Access Online for
Agency Management

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For more information visit the **State of Iowa Pcard Program** website or contact the State Pcard Team at Pcard@iowa.gov.

State of Iowa Pcard Team
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Access Online

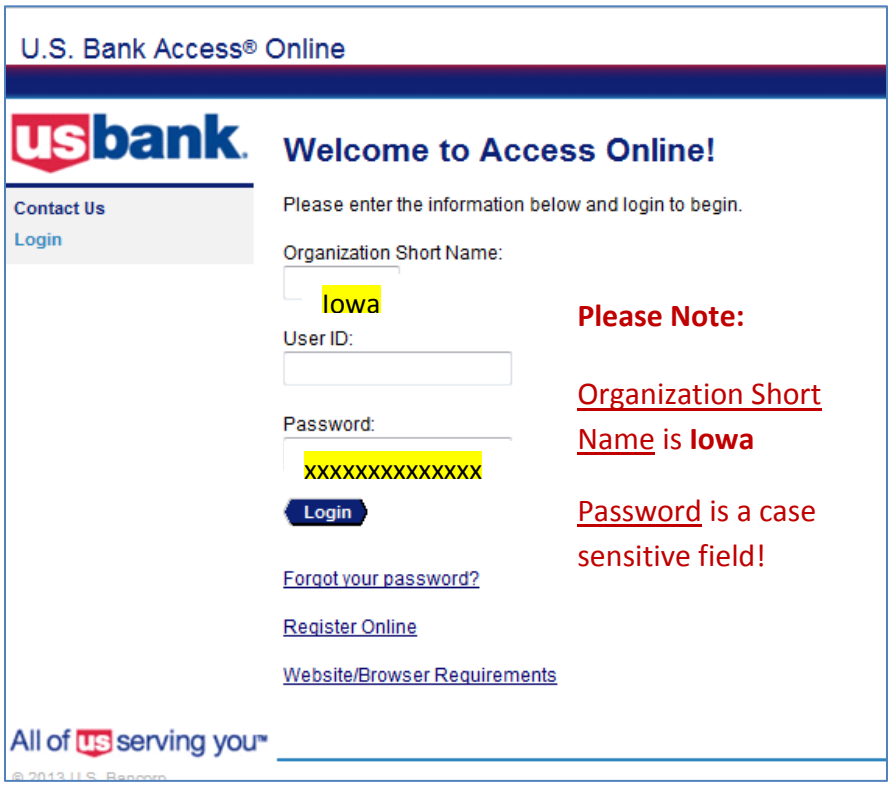
Access Online is US Bank's online credit card management system. Cardholders and/or Agency Administrators are expected to monitor and review transactions regularly and allocate expenses to ensure payment processing accuracy and efficiency. At the end of the billing cycle, Cardholders must print and sign statements, verify expenses, match receipts plus attach 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 no 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 Management Account and Logging In

Log on to the site at: https://access.usbank.com. The State Pcard Program Specialist will set up Agency Pcard Management access in Access Online and provide initial log in instructions. The State Pcard Program Specialist will also provide the Company number and Managing Account Vendor Customer number (I/3) for US Bank Payment information. An email notification will be issued when the Managing Account Statement is ready to download and print.



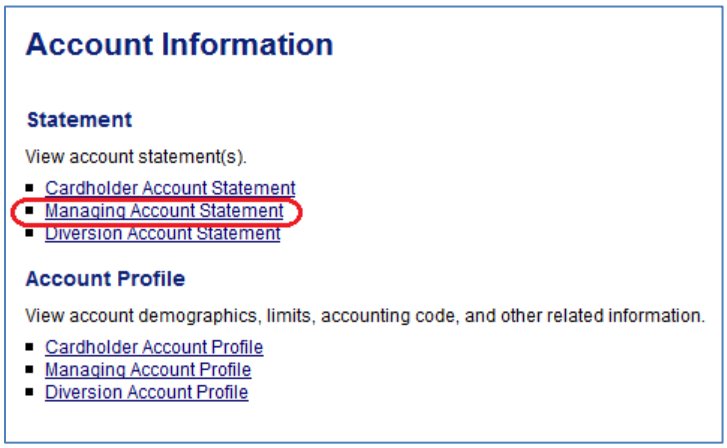
Downloading Statements

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.)

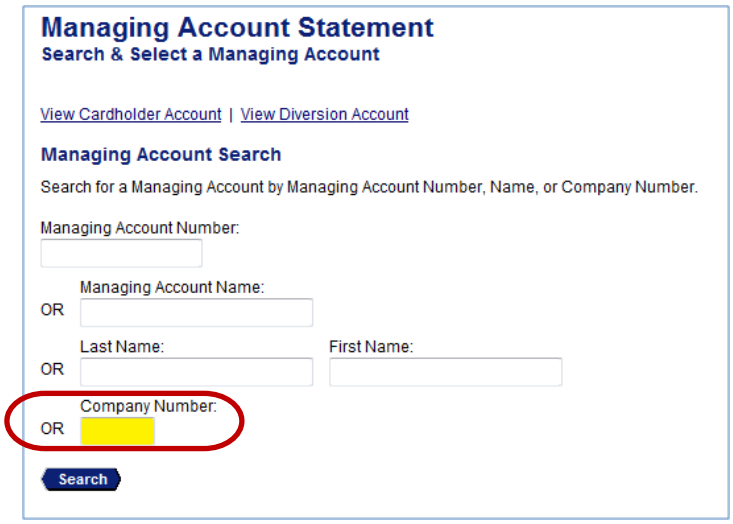
Managing Account Statement

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**.

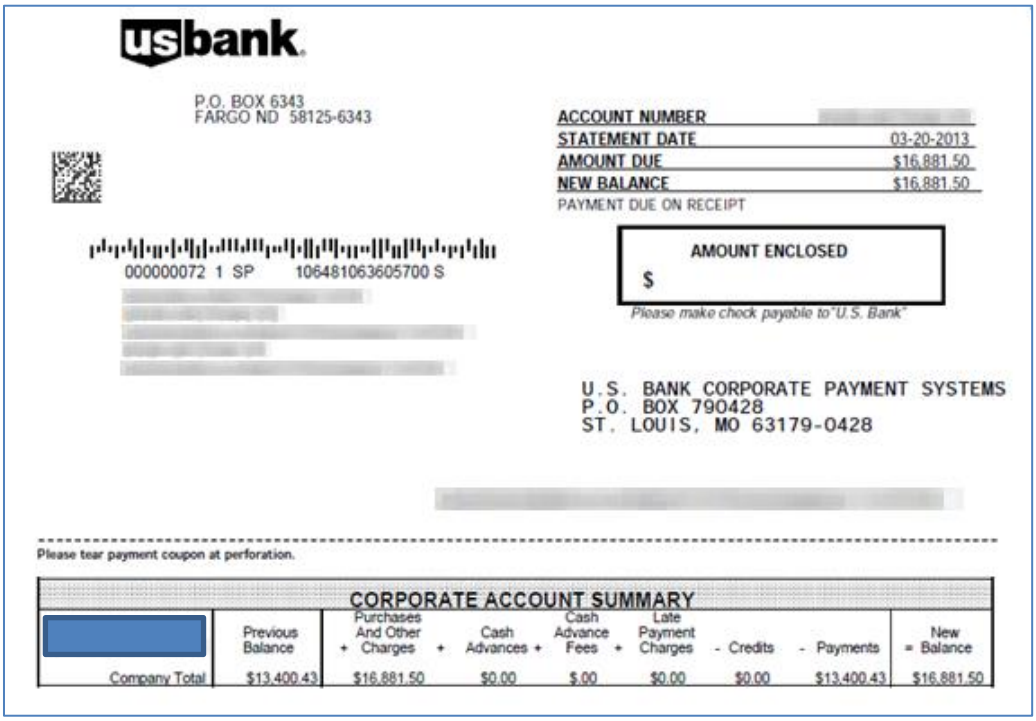


To locate the desired Managing Account Statement enter the Company Number and select **Search**. If the Company Number is unknown, contact the State Pcard Specialist.



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.



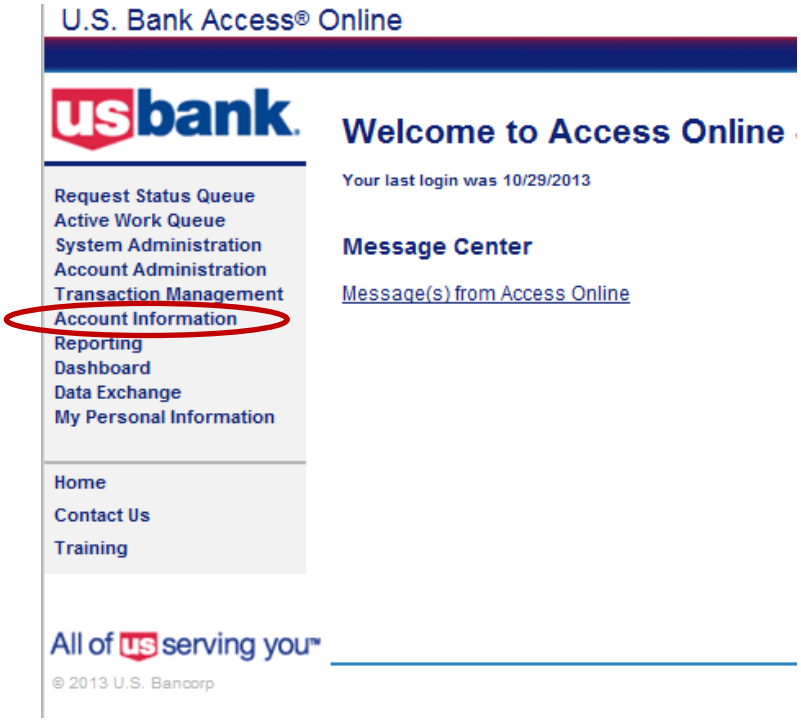
Cardholder Account Statement

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.**

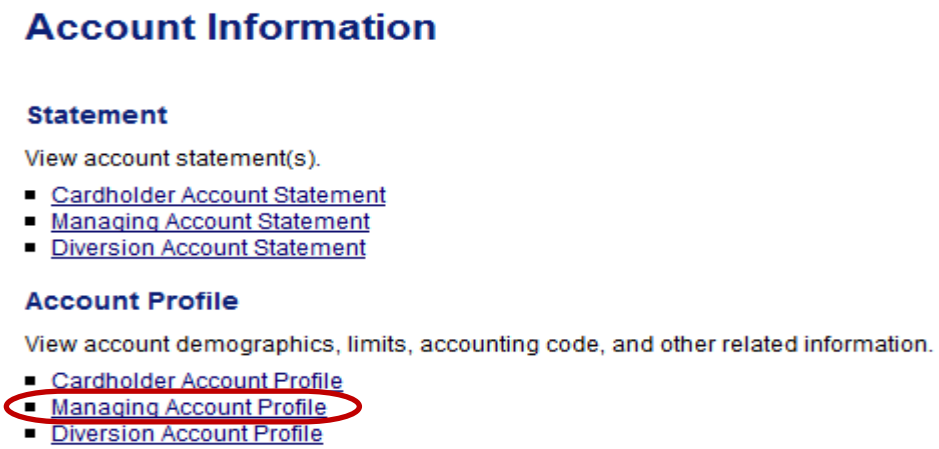
If no cardholder transactions are charged during the monthly cycle, no Cardholder Statements or Managing Account Statement will be generated – a **zero balance statement will not generate** (see Payment History for Managing Account status).

Managing Account Profile and Payment History

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

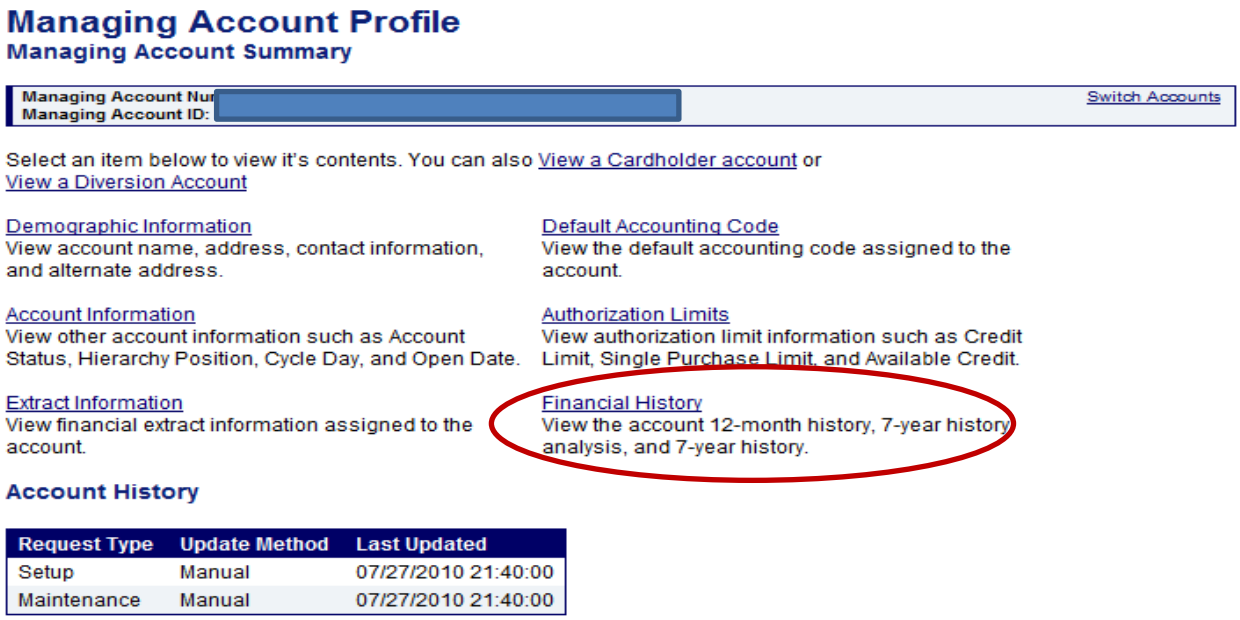


Under Account Profile select **Managing Account Profile**.

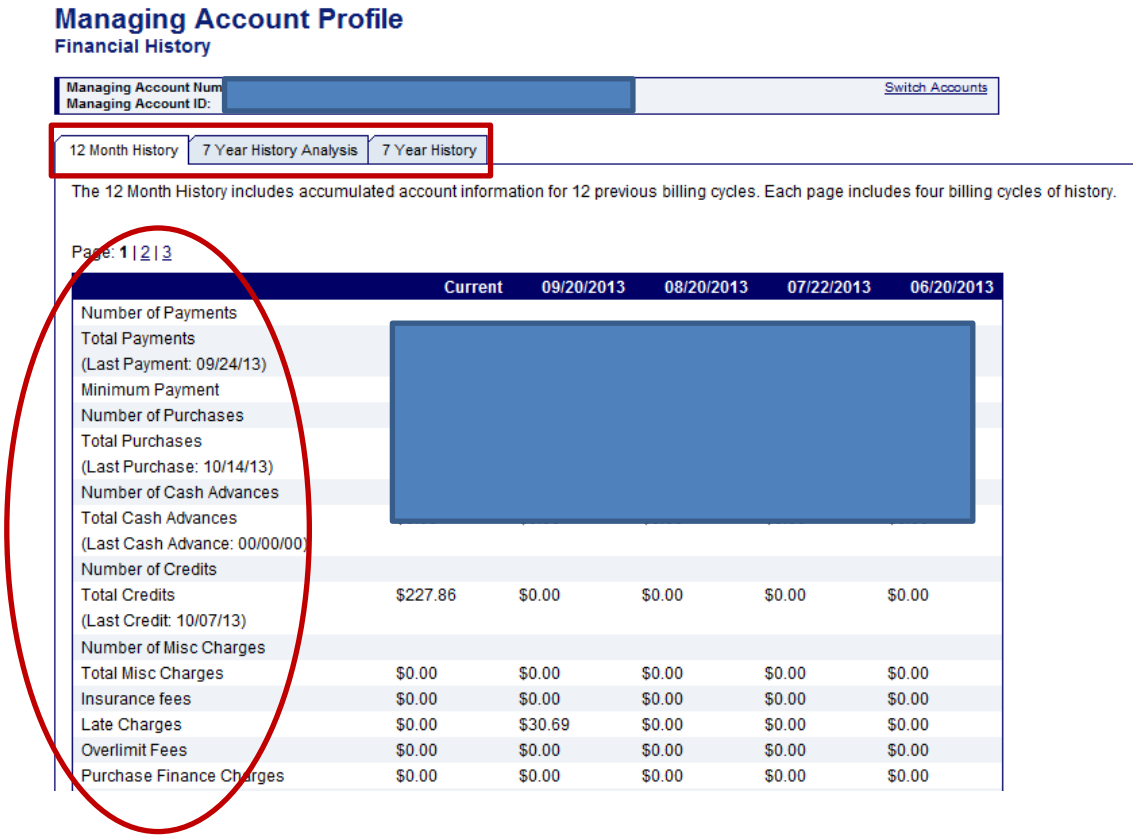


Enter Company number and select Search. (Contact the State Pcard Program Specialist if you do not know your US Bank Company Number.)

Select Financial History



See sample below for reference.



Managing Account Profile
Financial History

Managing Account Num
Managing Account ID:
Switch Accounts

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

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

Page: 1 | 2 | 3

	Current	09/20/2013	08/20/2013	07/22/2013	06/20/2013
Number of Payments					
Total Payments					
(Last Payment: 09/24/13)					
Minimum Payment					
Number of Purchases					
Total Purchases					
(Last Purchase: 10/14/13)					
Number of Cash Advances					
Total Cash Advances					
(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.

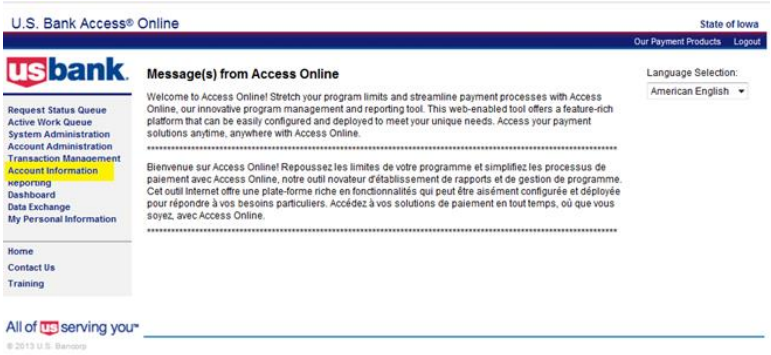
- **Identifying fraudulent transactions BEFORE they post to the account avoids having to complete US Bank Fraud Verification Paperwork.** To view charges before they post (Admins only), go to: Account Information – Cardholder Account Profile – Account Authorizations. See **Authorized Charges and Declined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

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

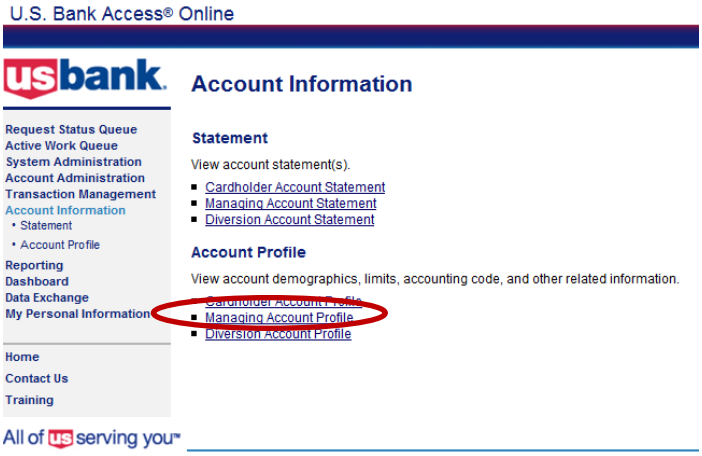
Authorized Agency Pcard Administrators may also run Declined Transaction Reports to identify attempted fraud transactions (see Reporting section for details).

Authorized Charges and Declined Transactions

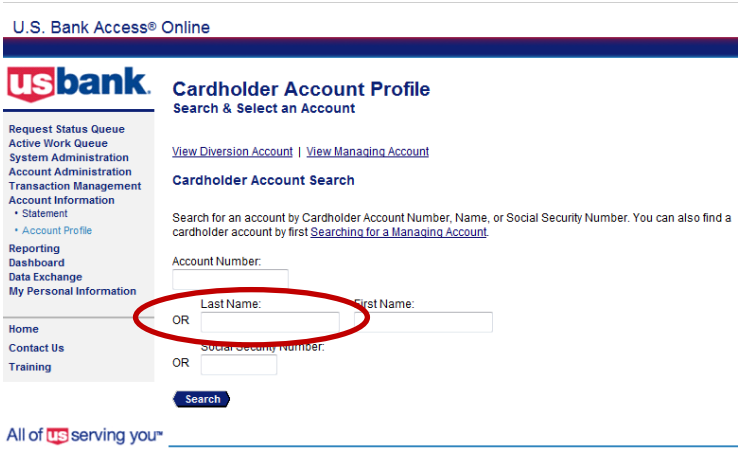
Authorized Charges are those that have been made but not yet posted to a cardholder's account. From the Home screen, select **Account Information.**



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**

U.S. Bank Access® Online

usbank.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
• Statement
• Account Profile
Reporting
Dashboard
Data Exchange
My Personal Information

Home
Contact Us
Training

Cardholder Account Profile
Cardholder Account Summary

Card Account Nu[redacted]
Card Account ID[redacted]

Select an item below to view its contents. You can also View a Managing Account

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

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

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

Account Authorizations
View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Default Accounting Code
View the default accounting code 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	Online	04/01/2012 04:37:53
Maintenance	Online	05/24/2013 14:30:06

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See **approved Account Authorizations** below.

Cardholder Account Profile
Account Authorizations

Card Account Number: **********7312. [redacted]
Card Account ID: [redacted]
Switch Accounts

Name: [redacted]
Records 1 - 3 of 3

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
02/21/2013	02:35 PM ET	Approved	062888	Purchase	$37.50	5251	HARDWARE STORES
02/21/2013	01:07 PM ET	Approved	016393	Purchase	$53.00	5251	HARDWARE STORES
02/21/2013	09:35 AM ET	Approved	057713	Mail/Phone Order	$275.80	5085	WHOLSALE INDUST SUPP

Records 1 - 3 of 3

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

U.S. Bank Access® Online
State of Iowa
Our Payment Products Logout

usbank.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
• Statement
• Account Profile
Reporting
Dashboard
Data Exchange
My Personal Information

Home
Contact Us
Training

Cardholder Account Profile
Account Authorizations

Card Account Nu[redacted]
Card Account ID: [redacted]
Switch Accounts

Name:
Records 1 - 1 of 1

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
10/26/2013	12:26 PM ET	Declined		Purchase	$18.75	5814	FAST FOOD RESTAURANTS

Records 1 - 1 of 1

<< Back to Cardholder Account Summary

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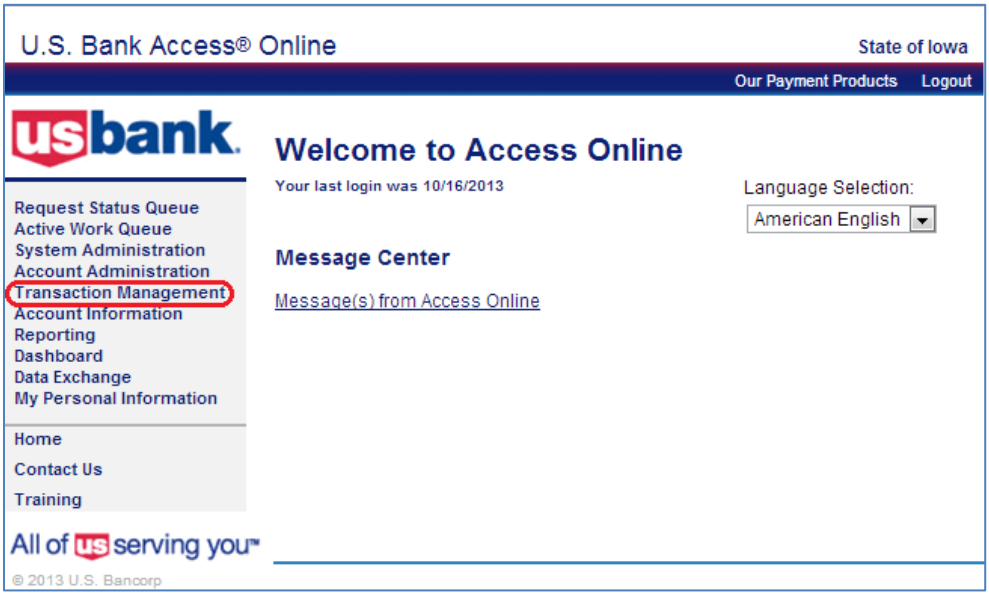
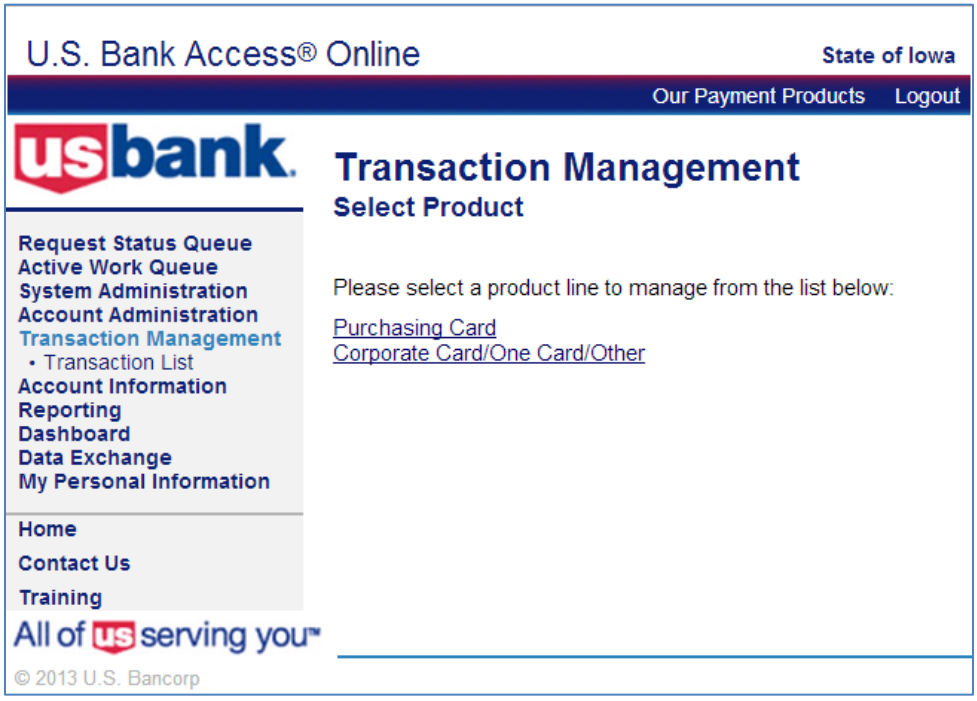
Viewing Current Posted Transactions

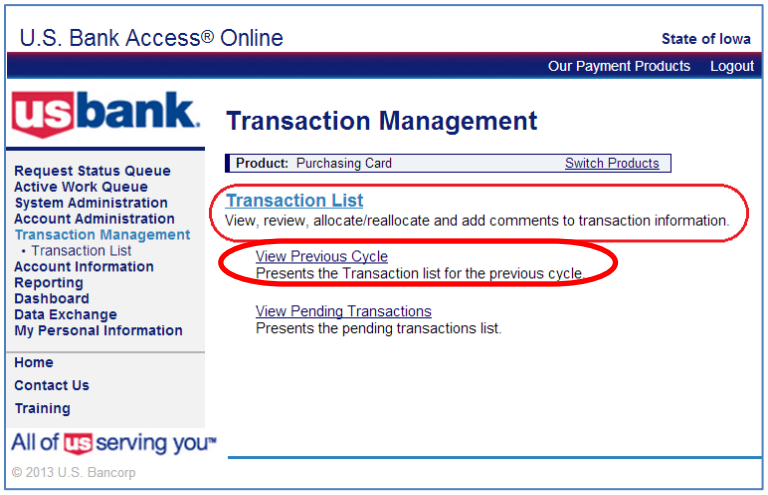
Pcard/Travel Card transactions post to Transaction Management within 1-3 business days. From the Home screen left-hand navigation, select **Transaction Management**.



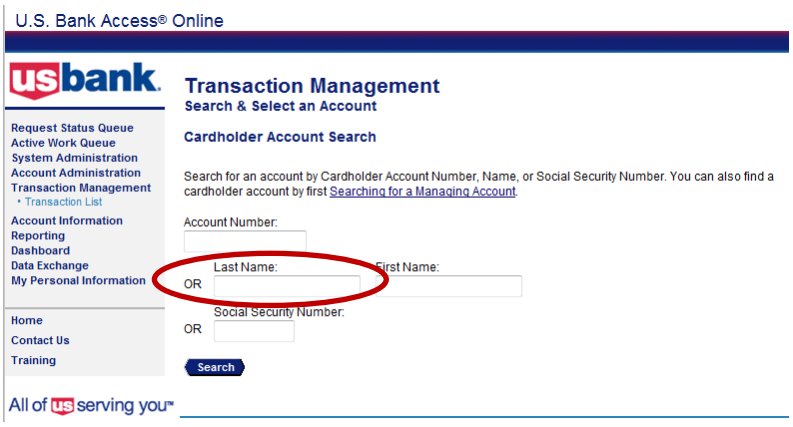
The screen below will *ONLY* appear if an Agency has Pcard and Travel Card accounts. Select **Purchasing Card** for Pcard or **Corporate Card/One Card/Other** for Travel Card maintenance.



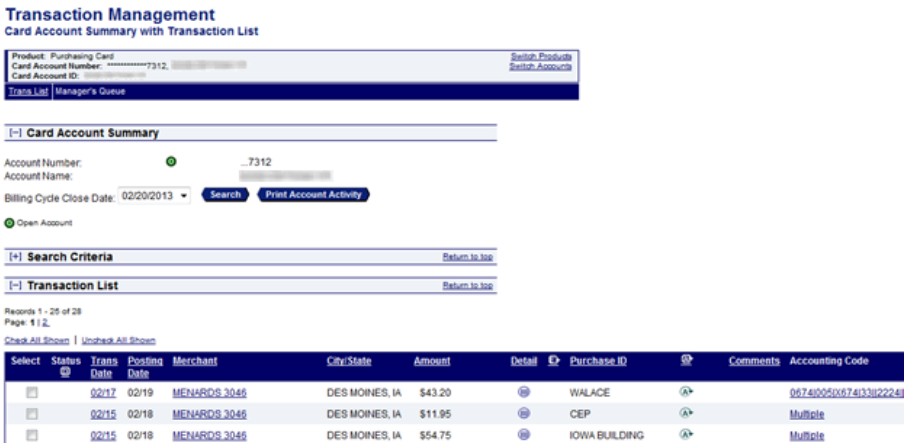
Next, select **Transaction List** to search for a Cardholder's transactions in the current cycle, or **View Previous Cycle** to view/allocate after the cycle ends.



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



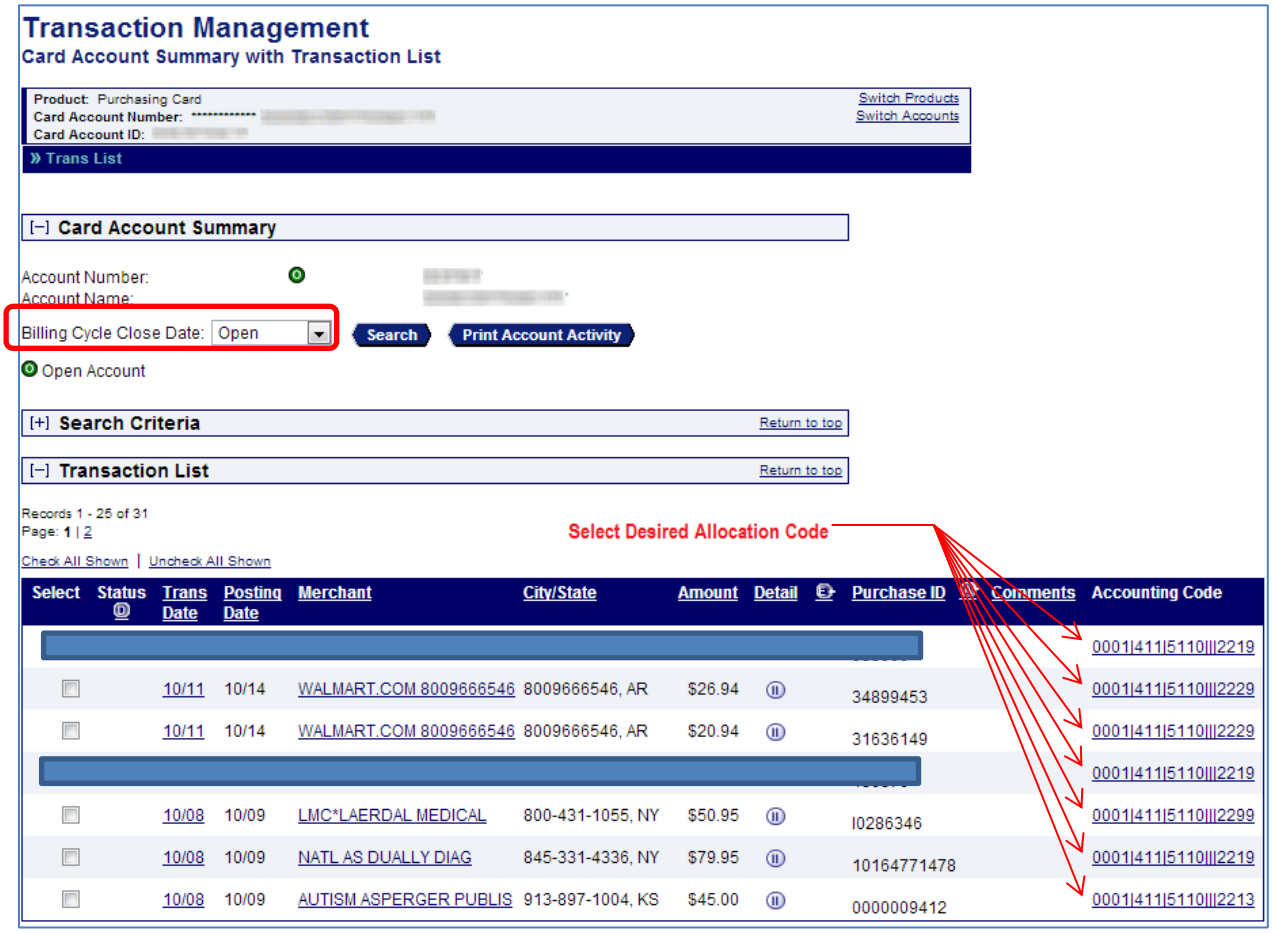
The **Transaction Management** screen looks like this. From this screen you are able to reallocate.



Allocating/Reallocating Transactions

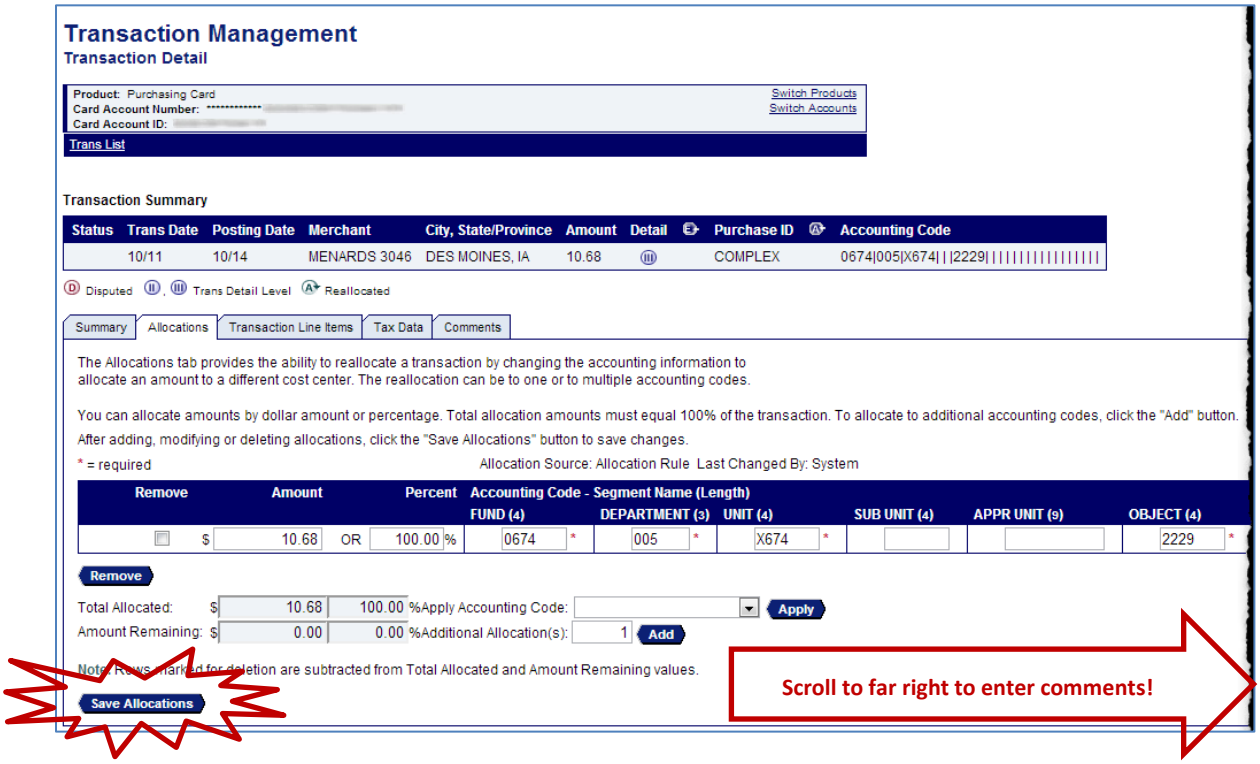
Allocating in Access Online can only be performed at the Cardholder Account level, but may be done by either the Cardholder or designated Agency Administrator. **It is strongly recommended that transactions are verified and reallocated regularly during the current cycle** – especially for high volume accounts. This not only helps with fraud detection, but facilitates 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.

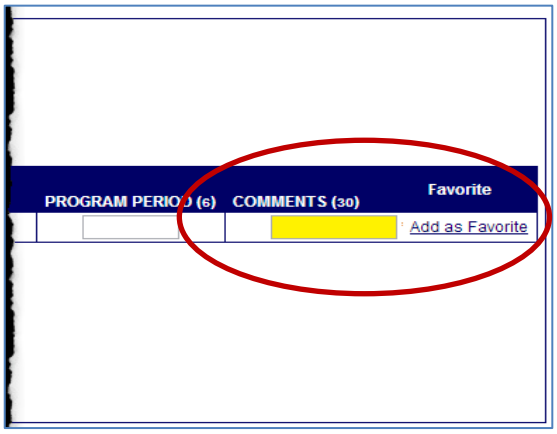


Every card is mapped to a Default Accounting Code that consists of Fund – Department – Unit – Object (shown above). All transactions will reflect this default accounting string unless the MCC (Merchant Category Code) has been mapped to a designated Object code (i.e. Office Supplies).

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).



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.

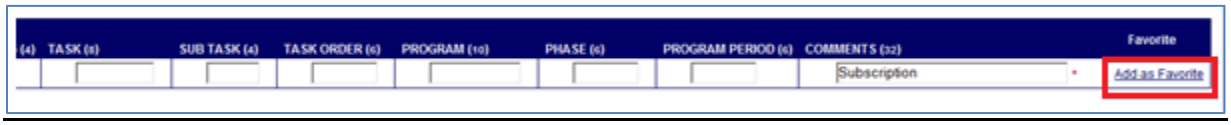


WHY WE ALLOCATE: Allocating in Access Online streamlines the payment process. Transaction data and accounting strings are extracted from Access Online 15 calendar days after the cycle close date. Through a data interface, the information is uploaded to I/3 and used to automatically generate Payment Request Commodity (PRC) documents. Accurate allocations in Access Online result in accurate PRCs – **without manual entry!**

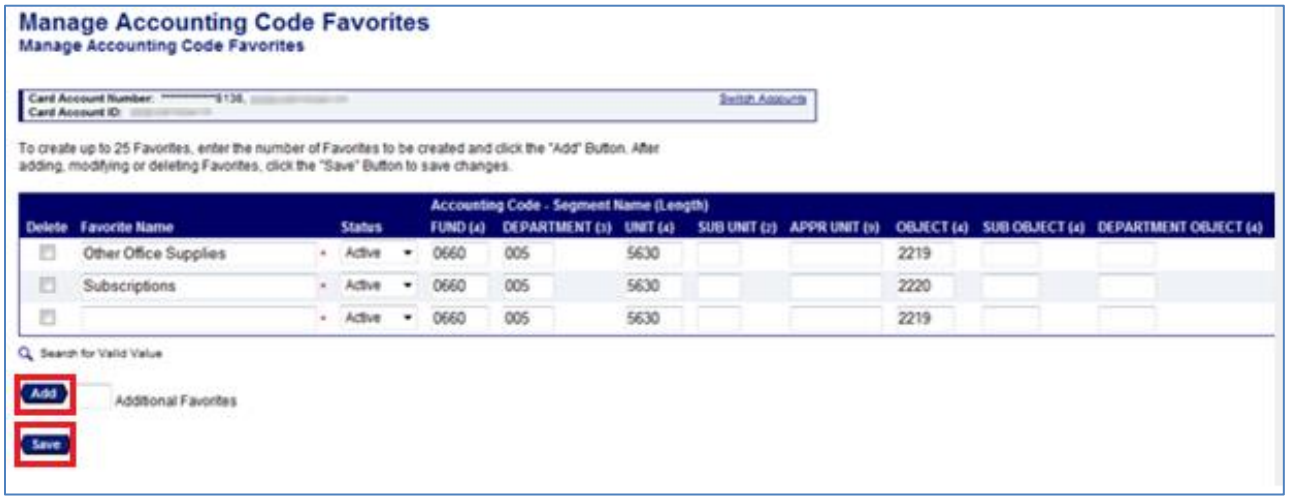
Note that accounting strings (including the Comments field) must match EXACTLY to roll up in I/3. To help ensure consistency, some agencies create a master list of accounting codes and corresponding comments. Another option is Accounting Code Favorites.

Creating Accounting Code Favorites

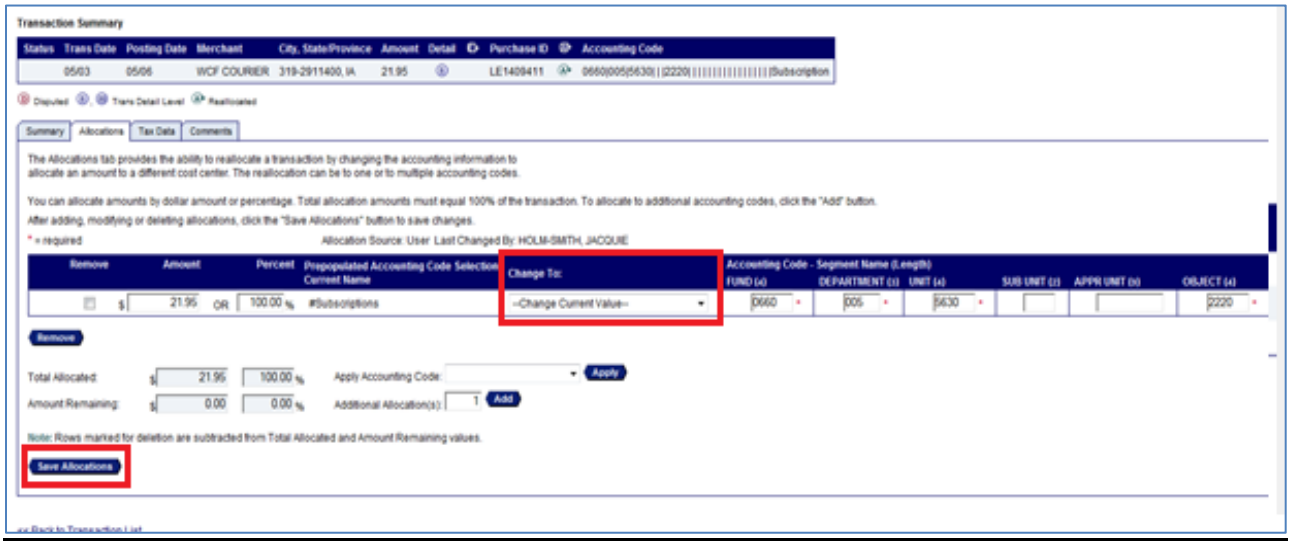
A great time-saving tip for consistent allocations is creating **Accounting Code Favorites** (up to 25). To create a favorite, scroll to the far right of the reallocated accounting string and select **Add as Favorite**.



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.



Example of multiple split allocation with "favorites"

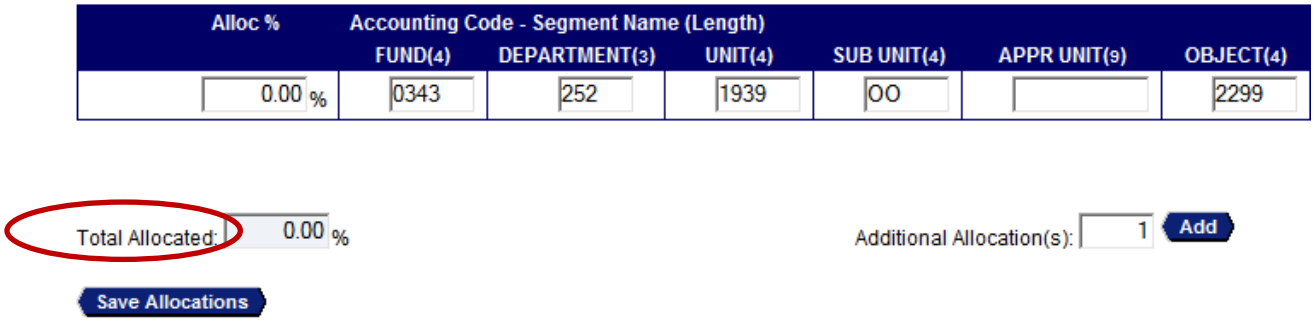
Allocation Accounting Code	Trans Amt	Alloc Amt	Alloc %
0674005X67402 2225 3851 A-02-JANITORIAL SUPP-CUST	$0.00	$260.50	14%
0674005X67404 2225 3851 A-04-JANITORIAL SUPP-CUST	$1,797.45	$26.05	1%
0674005X67405 2225 3851 A-05-JANITORIAL SUPP-CUST	$0.00	$260.50	14%
0674005X67408 2225 3851 A-08-JANITORIAL SUPP-CUST	$0.00	$26.05	1%
0674005X67410 2225 3851 A-10-JANITORIAL SUPP-CUST	$0.00	$260.50	14%
0674005X67411 2225 3851 A-11-JANITORIAL SUPP-CUST	$0.00	$182.35	10%
0674005X67412 2225 3851 A-12-JANITORIAL SUPP-CUST	$0.00	$442.85	25%
0674005X67416 2225 3851 A-16-JANITORIAL SUPP-CUST	$0.00	$26.05	1%
0674005X67426 2225 3851 A-26-JANITORIAL SUPP-CUST	$0.00	$52.10	3%
0674005X67433 2225 3851 A-33-JANITORIAL SUPP-CUST	$0.00	$260.50	14%
		$1,797.45	

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. To mass allocate with multiple percentages and dollar values, 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. To create new favorites, scroll to the far right and enter a description in the comment field; select Add as Favorite.

COMMENTS(30)	Favorite
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 Save Allocations.

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

I/3 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 I/3 (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 I/3 Interface for Pcard payment processing, the correct vendor/customer number will automatically be referenced on the PRC.

To locate PRC document(s) in I/3, enter the following:

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

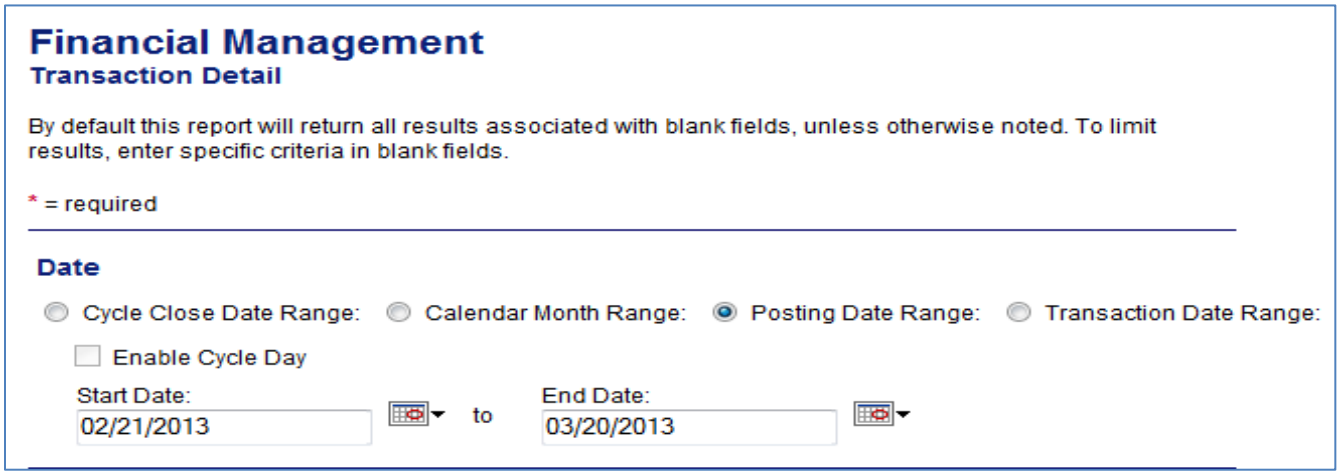
If manually processing payments in I/3, the correct vendor/customer number must be referenced on the PRC or TP so that payments post correctly to the appropriate managing account. Travel Managing Accounts and Pcard Managing Accounts will have separate vendor/customer numbers. If your Agency is unsure of which vendor/customer number to use, contact the State Pcard Program Specialist for clarification.

Reporting

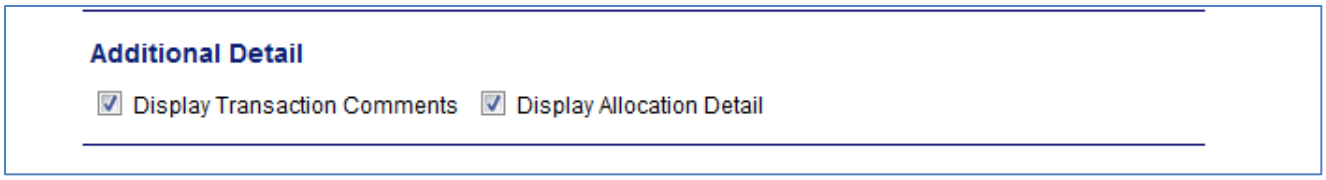
Access Online has a wide range of reporting capabilities. (For sorting results, always select Excel, and remember to never use the back arrow in your internet browser.)

Transaction Detail Report with Allocation Detail

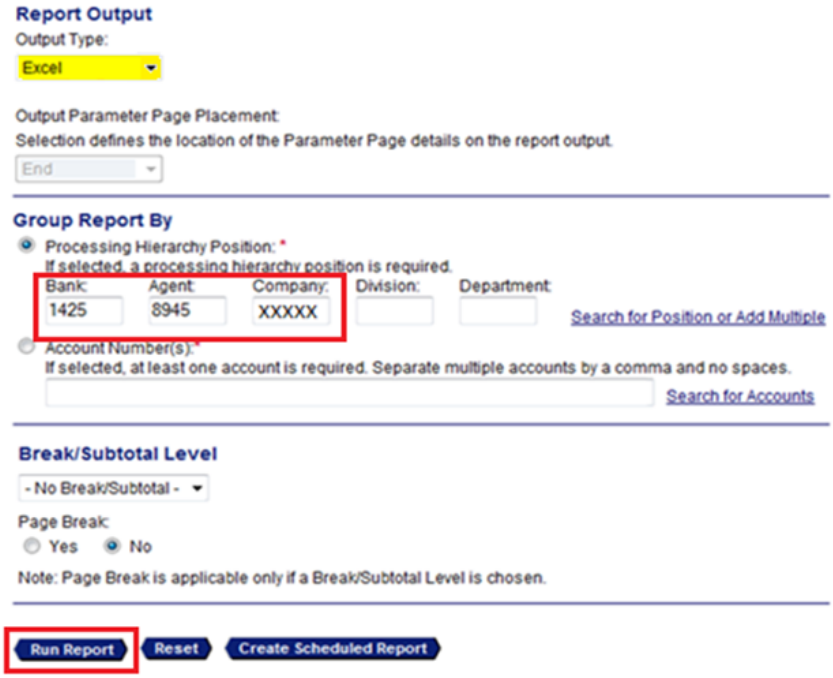
The **Transaction Detail Report** is a useful and helpful report for verifying ALL Cardholder transactions and allocations. From the left column menu, select **Reporting**, then **Financial Management,** then **Transaction Detail**. To guarantee that all data is included (including transactions that 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).



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



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**.



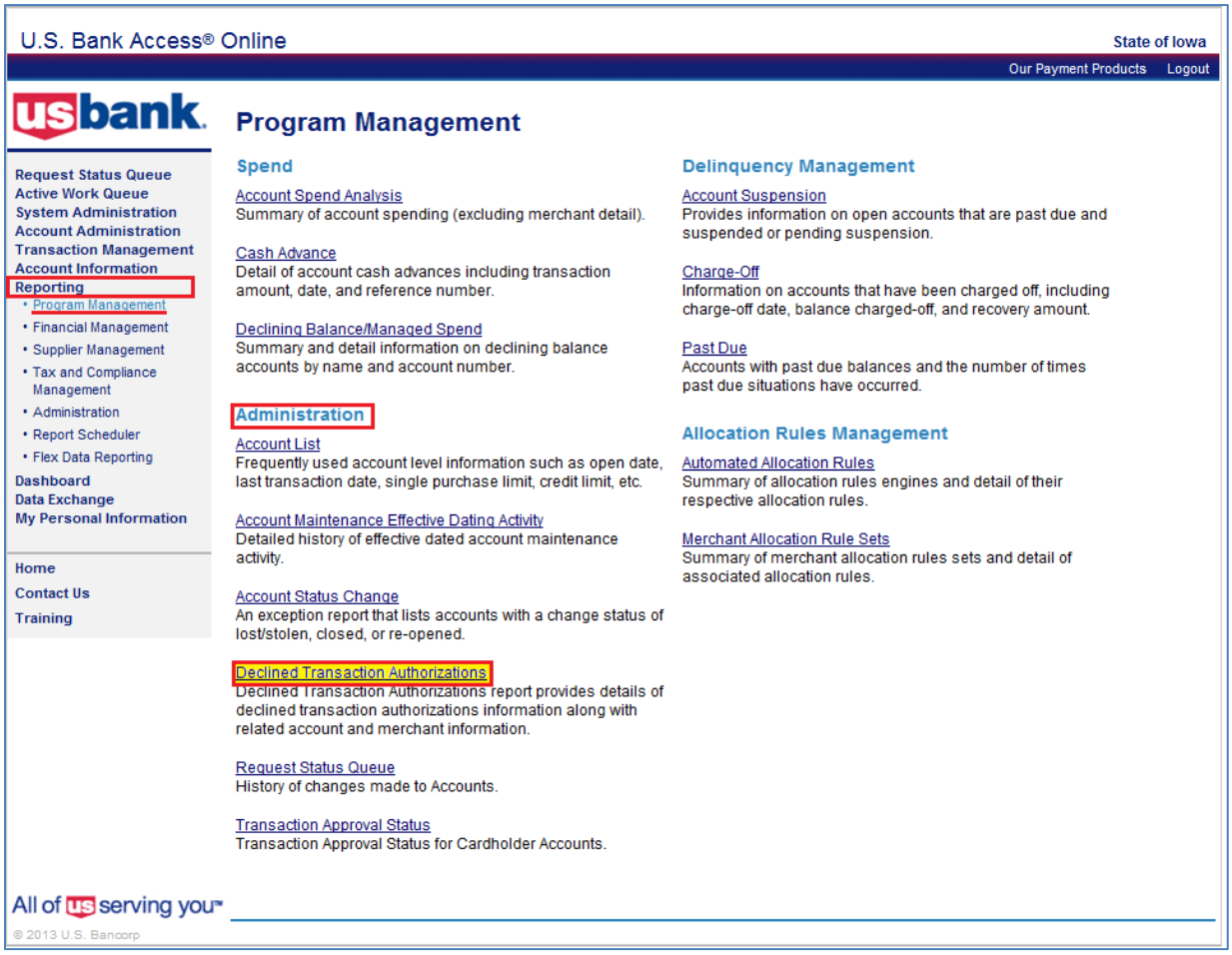
The **Transaction Detail Report** with allocation data will download into an Excel file, allowing the data to be sorted and manipulated as needed (sample report shown).

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

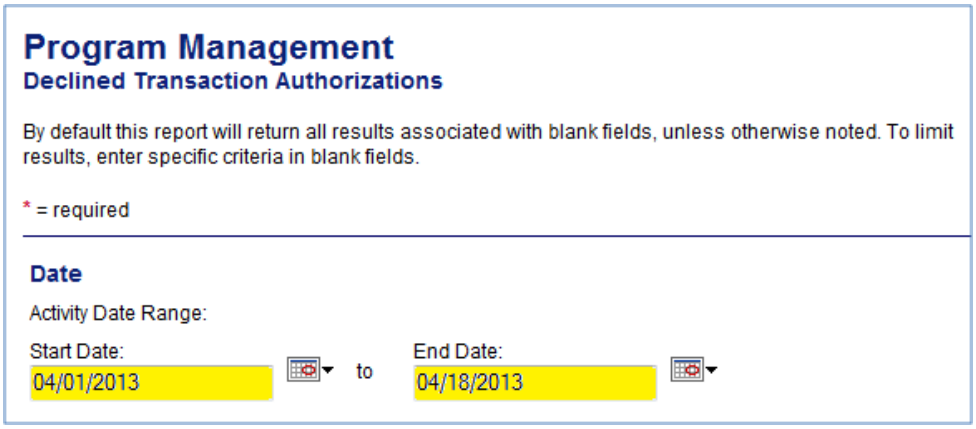
Declined Transaction Authorizations Report

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.

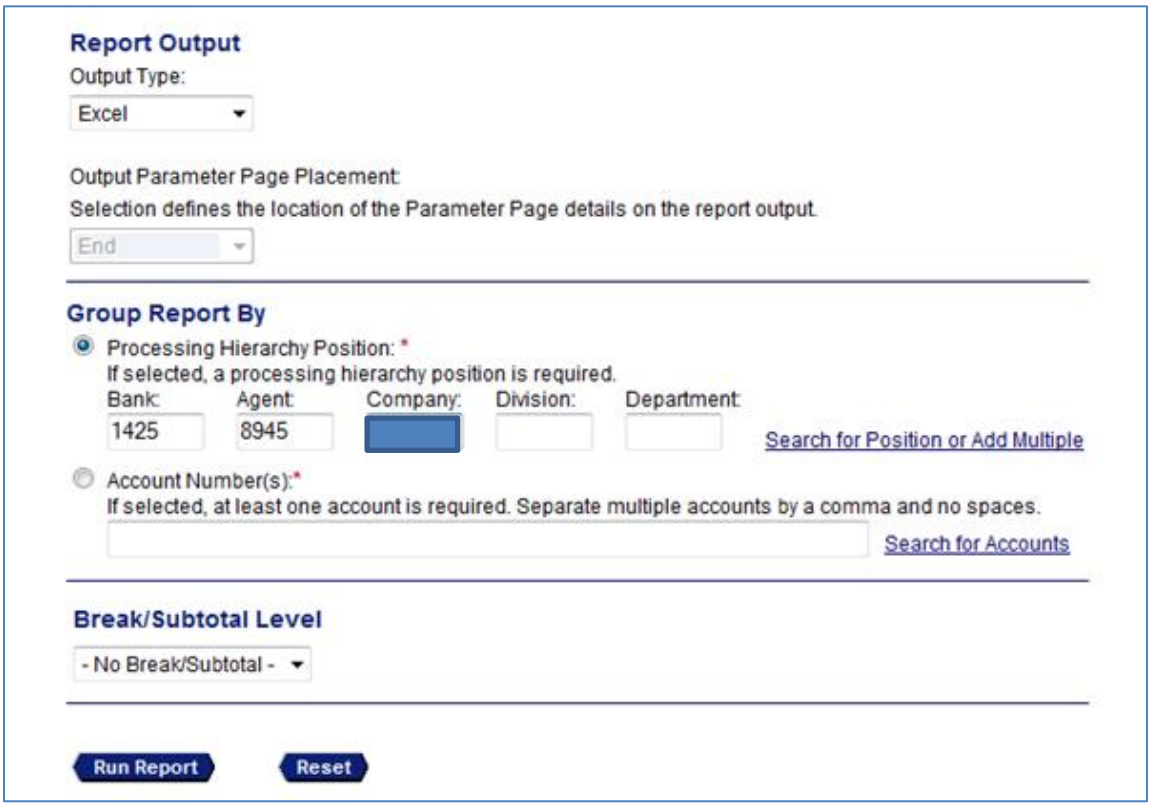
In **Access Online**, from the left column, select **Reporting** and then **Program Management**. From the primary screen, select **Declined Transaction Authorizations** under the **Administration** heading.



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 information is required please contact U.S. 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	07:39:25	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	07:48:15	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	15:38:15	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	13:55:36	Pick-up - Fraud code-F1	$26.19	Purchase
23	2013/04/02	13:55:25	Pick-up - Fraud code-F1	$26.19	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. Login to Access Online.
2. Select ***Reporting*** →***Flex Data Reporting*** from the left navigation menu.
3. Select the tab "***Create a New Report Template***".
4. Under **Primary Report Data**, select ***Transaction*** and 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**
     - a. Processing Hierarchy
   - **b. Account**
     - a. Short Name
   - **c. Allocation**
     - a. Allocation Accounting Code
     - b. Allocation Amount
     - c. Allocation Percent
   - **d. Merchant**
     - a. Transaction Merchant Name
   - **e. Transaction**
     - a. Cycle Close Date →and check the **filter** box to the right of the Cycle Close Date
     - b. Posting Date
     - c. Transaction Amount
     - d. 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
[redacted]	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
[redacted]	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 in to Access Online with supplied credentials.
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 Details**, select the desired detail 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 requisite 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.

Sample Account List Report:

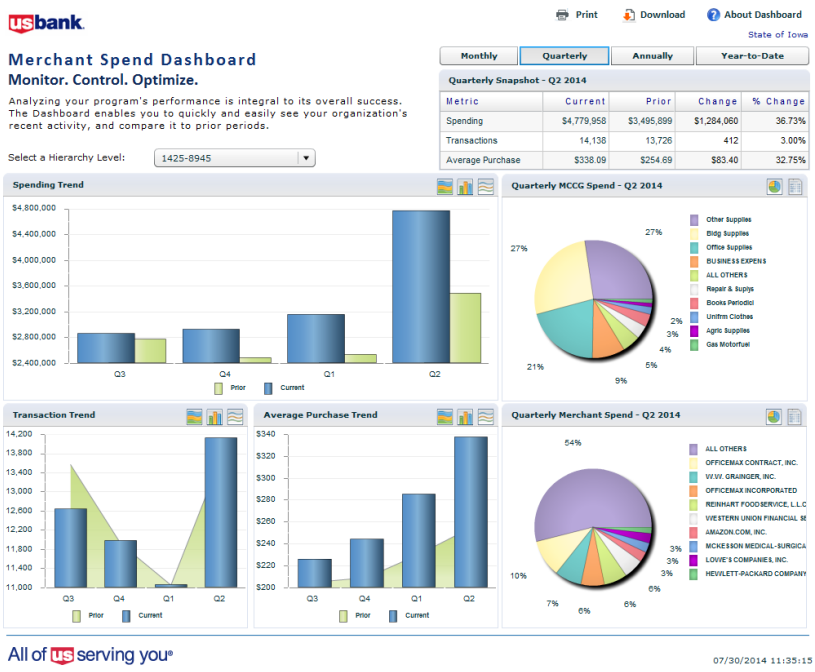
Name	Expiration Date	Managing Account Name	Credit Limit	Single Purchase Limit
	2016/08		$3,000.00	$3,000.00
	2015/11		$10,000.00	$10,000.00
	2016/05		$1,500.00	$1,500.00
	2016/08		$5,000.00	$5,000.00
	2016/05		$5,000.00	$5,000.00
	2016/08		$3,000.00	$3,000.00

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 you 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			