

U.S. Bank Welcomes You to the 11th Annual GSA SmartPay[®] Training Conference

All of **us** serving you™



*U.S. Bank Access®
Online Reporting - Basic*

All of **us** serving you™

Latarsha Hall

Account Manager, Defense Agencies



Agenda

- Standard Reports
 - Report Groupings
 - Report Parameters
 - List of Standard Reports
 - Account List
- Report Scheduler
 - Run a Scheduled Report
 - Search for, View and Modify Report Parameters
 - Remove/Delete Scheduled Report
 - View report creation, setup & maintenance history
- Data Exchange
 - E-mail Notification
- Questions



Standard Reports



Standard Reports

Access® Online features a full range of reports that enable you to analyze your program's data to support program management and vendor relationships. You can run Access® Online reports configured as you choose by performing three basic steps:

- Selecting a report to run
- Specifying the report parameters
- Running the report

All Access Online reports are parameter-driven and have different parameters based on the data elements available for each report



Standard Report Groupings

- Program Management—Contain summary and detail information about your card program.
- Financial Management—Contain detailed transaction information, including transaction data and allocation.
- Supplier Management—Contain summary and detail supplier data.
- Travel Expense Management—Contain summary and detail information about the expense reports cardholders have created in Access Online.
- Tax and Compliance Management—Contain information on sales and use tax data and purchasing programs
- Administration—Enable administrators to support system functionality.



Report Parameters

- **Report-specific parameters** – Allows you to organize the information in your report, such as date range, merchant name, account criteria, and transaction amount.
- **Output parameters** – Allows you to choose how you want to view, print or export the report (i.e Excel, PDF or Browser).
- **Grouping parameters** – Allows you to choose grouping by a specific processing hierarchy, reporting hierarchy or account number.
- **Sort parameters** – Allows you to sort the information in your report (PDF & Browser view only).
- **Break and subtotal parameters** – Allows you to subtotal your information and set page breaks (PDF view only).



List of Standard Reports

• Program Management Reports

- Account List Report
- Account Spend Analysis Report
- Account Status Change Report
- Account Suspension Report
- Automated Allocation Rules Report
- Cash Advance Report
- Charge-Off Report
- Declined Transaction Authorizations Report
- Declining Balance/Managed Spend Report
- Effective Dating Report
- Merchant Allocation Rule Sets Report
- Order File History Summary Report
- Past Due Report
- Request Status Queue Report
- Transaction Approval Status – Summary Report

• Financial Management Reports

- Account Allocation Report
- Billed Transaction Analysis with Order Detail Report
- Billed Transaction Analysis with Requisition Detail Report
- Billed Transaction Analysis with Payment Instruction Detail Report
- Extract Reconciliation Report
- Full Transaction and Order Detail Report
- Managing Account Approval Status Report
- Order Analysis Report
- Order Detail Report
- Order Receipt Report
- Payment Instruction Analysis Report
- Payment Instruction Detail
- Requisition Analysis Report
- Requisition Detail Report
- Transaction Detail Report

- Recommended Report



List of Standard Reports (Con't)

- **Supplier Management Reports**
 - Airline Itinerary Detail Report
 - Airline/Rail City Pairs Report
 - Airline Refund Report
 - Airline Spending Report
 - Hotel Spending Report
 - Level II Quality By Merchant Report
 - Merchant List Report
 - Merchant Spend Analysis Report
 - Merchant Spend Analysis by Line Item Report
 - Rental Car Spending Report
 - Temporary Services Report
 - Top Merchant Spend Analysis Report
- **Travel Expense Management Reports**
 - Expense Summary
 - Expense by Category
 - Recommended Report
- **Tax and Compliance Management Reports**
 - Sales and Use Tax by State Report
 - Sales and Use Tax by State with Tax Management Detail Report
 - Tax Accrual Model Report
 - Tax Accrual Model with Tax Management Detail Report
 - Tax Accrual Model by Accounting Code with Tax Management Detail Report
 - Unmatched Transaction Analysis for Form 1099 Report
 - Vendor Summary by Socio-economic Indicator Report
 - Vendor Summary for Form 1099-MISC Report



List of Standard Reports (Con't)

- **Administration Reports**
 - Accounting Code Structure Summary Report
 - Accounting Validation Control Summary Report
 - Alternate Accounting Codes Report
 - Application Controls Report
 - Default Accounting Codes Report
 - Financial Extract Controls Report
 - Locked Accounts Report
 - Online Registration Summary and Detail Report
 - System User List Report

- Recommended Report





U.S. Bank Access[®] Online

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction Management
- Data Exchange
- Account Information
- Reporting**
- my Personal Information

- Home
- Contact Us

Message from U.S. Bank

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment, bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online!

★ [Log Out](#)

Account Activity Select an Account

CP Organization
 *****5683



U.S. Bank Access[®] Online

★ [Log Out](#)

- Request Status Queue
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- Transaction Management
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- Account Information
- Reporting
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 - Financial Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - Global
 - Report Scheduler
 - Flex Data Reporting
 - Custom Reports
- My Personal Information

[Home](#)
[Contact Us](#)

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.

Program Management

Spend

[Account Spend Analysis](#)

Summary of account spending (excluding merchant detail).

[Cash Advance](#)

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

[Declining Balance/Managed Spend](#)

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

Administration

[Account List](#)

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

[Account Status Change](#)

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

[Order File History](#)

History of order file loading and matching.

[Declined Transaction Authorizations](#)

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

[Request Status Queue](#)

History of changes made to Accounts.

[Account Maintenance Effective Dating](#)

Detailed history of effective dated account maintenance activity.

Delinquency Management

[Account Suspension](#)

Provides information on open accounts that are past due and suspended or pending suspension.

[Charge-Off](#)

Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

[Past Due](#)

Accounts with past due balances and the number of times past due situations have occurred.

Allocation Rules Management

[Merchant Allocation Rule Sets](#)

Summary of merchant allocation rules sets and detail of associated allocation rules.

Program Management

Account List

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

Last Maintained Date Range: Account Open Date Range: Pending Renewal Date Range:

Start Date:

End Date:



to



Account Information

Account Status:

Hold down the Ctrl key to make multiple selections.

All	▲
Open	▬
Closed	▬
Blank	▼

Account Type:

Cardholder Account	▼
--------------------	---

Method:

Hold down the Ctrl key to make multiple selections.

	▲
Data Feed	▬
File	▬
Manual	▼

Additional Detail

Selected options allow a drill-down to additional detail if available.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Demographics | <input type="checkbox"/> Default Accounting Code | <input type="checkbox"/> Merchant Authorization Control Details |
| <input checked="" type="checkbox"/> Account Information | <input type="checkbox"/> Authorization Limits | <input type="checkbox"/> Merchant Authorization Control Limits |
-

Account Comments

Select "Yes" to include available Account Comments in the Report Output.

- Yes No
-

Sort Report By

Account Name	Account Status	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order

Report Output

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:

[Search for Position or Add Multiple](#)

- Reporting Hierarchy Position: *

If selected, a reporting hierarchy position is required.

Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:

[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](#)

Run Report

Reset

Create Scheduled Report

[<< Back to Program Management](#)

	A	B	C	D	
1	Account Name	Short Name	Account Number	Account Status	Status Description
2	ROSEANNE BUTLER	BUTLER ROSEANNE	*****0005905683		OPEN
3	ANTHONY CARLISLE	CARLISLE ANTHON	*****0005937678		OPEN
4	MARTIN DANIELS	DANIELS MARTIN	*****0005905667		OPEN
5	PETER EDGARS	EDGARS PETER	*****0005937736		OPEN
6	FRANK GUARDADO	GUARDADO FRANK	*****0005937702		OPEN
7	JOSEPH HANCOCK	HANCOCK JOSEPH	*****0005905717		OPEN
8	DOUGLAS JOHNSON	JOHNSON DOUGLAS	*****0005905709		OPEN
9	SERGE KOSTAS	KOSTAS SERGE	*****0005937744		OPEN
10	TOBY MANKALA	MANKALA TOBY	*****0005937710		OPEN
11	DAMITA MARALDO	MARALDO DAMITA	*****0005905691		OPEN
12	DOREE MARKS	MARKS DOREE	*****0005937660		OPEN
13	JAKE PEDERSEN	PEDERSEN JAKE	*****0005937694		OPEN
14	LYNETTE PRICE	PRICE LYNETTE	*****0005905725		OPEN
15	GILBERTO RODRIGUEZ	RODRIGUEZ GILBE	*****0005905675		OPEN
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Report Scheduler



Report Scheduler

- Allows you to Select from a list of the Standard Reports
- Report Runs Automatically in the Future
- Finished Report Delivered to Specified Data Exchange Mailboxes

Report Scheduler Benefits

- Track & communicate key program information
- Save time running, e-mailing or copying reports
- Ensure information presented the same way

Reports Available for Scheduling

Program Management

- Account List
- Account Maintenance Effective Dating
- Account Spend Analysis
- Account Status Change
- Cash Advance
- Charge_Off
- Declining Balance/Managed Spend
- Merchant Allocation Rule Sets
- Past Due
- Request Status Queue

Tax and Compliance Management

- Sales and Use Tax by State
- Sales and Use Tax by State with Tax Management Detail
- Tax Accrual Model
- Tax Accrual Model By Accounting Code with Tax Management Detail
- Tax Accrual Model with Tax Management Detail
- Unmatched Transaction Analysis for Form 1099-MISC
- Vendor Summary by Socio-economic Indicator
- Vendor Summary for Form 1099-MISC

Administration

- Default Accounting Codes

Financial Management

- Account Allocation
- Billed Transaction Analysis with Order Detail
- Billed Transaction Analysis with Payment Instruction Detail
- Billed Transaction Analysis with Requisition Detail
- Extract Reconciliation
- Fleet Activity Detail
- Full Transaction and Order Detail
- Order Analysis
- Order Detail
- Order Receipt
- Payment Detail
- Payment Instruction Analysis
- Payment Instruction Detail
- Requisition Analysis
- Requisition Detail
- Transaction Aging
- Transaction Detail

Supplier Management

- Airline Itinerary Detail
- Merchant Spend Analysis
- Merchant Spend Analysis by Line Item
- Temporary Services Spending
- Top Merchant Spend Analysis

Run Report Scheduler Two Ways

1.) Set up your Standard Report and choose “Create Scheduled Report”

2.) Choose “Report Scheduler” from the Reporting Task List



Group Report By

Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: Agent: Company: Division: Department:
[Search for Position or Add Multiple](#)

Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:
[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](#)

[Run Report](#) [Reset](#) [Create Scheduled Report](#)

[<< Back to Program Management](#)

R27.20b8.0 usb Demo 2

Reporting - Microsoft Internet Explorer provided by US Bank, v3.7

File Edit View Favorites Tools Help

Address: <https://access.usbank.com/cpsApp/USBComServlet>

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The New Service Standard

U.S. Bank Access Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction 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

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.

My Personal Information
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.

[Log Out](#)





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U.S. Bank Access® Online

★ Log Out

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction 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

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.

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.

Report Scheduler

View and maintain current scheduled reports.

Flex Data Reporting

Create and maintain adhoc reports.

Custom Reports

Create and configure custom reports.

Report Scheduler

Scheduled Report List

★ [Log Out](#)Client Relationship: [Switch Relationships](#)

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the 'Search' button.

Report:

- Select Report -

Scheduler Name:

Scheduler User ID:

[Select Scheduler](#)

Recipient Name:

Recipient User ID:

[Select Recipient](#)

Date

Activity Date Range:

Start Month Start Day Start Year to End Month End Day End Year

to

[Search](#)

Output Filename	Description	Report Name	Scheduler	Frequency	Status	Last Modified	Modified By	Last Run	Next Run	End	Deleted
-----------------	-------------	-------------	-----------	-----------	--------	---------------	-------------	----------	----------	-----	---------

Enter Search Criteria and click the Search button.

Create New Scheduled Report

- Select Report -

[GO](#)

Report Scheduler

Scheduled Report List

Client Relationship

[Switch Relationships](#)

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the 'Search' button.

Report:

- Select Report -

Scheduler Name:

Scheduler User ID:

[Select Scheduler](#)

Recipient Name:

Recipient User ID:

[Select Recipient](#)

Date

Activity Date Range:

Start Month Start Day Start Year to End Month End Day End Year

Search

- Account List
- Account Maintenance Effective Dating
- Account Spend Analysis
- Account Status Change
- Airline Itinerary Detail
- Alternate Accounting Codes
- Billed Transaction Analysis with Order Detail
- Billed Transaction Analysis with Payment Instruction Detail
- Billed Transaction Analysis with Requisition Detail
- Cash Advance
- Charge-Off
- Account List

Report Name	Status	Last Modified	Modified By	Last Run	Next Run	End	Deleted

GO

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction 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

Report Scheduler

Scheduled Report List

Client Relationship: [Switch Relationships](#)

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the 'Search' button.

Report:

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

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

Date

Activity Date Range:

Start Month Start Day Start Year to End Month End Day End Year

[Search](#)

- Sales and Use Tax by State with Tax Management Detail
- Tax Accrual Model
- Tax Accrual Model By Accounting Code with Tax Management Detail
- Tax Accrual Model with Tax Management Detail
- Temporary Services Spending
- Top Merchant Spend Analysis
- Transaction Aging
- Transaction Detail**
- Unmatched Transaction Analysis for Form 1099-MISC
- Vendor Summary by Socio-economic Indicator
- Vendor Summary for Form 1099-MISC
- Transaction Detail

Report Name	Status	Last Modified	Modified By	Last Run	Next Run	End	Deleted

[GO](#)

Order Management
Transaction Management
Enhanced Supplier Management
Data Exchange
Account Information ReportingProgram Management
Financial Management
Supplier Management
Tax and Compliance Management
Administration
Global
Report Scheduler
Flex Data Reporting
Custom Reports**My Personal Information**[Home](#)
[Contact Us](#)Client Relationship:

By default this report will return all results associated with blank field results, enter specific criteria in blank fields.

* = required

Date Cycle Close Date Range: Calendar Month Range: Fiscal Month Range: Enable Cycle Day

Start Date:



to

End Date:

Transactions Included

Transaction Status:

 Reviewed Status: Approval Status:

Hold down the Ctrl key to make multiple selections.

All

Pending Approval

Approved

Final Approved

Disputed Status:

Transaction Amount:

< or =



\$

Posting Type:

Payments:

 Exclude Include

Fees:

 Exclude Include

Report Date range sets a time period filter, for example weekly, monthly, to control which data the scheduled report includes.

Access Online automatically moves date ranges forward when you schedule report to run repeatedly.

Select only past dates, since those dates have data in the system.

Sort Report By

Account Name	Trans Date	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order

Report Output

Excel

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

Group Report By

To limit the results from the default of "all" enter a value or search.

Processing Hierarchy Position:

Bank: Agent: Company: Division: Department:

[Search for Position or Add Multiple](#)

Reporting Hierarchy Position:

[Add/Edit](#)

Bank	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
3058	47163	00021	00077	77500			

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.

- System Administration
- Account Administration
- Order Management
- Transaction 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

Create Schedule Parameters

Client Relationship: [Switch Relationships](#)

Edit the information below, and click the Submit button.

Report Name: Transaction Detail

Output Filename: *

Report Description: *

Make sure your file name does not contain any spaces or special characters.

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Start Month Start Day Start Year Scheduled End Date: End Month End Day End Year

Recipients

Include Me

No Users Currently Selected

- 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

Output Filename: *

Report Description: *

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Start Month Start Day Start Year Scheduled End Date: End Month End Day End Year

Recipients

[Search for Users](#) Include Me

Records 1 - 1 of 1

Remove	User Name	User ID
<input type="checkbox"/>	WILLIAM, ELLEN	EWILL000

Records 1 - 1 of 1

Remove Selected Users

To include yourself as a report recipient check the "Include Me" box".



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★ Log Out

Request Status Queue
 Active Work Queue
 System Administration
 Account Administration
 Order Management
 Transaction 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

Are You Sure?

Do you want to change the following fields in the TransDetail_RCOBelgium report:

Field	Old Value	New Value
EMAIL PREFERENCE		ONERROR
OUTPUT FILENAME		TransDetail_RCOBelgium
RUN DAYS		32
END YEAR		2009
EMAIL ADDRESS		
END DAY		3
START YEAR		2009
DATAX PREFERENCE		Y
OUTPUT FORMAT		EXCEL
SCHEDULE DESCRIPTION		Transaction Detail
RUN INTERVAL		M
START MONTH		7
END MONTH		9
INCLUDE ME		Y
SCHEDULER		
RECIPIENT	ADDED	
START DAY		6

Yes, Save Report

No



U.S. Bank Access® Online

[★ Log Out](#)

Request Status Queue
Active Work Queue
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Transaction Management
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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

Report Scheduler

Scheduled Report List

Client Relationship:

[Switch Relationships](#)

i Your report has been scheduled, and will be delivered on the scheduled day(s).

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the 'Search' button.

Report:

Scheduler Name:

Scheduler User ID:

[Select Scheduler](#)

Recipient Name:

Recipient User ID:

[Select Recipient](#)

Date

Activity Date Range:

Start Month	Start Day	Start Year	to	End Month	End Day	End Year
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

[Search](#)

Home
Contact Us



Report Scheduler

Search for, View and Modify Report Parameters



U.S. Bank Access® Online

★ Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Order Management
Transaction 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

Report Scheduler

Scheduled Report List

Client Relationship:

[Switch Relationships](#)

i Your report has been scheduled, and will be delivered on the scheduled day(s).

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the 'Search' button.

Report:

- Select Report -

Scheduler Name:

Scheduler User ID:

admin.

[Select Scheduler](#)

Recipient Name:

Recipient User ID:

[Select Recipient](#)**Date**

Activity Date Range:

Start Month Start Day Start Year to End Month End Day End Year

Search

To search for Scheduled Reports, search by Report, Scheduler, Recipient or Date Range or Leave all fields blank and then click on the "Search" button.

Output Filename	Description	Report Name	Scheduler	Frequency	Status	Last Modified	Modified By	Last Run	Next Run	End	Deleted
-----------------	-------------	-------------	-----------	-----------	--------	---------------	-------------	----------	----------	-----	---------

Enter Search Criteria and click the Search button.

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

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

Date

Activity Date Range:

Start Month Start Day Start Year to End Month End Day End Year

Search

Please select reports from the results list below.

Click "Frequency" to view the Schedule Parameters

Click "Report Name" to view the Report Parameters

Click "Last Modified" to view the Report History

Records 1 - 10 of 10

Output Filename	Description	Report Name	Scheduler	Frequency	S
AccountList_RCOBelgium.xls	Account List RCO Belgium	Account List		Monthly	A
AccountList_RCOBelgium2.xls	Account List RCO Belgium 2	Account List		Monthly	A
AccountStatusChange_RCOBelgium.pdf	Account Status Change RCO Belgium	Account Status Change		Weekly	A
DisputesReport_RCOBelgium.pdf	Full Transaction and Order Detail_Disputes_RCOBelgium	Full Transaction and Order Detail		Weekly	A
ExtractReconciliation_RCOBelgium.xls	Extract Reconciliation_RCOBelgium	Extract Reconciliation		Monthly	A
FullTransOrderDetailRpt_RCOBelgium.pdf	Full Transaction and Order Detail RCO Belgium	Full Transaction and Order Detail		Monthly	A
MerchantSpendAnalysis_RCOBelgium.xls	Merchant Spend Analysis Summary RCO Belgium	Merchant Spend Analysis		Monthly	A
TransactionDetailReport_RCOBelgium.xls	Transaction Detail RCO Belgium	Transaction Detail		Monthly	A
TransactionDetailUnknownMCCGs_RCOBelgium.xls	Transaction Detail Unknown MCCGs RCO Belgium	Transaction Detail		Monthly	A
TransDetail_RCOBelgium.xls	Transaction Detail	Transaction Detail		Monthly	A

Records 1 - 10 of 10

Account Status:

Hold down the Ctrl key to make multiple selections.

All
Open
Closed
Blank

Account Type:

Cardholder Account

Method:

Hold down the Ctrl key to make multiple selections.

Data Feed
File
Manual

Additional Detail

Selected options allow a drill-down to additional detail if available.

- Demographics
- Default Accounting Code
- Merchant Authorization Control Details
- Fleet Information
- Account Information
- Authorization Limits
- Merchant Authorization Control Limits

Account Comments

Select "Yes" to include available Account Comments in the Report Output.

Yes No

Sort Report By

Account Name	Account Status	Account Status	No Sort
--------------	----------------	----------------	---------

- | | | | |
|--|--|--|--|
| <input checked="" type="radio"/> Ascending Order | <input checked="" type="radio"/> Ascending Order | <input checked="" type="radio"/> Ascending Order | <input checked="" type="radio"/> Ascending Order |
| <input type="radio"/> Descending Order | <input type="radio"/> Descending Order | <input type="radio"/> Descending Order | <input type="radio"/> Descending Order |

Report Output

Excel
PDF
Excel

Page Placement:

Selection defines the location of the Parameter Page details on the report output.

Make changes as required.

Account Name	Account Status	Account Status	No Sort
<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order

Report Output

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

Group Report By

To limit the results from the default of "all" enter a value or search.

Processing Hierarchy Position:

Bank: Agent: Company: Division: Department:

[Search for Position or Add Multiple](#)

Reporting Hierarchy Positions:

[Add/Edit](#)

Bank	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
3058	47163	00021	00077	77500			
3058	47163	00021	00085	00132			
3058	47163	00021	00085	00130			
3058	47163	00021	00085	00013			

Account Number(s):*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[Search for Accounts](#)

Update Scheduled Report

[<< Back to Report Scheduler](#)



Report Scheduler

Remove Recipient/Delete Scheduled Report




 admin. [Select Scheduler](#)

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

Date

Activity Date Range:

 Start Month Start Day Start Year to End Month End Day End Year

Please select reports from the results list below.

- Click "Frequency" to view the Schedule Parameters
- Click "Report Name" to view the Report Parameters
- Click "Last Modified" to view the Report History

Records 1 - 10 of 11

 Page: [1](#) | [2](#)

Output Filename	Description	Report Name	Scheduler	Frequency	S
AccountList_RCOBelgium.xls	Account List RCO Belgium	Account List		Monthly	A
AccountList_RCOBelgium2.xls	Account List RCO Belgium 2	Account List		Monthly	A
AccountStatusChange_RCOBelgium.pdf	Account Status Change RCO Belgium	Account Status Change		Weekly	A
AcctListRCOB.xls	Account List RCO Be	Account List		Monthly	A
DisputesReport_RCOBelgium.pdf	Full Transaction and Order Detail_Disputes_RCOBelgium	Full Transaction and Order Detail		Weekly	A
ExtractReconciliation_RCOBelgium.xls	Extract Reconciliation_RCOBelgium	Extract Reconciliation		Monthly	A
FullTransOrderDetailRpt_RCOBelgium.pdf	Full Transaction and Order Detail RCO Belgium	Full Transaction and Order Detail		Monthly	A
MerchantSpendAnalysis_RCOBelgium.xls	Merchant Spend Analysis Summary RCO Belgium	Merchant Spend Analysis		Monthly	A
TransactionDetailReport_RCOBelgium.xls	Transaction Detail RCO Belgium	Transaction Detail		Monthly	A
TransactionDetailUnknownMCCGs_RCOBelgium.xls	Transaction Detail Unknown MCCGs RCO Belgium	Transaction Detail		Monthly	A

Records 1 - 10 of 11

 Page: [1](#) | [2](#)

Client Relationship: [Switch Relationships](#)

Edit the information below, and click the Submit button. [View Report History](#)

Report Name:

Output Filename: * Scheduler: [Select Scheduler](#)

Report Description: *

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Start Month Start Day Start Year Scheduled End Date: End Month End Day End Year

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

To remove Recipient, click on the “Search for Users” link, locate Recipient remove, then click “Submit”.
To delete report, click on the “Remove Scheduled Report” button.

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

Date

Activity Date Range:

Start Month Start Day Start Year to End Month End Day End Year

[Search](#)

Please select reports from the results list below.

Click "Frequency" to view the Schedule Parameters

Click "Report Name" to view the Report Parameters

Click "Last Modified" to view the Report History

Records 1 - 10 of 10

Output Filename	Description	Report Name	Scheduler	Frequency	S
AccountList_RCObelgium.xls	Account List RCO Belgium	Account List		Monthly	A
AccountList_RCObelgium2.xls	Account List RCO Belgium 2	Account List		Monthly	A
AccountStatusChange_RCObelgium.pdf	Account Status Change RCO Belgium	Account Status Change		Weekly	A
DisputesReport_RCObelgium.pdf	Full Transaction and Order Detail_Disputes_RCObelgium	Full Transaction and Order Detail		Weekly	A
ExtractReconciliation_RCObelgium.xls	Extract Reconciliation_RCObelgium	Extract Reconciliation		Monthly	A
FullTransOrderDetailRpt_RCObelgium.pdf	Full Transaction and Order Detail RCO Belgium	Full Transaction and Order Detail		Monthly	A
MerchantSpendAnalysis_RCObelgium.xls	Merchant Spend Analysis Summary RCO Belgium	Merchant Spend Analysis		Monthly	A
TransactionDetailReport_RCObelgium.xls	Transaction Detail RCO Belgium	Transaction Detail		Monthly	A
TransactionDetailUnknownMCCGs_RCObelgium.xls	Transaction Detail Unknown MCCGs RCO Belgium	Transaction Detail		Monthly	A
TransDetail_RCObelgium.xls	Transaction Detail	Transaction Detail		Monthly	A

Records 1 - 10 of 10

Create New Scheduled Report

- Select Report -

[GO](#)



Report Scheduler

**View report creation, setup & maintenance
history**



2009

ient

Year

Report Name	Scheduler	Frequency	Status	Last Modified	Modified By	Last Run
Past Due		Monthly	Active	01/21/2009		
Default Accounting Codes		Daily	Active	03/13/2008		
			Active	09/03/2008		
			Active	10/29/2008		
			Active	10/29/2008		07/20/2009
			Active	02/02/2009		
Full Transaction and Order Detail		Monthly	Active	04/21/2009		
Full Transaction and Order Detail		Monthly	Active	04/21/2009		

From the “Scheduled Report List, locate Report, then click on the “Last Modified” link to review report creation and modification history.



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[Account Administration](#)
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[Enhanced Supplier Management](#)
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[Account Information Reporting](#)

Report Scheduler

Report Modification History

Output Filename: AFRICOM_Account_List.pdf

Report Name:

Description: Account List AFRICOM

Date	Field	Old Value	New Value	User Id
06/24/2009	START DAY		29	ADMIN.
06/24/2009	RECIPIENT	ADDED	ADMIN.	ADMIN.
06/24/2009	SCHEDULER		ADMIN.	ADMIN.
06/24/2009	INCLUDE ME		Y	ADMIN.
06/24/2009	END MONTH		7	ADMIN.
06/24/2009	START MONTH		6	ADMIN.
06/24/2009	RUN INTERVAL		W	ADMIN.
06/24/2009	SCHEDULE DESCRIPTION		Account List AFRICOM	ADMIN.
06/24/2009	OUTPUT FORMAT		PDF	ADMIN.
06/24/2009	DATA PREFERENCE		Y	ADMIN.

Records 1 - 10 of 17

Page: [1](#) | [2](#)

[<< Back to Report Scheduler](#)

[Home](#)
[Contact Us](#)

Data Exchange





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Active Work Queue
System Administration
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Management
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Home
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Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

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**Account Activity
Select an Account**

Govt Purchase
*****4444



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- Account Administration
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- Transaction Management
- Travel Expense Management
- Account Information
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- Reporting
- My Personal Information

Data Exchange

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Upload electronic files from a local PC/Network to authorized and secure US Bank Mailboxes.

Download File

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- Account Administration
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- Data Exchange
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Messa

Welcome! You can be easily implemented Online here their payment

File Name	Size [B]	Date
 ACME		Thu Nov 20 13:30:56 CST 2003

- #### Help
- Download:** right-click on the file name and select "Save Target As..." OR "Save Link As..."
 - Open:** click on the file name.
 - Delete:** click "Delete File".
 - Sort:** click on appropriate column header to sort by file name, size, or date.
- Your session will time out after 30 minutes of inactivity.
 - Closing this window during an upload will end the transmission.

[Back to Top](#)

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2 CP Organization

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Account Activity
Select an Account

CP Organization
*****5683




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- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction Management
- Data Exchange
- Account Information
- Reporting
- My Personal Information

Home
Contact Us

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Data Exchange
Download File

ACME [Help](#)

File Name	Size [B]	Date	Delete
ACMESBF20.txt	305359170	Thu Nov 20 13:21:00 CST 2003	Delete File

Help

- Download:** right-click on the file name and select "Save Target As..." OR "Save Link As..."
- Open:** click on the file name.
- Delete:** click "Delete File".
- Sort:** click on appropriate column header to sort by file name, size, or date.

- Your session will time out after 30 minutes of inactivity.
- Closing this window during an upload will end the transmission.

[Back to Top](#)

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Account Activity
Select an Account

CP Organization
*****5683

R27.20b8.0 usb Demo 2

E-mail Notification





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- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction Management
- Data Exchange
- Account Information
- Reporting
- My Personal Information**

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Account Activity Select an Account

CP Organization
*****6683

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- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Order Management
- Transaction Management
- Data Exchange
- Account Information
- Reporting
- My Personal Information**
 - Password
 - Contact Information
 - Account Access
 - Manage Favorites

My Personal Information

User ID: pa1admin

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, such as accounts and hierarchy level access.

○ [Add Accounts](#)

Manage Accounting Code Favorites

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

[Home](#)
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[Request Status Queue](#)
[Active Work Queue](#)
[System Administration](#)
[Account Administration](#)
[Order Management](#)
[Transaction Management](#)
[Data Exchange](#)
[Account Information](#)
[Reporting](#)
My Personal Information
[Password](#)
[Contact Information](#)
[Account Access](#)
[Manage Favorites](#)

[Home](#)
[Contact Us](#)

My Personal Information

Email Notification

User ID: pa1admin

To receive an email notification, select the specific process and corresponding scenario's, timing or accounts.

* = required

Email Address: *

admin@usbank.com

Email Notification

Data Exchange

Hold down the Ctrl key to make multiple selections.

All
 Successful Upload
 Unsuccessful Upload
 Successful Download
 Unsuccessful Download

Save

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My Personal Information

User ID: pa1admin

i Contact information has been successfully saved.

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.).

- o [Email Notification](#)

Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

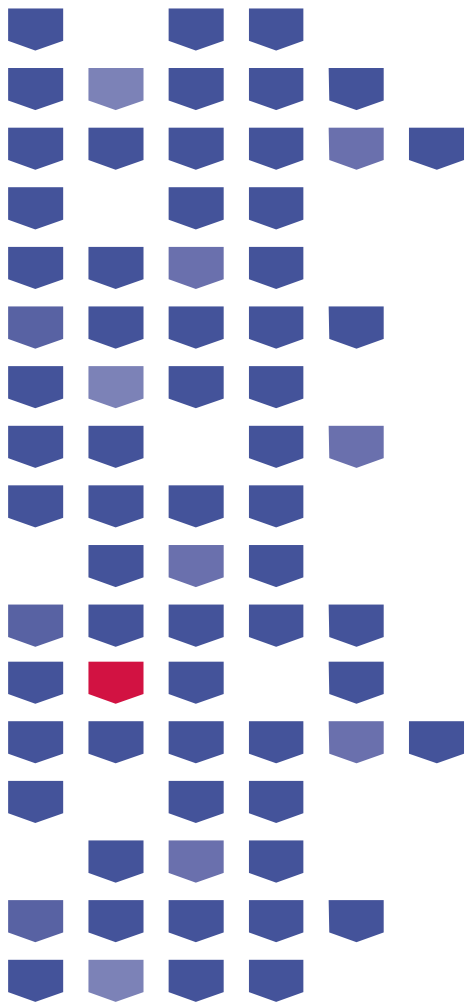
- o [Add Accounts](#)

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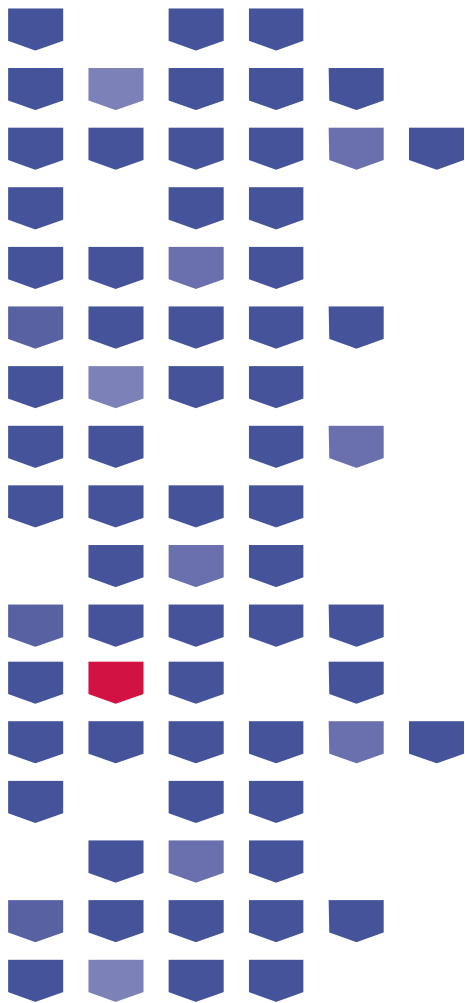
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System Administration
Account Administration
Order Management
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

Home
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Thank You

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