# 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](mailto:Pcard@iowa.gov).

**State of Iowa Pcard Team**  
James Harris, State Pcard Manager  
Heather Johnson, State Pcard Administrator, 515-321-5284
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](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.

Please Note:

**Organization Short Name is Iowa**

**Password is a case sensitive field!**
**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**.

**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
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.
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**

See approved **Account Authorizations** below.

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

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

$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).

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

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

6. After your allocation is completed, make sure to 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).

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**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

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**Date**

- Cycle Close Date Range:  
- Calendar Month Range:  
- Posting Date Range:  
- Transaction Date Range:  
- Enable Cycle Day

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

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

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**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**.

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).

**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.
<table>
<thead>
<tr>
<th>Decline Date</th>
<th>Decline Time</th>
<th>Decline Reason</th>
<th>Requested Amount</th>
<th>Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/03/06</td>
<td>07:39:25</td>
<td>Merchant country exclude</td>
<td>$167.54</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/03/14</td>
<td>15:00:36</td>
<td>MCCG include, no match</td>
<td>$725.90</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/11</td>
<td>17:45:13</td>
<td>MCCG include, no match</td>
<td>$957.35</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>07:48:15</td>
<td>Pick-up - Fraud code-F1</td>
<td>$80.58</td>
<td>Bill Payment</td>
</tr>
<tr>
<td>2013/04/06</td>
<td>04:34:24</td>
<td>Pick-up - Fraud code-F1</td>
<td>$89.99</td>
<td>Bill Payment</td>
</tr>
<tr>
<td>2013/05/04</td>
<td>12:22:33</td>
<td>Account coded (CREDIT RATING)</td>
<td>$848.04</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/05/04</td>
<td>12:24:23</td>
<td>Account coded (CREDIT RATING)</td>
<td>$848.04</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/05/04</td>
<td>12:16:47</td>
<td>Account coded (CREDIT RATING)</td>
<td>$848.04</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/05/04</td>
<td>12:12:24</td>
<td>Account coded (CREDIT RATING)</td>
<td>$848.04</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/03/04</td>
<td>11:18:25</td>
<td>Exceeded account single trans limit</td>
<td>$2,082.90</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/03/12</td>
<td>17:39:48</td>
<td>Account coded (CREDIT RATING)</td>
<td>$33.19</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/03/15</td>
<td>12:05:20</td>
<td>Account coded (CREDIT RATING)</td>
<td>$26.48</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>15:44:05</td>
<td>Pick-up - Fraud code-F1</td>
<td>$85.09</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>15:38:15</td>
<td>Pick-up - Fraud code-F1</td>
<td>$85.09</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>10:57:53</td>
<td>Pick-up - Fraud code-F1</td>
<td>$33.48</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>10:57:21</td>
<td>Pick-up - Fraud code-F1</td>
<td>$33.48</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>12:23:35</td>
<td>Transferred account</td>
<td>$682.10</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/01</td>
<td>12:22:47</td>
<td>Transferred account</td>
<td>$682.10</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/02</td>
<td>10:36:11</td>
<td>Pick-up - Fraud code-F1</td>
<td>$168.00</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/02</td>
<td>13:55:36</td>
<td>Pick-up - Fraud code-F1</td>
<td>$261.99</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/02</td>
<td>13:55:25</td>
<td>Pick-up - Fraud code-F1</td>
<td>$261.99</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/03</td>
<td>12:41:35</td>
<td>Pick-up - Fraud code-F1</td>
<td>$35.98</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/03</td>
<td>12:41:16</td>
<td>Pick-up - Fraud code-F1</td>
<td>$35.98</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/03</td>
<td>10:07:04</td>
<td>Pick-up - Fraud code-F1</td>
<td>$7.99</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/03</td>
<td>10:08:21</td>
<td>Pick-up - Fraud code-F1</td>
<td>$7.99</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/04</td>
<td>12:26:33</td>
<td>Pick-up - Fraud code-F1</td>
<td>$36.72</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/04</td>
<td>07:05:15</td>
<td>Pick-up - Fraud code-F1</td>
<td>$799.90</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/04</td>
<td>08:17:32</td>
<td>Exceeded account single trans limit</td>
<td>$4,728.05</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/04</td>
<td>08:19:13</td>
<td>Exceeded account single trans limit</td>
<td>$4,728.05</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/08</td>
<td>11:08:37</td>
<td>Pick-up - Fraud code-F1</td>
<td>$148.10</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/08</td>
<td>05:03:53</td>
<td>Pick-up - Fraud code-F1</td>
<td>$148.10</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/08</td>
<td>11:19:24</td>
<td>Pick-up - Fraud code-F1</td>
<td>$212.38</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/08</td>
<td>11:17:05</td>
<td>Pick-up - Fraud code-F1</td>
<td>$212.38</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/09</td>
<td>13:48:12</td>
<td>CRV status</td>
<td>$11.27</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/09</td>
<td>13:47:21</td>
<td>CRV status</td>
<td>$11.27</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/09</td>
<td>20:46:23</td>
<td>Pick-up - Fraud code-F1</td>
<td>$215.09</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/10</td>
<td>01:53:20</td>
<td>Pick-up - Fraud code-F1</td>
<td>$219.70</td>
<td>Purchase</td>
</tr>
<tr>
<td>2013/04/11</td>
<td>11:08:45</td>
<td>CRV status</td>
<td>$37.76</td>
<td>Purchase</td>
</tr>
</tbody>
</table>
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.

**Cardholder Sort** – follows Managing Account Statement order to facilitate pre-audit (shows break-out of splits)

<table>
<thead>
<tr>
<th>Short Name</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Transaction Merchant Name</th>
<th>Allocation Accounting Code</th>
<th>Transaction Amount</th>
<th>Allocation Amount</th>
<th>Allocation Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/05/26</td>
<td>2014/05/27</td>
<td>WW GRAINGER</td>
<td>0674005X67435</td>
<td>A-35-OTHR BLDG SUPP HVAC</td>
<td>$10.06</td>
<td>$7.04</td>
<td>70%</td>
</tr>
<tr>
<td>2014/05/26</td>
<td>2014/05/27</td>
<td>CAPITAL SANITARY</td>
<td>0674005X67435</td>
<td>C-35-SMALL TOOLS-HVAC</td>
<td>$22.83</td>
<td>$15.98</td>
<td>70%</td>
</tr>
<tr>
<td>2014/05/26</td>
<td>2014/05/27</td>
<td>AIR FILTER SALE</td>
<td>0674005X67435</td>
<td>A-35-SMALL TOOLS-HVAC</td>
<td>$22.83</td>
<td>$15.98</td>
<td>70%</td>
</tr>
</tbody>
</table>

**Allocation Sort** – to verify accounting line sub-totals on PRC (shows how allocations will roll-up)

<table>
<thead>
<tr>
<th>Short Name</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Transaction Merchant Name</th>
<th>Allocation Accounting Code</th>
<th>Transaction Amount</th>
<th>Allocation Amount</th>
<th>Allocation Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/05/26</td>
<td>2014/05/27</td>
<td>WW GRAINGER</td>
<td>0674005X67435</td>
<td>A-35-OTHR BLDG SUPP HVAC</td>
<td>$10.06</td>
<td>$7.04</td>
<td>70%</td>
</tr>
<tr>
<td>2014/05/26</td>
<td>2014/05/27</td>
<td>CAPITAL SANITARY</td>
<td>0674005X67435</td>
<td>C-35-SMALL TOOLS-HVAC</td>
<td>$22.83</td>
<td>$15.98</td>
<td>70%</td>
</tr>
<tr>
<td>2014/05/26</td>
<td>2014/05/27</td>
<td>AIR FILTER SALE</td>
<td>0674005X67435</td>
<td>A-35-SMALL TOOLS-HVAC</td>
<td>$22.83</td>
<td>$15.98</td>
<td>70%</td>
</tr>
</tbody>
</table>

$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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiration Date</th>
<th>Managing Account Name</th>
<th>Credit Limit</th>
<th>Single Purchase Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016/08</td>
<td></td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td>2015/11</td>
<td></td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td></td>
<td>2016/05</td>
<td></td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>2016/08</td>
<td></td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>2016/05</td>
<td></td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>2016/08</td>
<td></td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

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:

![Dashboard Report/Graph Image]
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).

<table>
<thead>
<tr>
<th>Merchant Name</th>
<th>Total Spend</th>
<th>Transaction Date</th>
<th>Transaction Amount</th>
<th>Current Default Accounting Code</th>
<th>Posting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>($114,55)</td>
<td>2014/07/10</td>
<td>($11.37)</td>
<td>00012421220</td>
<td>2261</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/07/16</td>
<td>($103.18)</td>
<td>00012421220</td>
<td>2261</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$120,405.83</td>
<td>2014/06/26</td>
<td>$2,297.31</td>
<td>00012521101</td>
<td>2299</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/06/24</td>
<td>$1,601.41</td>
<td>00012521101</td>
<td>2299</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/07/15</td>
<td>$4,755.34</td>
<td>00014053109</td>
<td>2299</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/07/11</td>
<td>$781.79</td>
<td>00014053109</td>
<td>2299</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/07/08</td>
<td>$2,052.07</td>
<td>00014053109</td>
<td>2299</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/07/01</td>
<td>$1,601.41</td>
<td>00014053109</td>
<td>2299</td>
</tr>
<tr>
<td>REINHART FOODSERVICE LLC</td>
<td>$0.00</td>
<td>2014/06/24</td>
<td>$2,707.36</td>
<td>00012421220</td>
<td>2261</td>
</tr>
</tbody>
</table>

$120,291.28

PC008 – Access Online for Agency Management 2/17/21