

# U.S. Bank Welcomes You to the 11th Annual GSA SmartPay<sup>®</sup> Training Conference

All of **us** serving you™



# *U.S. Bank Access<sup>®</sup> Online Orientation*

All of **us** serving you™

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*Tuesday, July 28<sup>th</sup>, 2009*

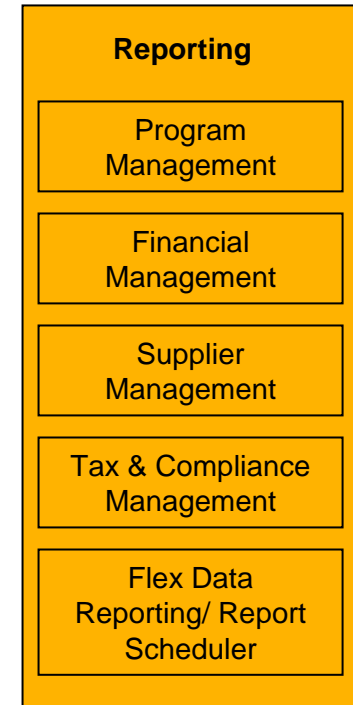
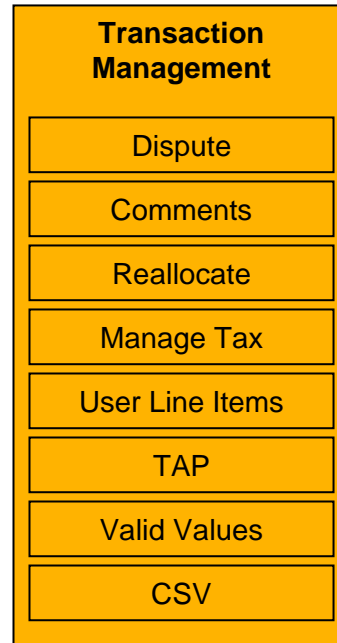
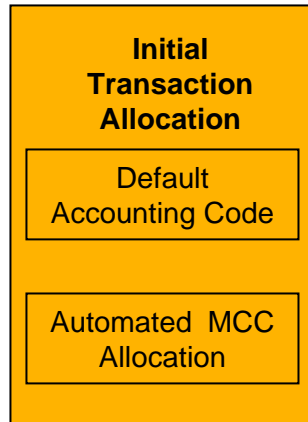


# Agenda

- Access Online Logistics
- Account Administration
- Account Information
- Transaction Management
- Reporting and Report Scheduler
- Data Exchange
- My Personal Information
- Web-Based Training (WBT)



# Functionality - Overview



- Accounting Automation
- Control and audit
- Dynamic data access
- Exception management

# Login Screen



## U.S. Bank Access<sup>®</sup> Online

Contact Us  
Login

### Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)



# Account Administration



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U.S. Bank Access® Online

Access Online

★ Log Out

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
  - Cardholder Accounts
  - Managing Accounts
- Order Management
- Transaction Management
- Travel Expense Management
- Enhanced Supplier Management
- Data Exchange
- Account Information Reporting
- My Personal Information

- Home
- Contact Us

## Account Administration

### Cardholder Accounts

- [Create New Cardholder Account](#)  
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)  
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Unlock Cardholder Account](#)  
Reset a cardholder's account if locked out during Online Registration.

### Managing Accounts

- [Create New Managing Account](#)  
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)  
Update demographic information, account information (change account status), extract information, accounting codes and authorization limits on a managing account.

### Active Work Queue

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



# Reporting & Report Scheduler



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- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction Management
- Travel Expense Management
- Enhanced Supplier Management
- Data Exchange
- Account Information
- Reporting**
  - Program Management
  - Financial Management
  - Supplier Management
  - Tax and Compliance Management
  - Administration
  - Global
  - Report Scheduler
  - Flex Data Reporting
  - Custom Reports
- My Personal Information**

Home  
Contact Us

★ Log Out

## Reporting

### Program Management

General program management activities and monitor company policy compliance.

### Financial Management

Monitor expenditures, track variances and manage account allocations.

### Supplier Management

These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

### Report Scheduler

View and maintain current scheduled reports.

### Flex Data Reporting

Create and maintain adhoc reports.

### Custom Reports

Create and configure custom reports.

### Tax and Compliance Management

Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

### Administration

These reports allow administrators to support system functionality.

### Global

Analyze spending for global reports.

# My Personal Information



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U.S. Bank Access® Online

- Request Status Queue
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- Account Information Reporting
- My Personal Information**
  - Password
  - Contact Information
  - Account Access
  - Manage Favorites

Home  
Contact Us

## My Personal Information

★ [Log Out](#)

User ID: TAMINER

### Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

### Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

### Account Access

View access rights and user specific information.

### Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.



# Web-Based Training (WBT)



login

Access® Online Web-Based Training

[Go to Accessible WBT](#)

## Lesson and Certification Login (Why register?)

To create a customized training experience, or to register for Access Online training, please login.

Please enter your user name (e-mail address):

Please enter your personal password:

Please enter the WBT password:

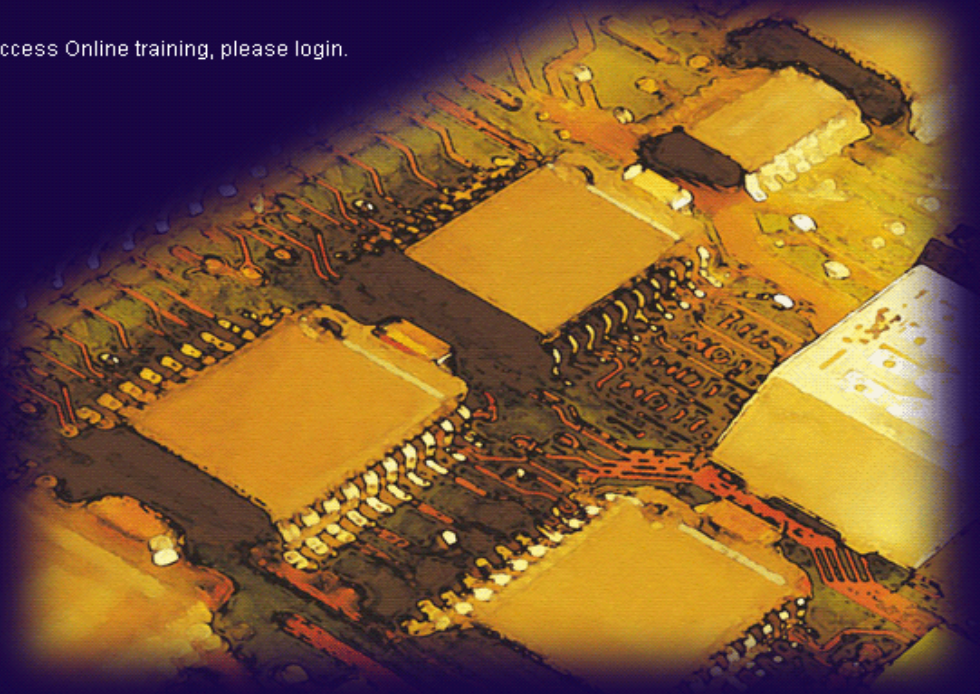


[Register a new account](#)

[Forget your password?](#)

## Lesson Only Login

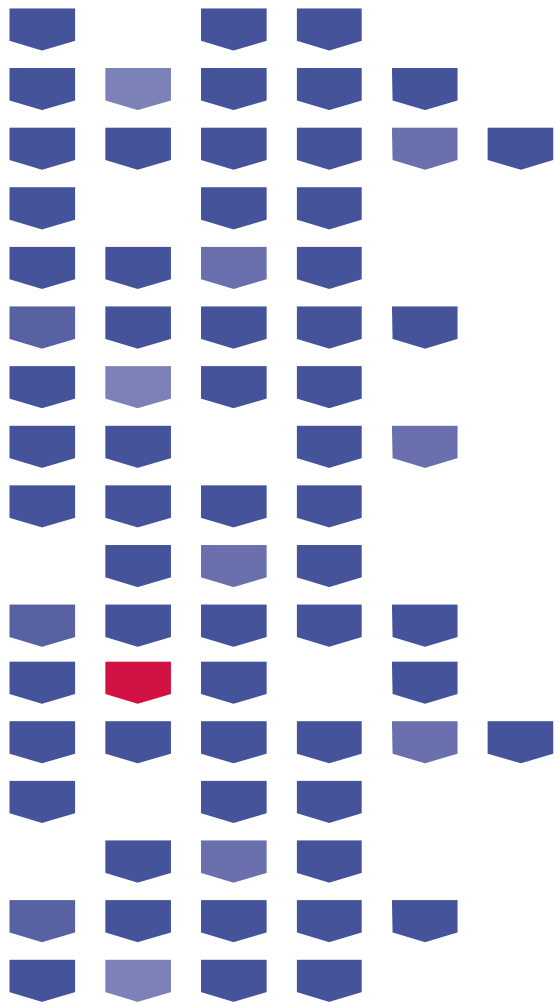
Please enter the WBT password:



# Web-Based Training (WBT)

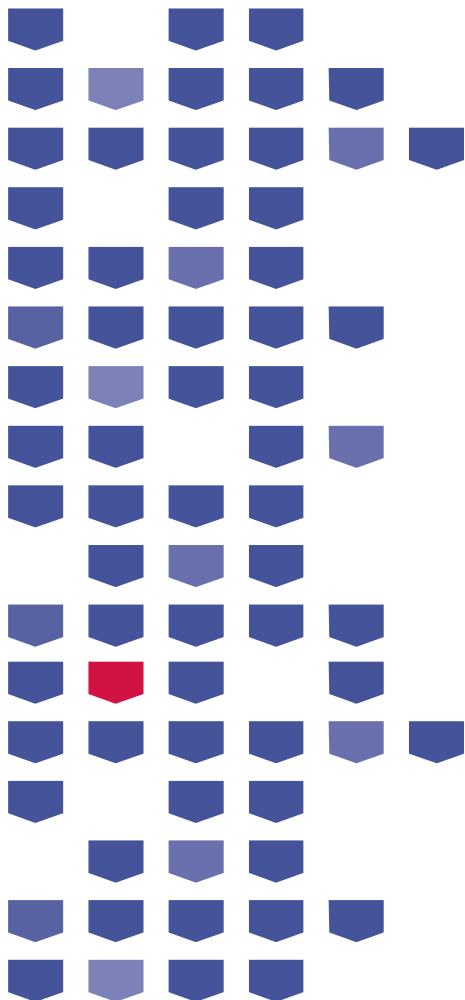
- URL is <https://wbt.access.usbank.com>
- Lessons
- User Guides and Quick Reference Guides
- Simulations
- Recorded Classes
- Passwords:
  - A/OPC: alabama
  - AO: cotton
  - Cardholder: selma





# Questions?





# Thank You

Presentations will be available on  
[www.usbank.com/sp2presentations](http://www.usbank.com/sp2presentations)  
after the conference

