reference.

<u>Cardholder Sort</u>- follows Managing Account Statement order to facilitate pre-audit (shows break-out of splits)

Short Name	Posting Date	Transaction Date	Transaction Merchant Name	Allocation Accounting Code				Transaction Amount	Allocation Amount	Allocation Percent
■	2014/05/21	2014/05/19	AMERICAN PLUM	0674005X67410	2224	4185	A-10-PLUMBING-HVAC	$18.95	$18.95	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67412	2224	4185	A-12-PLUMBING-HVAC	$370.39	$370.39	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67402	2235	4185	A-02-EQUIP MAINT-HVAC	$8.36	$8.36	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67402	2224	4185	A-02-PLUMBING-HVAC	$284.40	$284.40	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67433	2235	4185	A-33-EQUIP-MAINT-HVAC	$196.24	$196.24	100%
	2014/05/22	2014/05/21	ALLIED SYSTEMS	0674005X67433	2224	4185	A-33-PLUMBING-HVAC	($5.60)	($5.60)	-100%
	2014/05/22	2014/05/21	ALLIED SYSTEMS	0674005X67433	2224	4185	A-33-PLUMBING-HVAC	$786.00	$786.00	100%
	2014/05/22	2014/05/21	AIR FILTER SALE	0674005X67418	2235	4185	A-18-EQUIP MAINT-HVAC	$120.98	$24.19	20%
	2014/05/22	2014/05/21	AIR FILTER SALE	0001005533018	2235	4185	C-18-EQUIP MAINT-HVAC	$0.00	$96.79	80%
	2014/05/23	2014/05/22	INT*STANDARD B	0674005X67401	2235	4185	A-01-EQUIP MAINT-HVAC	$11.07	$2.21	20%
	2014/05/23	2014/05/22	INT*STANDARD B	0001005533001	2235	4185	C-01-EQUIP MAINT-HVAC	$0.00	$8.86	80%
	2014/05/26	2014/05/23	CAPITAL SANITAI	0674005X67435	2229	4185	A-35-OTHR BLDG SUPP HVAC	$22.83	$15.98	70%
	2014/05/26	2014/05/23	CAPITAL SANITAI	0001005533035	2229	4185	C-35-OTHR BLDG SUPP HVAC	$0.00	$6.85	30%
	2014/05/26	2014/05/23	WW GRAINGER	0674005X67435	2226	4185	A-35-SMALL TOOLS-HVAC	$10.06	$7.04	70%
	2014/05/26	2014/05/23	WW GRAINGER	0001005533035	2226	4185	C-35-SMALL TOOLS-HVAC	$0.00	$3.02	30%
	2014/05/26	2014/05/23	WW GRAINGER	0674005X67401	2235	4185	A-01-EQUIP MAINT-HVAC	$28.92	$5.78	20%
	2014/05/26	2014/05/23	WW GRAINGER	0001005533001	2235	4185	C-01-EQUIP MAINT-HVAC	$0.00	$23.14	80%
	2014/05/26	2014/05/23	WW GRAINGER	0674005X67433	2235	4185	A-33-EQUIP-MAINT-HVAC	$210.45	$210.45	100%
								$2,063.05		

<u>Allocation Sort</u>- to verify accounting line sub-totals on PRC (shows how allocations will roll-up)

Short Name	Posting Date	Transaction Date	Transaction Merchant Name	Allocation Accounting Code				Transaction Amount	Allocation Amount	Allocation Percent
■	2014/05/23	2014/05/22	INT*STANDARD BE	0001005533001	2235	4185	C-01-EQUIP MAINT-HVAC	$0.00	$8.86	80%
	2014/05/26	2014/05/23	WW GRAINGER	0001005533001	2235	4185	C-01-EQUIP MAINT-HVAC	$0.00	$23.14	80%
	2014/05/22	2014/05/21	AIR FILTER SALES	0001005533018	2235	4185	C-18-EQUIP MAINT-HVAC	$0.00	$96.79	80%
	2014/05/26	2014/05/23	WW GRAINGER	0001005533035	2226	4185	C-35-SMALL TOOLS-HVAC	$0.00	$3.02	30%
	2014/05/26	2014/05/23	CAPITAL SANITAR`	0001005533035	2229	4185	C-35-OTHR BLDG SUPP HV.	$0.00	$6.85	30%
	2014/05/23	2014/05/22	INT*STANDARD BE	0674005X67401	2235	4185	A-01-EQUIP MAINT-HVAC	$11.07	$2.21	20%
	2014/05/26	2014/05/23	WW GRAINGER	0674005X67401	2235	4185	A-01-EQUIP MAINT-HVAC	$28.92	$5.78	20%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67402	2224	4185	A-02-PLUMBING-HVAC	$284.40	$284.40	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67402	2235	4185	A-02-EQUIP MAINT-HVAC	$8.36	$8.36	100%
	2014/05/21	2014/05/19	AMERICAN PLUMB	0674005X67410	2224	4185	A-10-PLUMBING-HVAC	$18.95	$18.95	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67412	2224	4185	A-12-PLUMBING-HVAC	$370.39	$370.39	100%
	2014/05/22	2014/05/21	AIR FILTER SALES	0674005X67418	2235	4185	A-18-EQUIP MAINT-HVAC	$120.98	$24.19	20%
	2014/05/22	2014/05/21	ALLIED SYSTEMS	0674005X67433	2224	4185	A-33-PLUMBING-HVAC	($5.60)	($5.60)	-100%
	2014/05/22	2014/05/21	ALLIED SYSTEMS	0674005X67433	2224	4185	A-33-PLUMBING-HVAC	$786.00	$786.00	100%
	2014/05/21	2014/05/20	WW GRAINGER	0674005X67433	2235	4185	A-33-EQUIP-MAINT-HVAC	$196.24	$196.24	100%
	2014/05/26	2014/05/23	WW GRAINGER	0674005X67433	2235	4185	A-33-EQUIP-MAINT-HVAC	$210.45	$210.45	100%
	2014/05/26	2014/05/23	WW GRAINGER	0674005X67435	2226	4185	A-35-SMALL TOOLS-HVAC	$10.06	$7.04	70%
	2014/05/26	2014/05/23	CAPITAL SANITAR`	0674005X67435	2229	4185	A-35-OTHR BLDG SUPP HV.	$22.83	$15.98	70%
								$2,063.05		

Creating a Cardholder Active Account List

It is often necessary for an Agency Administrator to have an up-to-date list of active Cardholder Accounts. Fortunately, Access Online is here to help with this creation. Follow the steps below to generate an Active Cardholder Account List.

1. Log into Access Online
2. From the left menu column, select **Reporting ---Program Management.**
3. From the main screen, select **Account List** under **Administration.**
4. On the next page, select **Account Open Date range** and leave the date ranges open.
5. Under **Account Status**, select **Open.**
6. Under **Additional Detail,** select the desired level:
   a. Demographics include mailing information, email address, phone number, etc.
   b. Account Information includes the Managing Account name and person designated as Agency PCard Coordinator in Access online. It also includes card balance, issue, expiration, and cycle dates.
   c. Default Accounting Code (fund, dept, unit, object)
   d. Authorization limits will include Single Transaction, Monthly, and Velocity Limits
   e. Merchant Authorization Control Details will list what MCC default templates each cardholder has associated to their account.
   f. Merchant Authorization Control Limits is not an option we use.
   g. **Demographics Account Info**, and **Authorization Limits** should be selected.
7. Select a preferred sort method (or skip this step and resort once the report has been created.)
8. Select **Excel** from the **Report Output Type** dropdown menu.
9. Under **Group By** select **Processing Hierarchy Position.**
10. Under **Group Report By** enter the Bank, Agent, and Company numbers.
11. Select **Run Report.**
12. Select **Open**
13. When the report opens, select all, copy and paste to a new Excel Document and save to desired directory.
14. Eliminate all columns except for the following:
    a. Short Name
    b. Status
    c. Card Type
    d. Expiration Date
    e. Managing Account Name
    f. Needs Activation
    g. Reissue
    h. Last trans

        i. Bank
        j. Agent
        k. Company
        l. Division
        m. Department
        n. Credit Limit
        o. Single Transaction Limit

15. Adjust column text, formatting, and headers as needed.
16. Note any cards that are in *referral* status and contact the cardholder to resolve.

Dashboard Reports

A dashboard report displays Managing Account Information by monthly, quarterly, annually, and year-to-date. To create a Dashboard Report, follow these steps:

- From the Access Online left menu select Dashboard.
- Select link *Create New Dashboard*.
- Enter a Dashboard Name (the name of your report).
- Enter a Dashboard Description (this description can be the same as the Dashboard Name or expanded information).
- Enter the Managing Account's Bank, Agent, and Company #s
  - PCard Bank # = 1425; Agent = 8945; Company is your agency's 5-digit # used when printing statements.
  - Travel Card Bank # = 3757, Agent = 2974; Company is your agency's 5-digit #
- Select the Save and View button.

Sample of a Dashboard Report/Graph:

Merchant Spend Analysis Report

For a report showing PCard spend to a particular vendor or MCC (merchant category code) group for your department/agency, proceed with the following steps:

1. Select *Reporting* from the left navigation panel.
2. Select *Supplier Management*.
3. Under Spend, select *Merchant Spend Analysis*
4. Select a Date Range (posting date, calendar date, cycle close date, or transaction date range)
5. Under **Report Type**, select the radio button *Merchant with Transaction Detail* (Excel only)
6. Add either a particular merchant name, or a Merchant Category Code Group
7. Scroll to the bottom of the screen and enter (under the Group Report By) your department/agency Processing Hierarchy Position
8. Select the *Run Report* button.

Sample Report (This is just a selection of the data. Total Spend dollars sums all purchases and credits separately; the Trans Amount dollars shows the individual transactions that make up the total. Both columns are equal).

Merchant Name	Total Spend	Transaction Date	Transaction Amount	Current Default Accounting Code		Posting Date
REINHART FOODSERVICE LLC	($114.55)	2014/07/10	($11.37)	00012421220	2261	2014/07/11
REINHART FOODSERVICE LLC	$0.00	2014/07/16	($103.18)	00012421220	2261	2014/07/17
REINHART FOODSERVICE LLC	$120,405.83	2014/06/26	$3,297.31	00012521101	2299	2014/06/27
REINHART FOODSERVICE LLC	$0.00	2014/06/24	$1,601.41	00012521101	2299	2014/06/25
REINHART FOODSERVICE LLC	$0.00	2014/07/15	$4,755.34	00014053109	2299	2014/07/16
REINHART FOODSERVICE LLC	$0.00	2014/07/11	$781.79	00014053109	2299	2014/07/14
REINHART FOODSERVICE LLC	$0.00	2014/07/08	$2,052.07	00014053109	2299	2014/07/09
REINHART FOODSERVICE LLC	$0.00	2014/07/01	$1,855.62	00014053109	2299	2014/07/02
REINHART FOODSERVICE LLC	$0.00	2014/06/24	$2,707.36	00014053109	2299	2014/06/25
REINHART FOODSERVICE LLC	$0.00	2014/07/14	$4,560.20	00012481231	2229	2014/07/15
REINHART FOODSERVICE LLC	$0.00	2014/07/07	$9,242.22	00012481231	2229	2014/07/08
REINHART FOODSERVICE LLC	$0.00	2014/06/30	$14,954.67	00012481231	2229	2014/07/01
REINHART FOODSERVICE LLC	$0.00	2014/06/30	$164.28	00012481231	2229	2014/07/01
REINHART FOODSERVICE LLC	$0.00	2014/06/26	$110.13	00012481231	2229	2014/06/27
REINHART FOODSERVICE LLC	$0.00	2014/06/23	$6,312.10	00012481231	2229	2014/06/24
REINHART FOODSERVICE LLC	$0.00	2014/07/17	$2,717.74	00012521101	2299	2014/07/18
REINHART FOODSERVICE LLC	$0.00	2014/07/15	$1,260.29	00012521101	2299	2014/07/16
REINHART FOODSERVICE LLC	$0.00	2014/07/10	$3,581.58	00012521101	2299	2014/07/11
REINHART FOODSERVICE LLC	$0.00	2014/07/07	$975.16	00012421220	2261	2014/07/08
REINHART FOODSERVICE LLC	$0.00	2014/07/03	$587.60	00012421220	2261	2014/07/04
REINHART FOODSERVICE LLC	$0.00	2014/06/30	$8,616.78	00012421220	2261	2014/07/01
REINHART FOODSERVICE LLC	$0.00	2014/06/26	$9,835.67	00012421220	2261	2014/06/27
REINHART FOODSERVICE LLC	$0.00	2014/06/23	$14.29	00012421220	2261	2014/06/24
REINHART FOODSERVICE LLC	$0.00	2014/07/17	$3,532.42	00012471109	2219	2014/07/18
REINHART FOODSERVICE LLC	$0.00	2014/07/15	$4,440.37	00012471109	2219	2014/07/16
REINHART FOODSERVICE LLC	$0.00	2014/07/08	$3,317.27	00012521101	2299	2014/07/09
REINHART FOODSERVICE LLC	$0.00	2014/07/08	$390.48	00012521101	2299	2014/07/09
REINHART FOODSERVICE LLC	$0.00	2014/07/03	$2,459.36	00012521101	2299	2014/07/04
REINHART FOODSERVICE LLC	$0.00	2014/07/01	$2,885.90	00012521101	2299	2014/07/02
REINHART FOODSERVICE LLC	$0.00	2014/07/01	$176.21	00012521101	2299	2014/07/02
REINHART FOODSERVICE LLC	$0.00	2014/07/17	$1,659.80	00012441220	2261	2014/07/18
REINHART FOODSERVICE LLC	$0.00	2014/07/17	$259.12	00012441220	2261	2014/07/18
REINHART FOODSERVICE LLC	$0.00	2014/07/17	$2,184.90	00012441220	2261	2014/07/18
REINHART FOODSERVICE LLC	$0.00	2014/07/15	$13,163.84	00012441220	2261	2014/07/16
REINHART FOODSERVICE LLC	$0.00	2014/07/03	$42.00	00012441220	2261	2014/07/04
REINHART FOODSERVICE LLC	$0.00	2014/07/03	$1,998.94	00012441220	2261	2014/07/04
REINHART FOODSERVICE LLC	$0.00	2014/07/17	$620.34	00012421220	2261	2014/07/18
REINHART FOODSERVICE LLC	$0.00	2014/07/14	$1,869.37	00012421220	2261	2014/07/15
REINHART FOODSERVICE LLC	$0.00	2014/07/10	$1,279.52	00012421220	2261	2014/07/11
REINHART FOODSERVICE LLC	$0.00	2014/07/08	$142.38	00012521101	2299	2014/07/09
	$120,291.28		$120,291.28			

For more information, visit the [State of Iowa PCard Program Website](#) or contact the State PCard Team at pcard@iowa.gov.

Heather Johnson, PCard Program Manager

515-321-5284

IOWA | Department of Administrative Services