



A
Winning
HAND:

Army Train the Trainer

Presented by
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Relationship Manager

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Agenda

- Web-Based Training (WBT)
 - Login
 - Lessons
 - User guides
 - Simulations
- U.S. Bank Access[®] Online
 - Common screens
 - Confirm and pay process
 - Refunds



Web-based Training

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Web-based Training

- URL is **<https://wbt.access.usbank.com>**
- Login
- Lessons
- User guides
 - Other guides
 - Quick reference guides
 - DoD guides
 - Resources available by assigned role
- Simulations
 - Recorded classes
 - How to use WBT



Login

usbank login

Access@ Online Web-Based Training [Go to Accessible WBT](#)

Lesson and Certification Login [\(Why register?\)](#)

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

Please enter your personal password:

Please enter the WBT password:
 [Go](#)

[Register a new account](#) [Forget your password?](#)

Lesson Only Login

Please enter the WBT password:
 [Go](#)

Certification Login

Lessons Only



Lessons

usbank lessons / login

Access@ Online Web-Based Training | [Go To Access Online](#)

<input type="checkbox"/> Online Registration	<input checked="" type="checkbox"/> Cardholder Account Setup and Maintenance	<input checked="" type="checkbox"/> Account Profiles
<input type="checkbox"/> Cardholder-initiated Account Setup	<input type="checkbox"/> User Profiles	<input checked="" type="checkbox"/> Data Exchange
<input checked="" type="checkbox"/> Navigation Basics	<input checked="" type="checkbox"/> Accounting Code Structures	<input type="checkbox"/> Flex Data Reporting
<input checked="" type="checkbox"/> Reporting	<input checked="" type="checkbox"/> Accounting Validation Controls	<input type="checkbox"/> Report Scheduler
<input checked="" type="checkbox"/> Shared Custom Reporting	<input checked="" type="checkbox"/> Order Management Setup	<input type="checkbox"/> Allocation Rules Engines
<input checked="" type="checkbox"/> Managing and Card Account Lists	<input checked="" type="checkbox"/> Order Management	
<input checked="" type="checkbox"/> Transaction Management	<input type="checkbox"/> Travel Expense Management	
<input type="checkbox"/> Transaction Approval Process (DOT, USDA, GAO)	<input checked="" type="checkbox"/> Viewing Statements	
<input checked="" type="checkbox"/> Account Approval Process	<input type="checkbox"/> ePay	
<input checked="" type="checkbox"/> Managing Account Setup and Maintenance	<input checked="" type="checkbox"/> My Personal Information	

[Check All](#) [Uncheck All](#)

To create a unique training experience, please select the lesson checkboxes that pertain to your Access Online functions. We have selected the most common lessons.

[Go to lessons](#)

Announcements April 8, 2011

Transaction Management: We updated the Transaction Management user guide with information on having 25 accounting code favorites available.

- Lessons are pre-selected based on user role
- Registered users can take evaluation tests
- Certificate of completion available



User Guides

The screenshot shows the usbank Access Online Web-Based Training interface. The navigation menu includes links for 'Access@ Online Web-Based Training', 'User Guides' (highlighted with a red box), 'Simulations', 'How to Use WBT', and 'Go To Access Online'. A 'select a lesson' dropdown menu shows options 1 through 5. The main content area features a 'Welcome to Access Online® Web-Based Training!' message and a 'Lesson User Guides' modal window. The modal window lists 11 lessons, including 'Navigation Basics', 'Reporting', 'Run Shared Custom Reports', 'Managing and Card Account Lists', 'Transaction Management Updated', 'Account Approval Process', 'Managing Account Setup and Maintenance', 'Cardholder Account Setup and Maintenance', 'Accounting Code Structure', 'Accounting Validation Controls', and 'Order Management Setup'. The background of the main content area features a large red star graphic and the text 'online' and '14th Annual CIO Enterprise Value Award Winner'.

- **Lesson User Guides** explain every task or responsibility including tips and screen shots



Other Guides

The screenshot shows the usbank Access Online Web-Based Training interface. The navigation menu includes links for 'Access Online Web-Based Training', 'User Guides', 'Simulations', 'How to Use WBT', and 'Go To Access Online'. The 'User Guides' link is highlighted with a red box. A modal window titled 'Access Online User Guides' is open, displaying a list of 'Other Documents' including Report Samples, Client System Validation, Shared Custom Report Samples, and various data dictionaries and glossaries. The background features a large 'Access Online' logo and a CIO Enterprise Value Award Winner badge.

- **Other Documents** offers samples, screen shots and data reference guides



Quick Reference Guides

The screenshot shows the US Bank Access Online Web-Based Training interface. The 'User Guides' menu item is highlighted with a red box. A modal window titled 'Access Online User Guides' is open, displaying a list of 'Quick References' including 'Accounting Code Favorites', 'Add an Account', 'Approve a Statement', 'Add a Managing Account to Email Notification', 'Add a Merchant Authorization Control', 'Cardholder Account Setup', 'Cardholder-initiated Account Setup', 'Certify a Managing Account - Pay and Confirm', 'Change Address', 'Change Cardholder Hierarchy', and 'Change Credit Limit'. The background shows a 'Welcome to Access Online Web-Based Training!' message and a 'Quick Navigation' menu with lesson numbers 1-5.

- **Quick References** offers 1-2 page documents that outline a specific task



Department of Defense Guides

The screenshot shows the usbank Access Online Web-Based Training interface. The 'User Guides' link is highlighted with a red box. A modal window titled 'Access Online User Guides' is open, displaying a list of documents including 'Department of Defense Guides' with sub-items like 'DOD Army Cardholder', 'DOD Army AOPC', 'DOD Army Billing Official', and 'DOD Army Resource Manager'. The background features a large 'Access Online' logo and a 'CIO 14th Annual CIO Enterprise Value Award Winner' badge.

- **DoD Guides** offers specific Army functions in Access Online



Simulations

The screenshot shows the US Bank Access Online Web-Based Training interface. At the top left is the US Bank logo. To the right, there is a navigation bar with links for 'Welcome / lessons / main menu / login'. Below this, a 'select a lesson' dropdown menu is visible, with options 1 through 5. The 'Simulations' menu item is highlighted with a red box. Below the navigation bar, there is a 'Quick Navigation:' section. On the left, a 'Welcome to Access Online® Web-Based Training!' message provides instructions on how to use the training. On the right, a modal window titled 'Access Online Simulations' is open, displaying a list of 11 simulation topics. The background of the main content area features a large red star graphic and the text 'online'.

USbank Welcome / lessons / main menu / login

select a lesson 1 2 3 4 5

Access® Online Web-Based Training | User Guides | **Simulations** | How to Use WBT | Go To Access Online

Quick Navigation:

Welcome to Access Online® Web-Based Training!

To learn how to use this training, click the **How to use WBT** link above. The lessons in the lesson menu correspond to the lessons you selected on the previous screen.

To begin a lesson right away, click the lesson number.

Access Online Simulations

Click a link below to access a hands-on simulation.

Simulations

- Simulation 1 : [Cardholder Online Registration](#)
- Simulation 2 : [Logging In - Guided](#)
- Simulation 3 : [Logging In - Hands-on](#)
- Simulation 4 : [Navigation Basics - Guided](#)
- Simulation 5 : [Navigation Basics - Hands-on](#)
- Simulation 6 : [Passwords - Guided](#)
- Simulation 7 : [Passwords - Hands-on](#)
- Simulation 8 : [Contact Information - Guided](#)
- Simulation 9 : [Contact Information - Hands-on](#)
- Simulation 10 : [View a Cardholder Statement - Guided](#)
- Simulation 11 : [View a Cardholder Statement - Hands-on](#)

online

CIO
14th Annual
CIO Enterprise
Value Award
Winner

- **Simulations** are guided presentations of Access Online functions



Recorded Classes

The screenshot shows the usbank Access Online Web-Based Training interface. The top navigation bar includes the usbank logo, a breadcrumb trail (Welcome / lessons / main menu / login), and a lesson selection menu (select a lesson 1 2 3 4 5). The 'Simulations' menu item is highlighted with a red box. Below the navigation bar, there are links for 'Access@ Online Web-Based Training', 'User Guides', 'Simulations', 'How to Use WBT', and 'Go To Access Online'. The main content area features a 'Welcome to Access Online® Web-Based Training!' message and instructions on how to use the training. A modal window titled 'Access Online Simulations' is open, displaying a list of 'Recorded Classes' with the following items:

- Class 1 : [System Overview](#)
- Class 2 : [Cardholder Account Setup](#)
- Class 3 : [Cardholder Account Maintenance](#)
- Class 4 : [Managing Account Setup](#)
- Class 5 : [Managing Account Maintenance](#)
- Class 6 : [Transaction Management Basics](#)
- Class 7 : [Creating and Maintaining Orders](#)
- Class 8 : [Matching Orders and Transactions](#)
- Class 9 : [Account Approval Process - Confirm and Pay](#)
- Class 10 : [Account Approval Process - Pay and Confirm](#)

- **Recorded Classes** are presentations with audio



How to Use WBT

The screenshot shows the Usbank Access Online Web-Based Training interface. The navigation menu at the top includes links for 'Access Online Web-Based Training', 'User Guides', 'Simulations', and 'How to Use WBT', which is highlighted with a red box. Below the navigation menu, there is a 'select a lesson' dropdown menu with options 1 through 5. The main content area features a 'Welcome to Access Online® Web-Based Training!' message and instructions on how to use the training. A pop-up window titled 'WBT A to Z' is displayed, providing a list of navigation elements: Breadcrumbs, Lesson Menu, Page Navigation, Animation Control, Movie Area, Text Area, User Guide Link, Simulation Link, Quick Links, and Go To Access Online Link. The background of the main content area features a large 'Access Online' logo and a 'CIO 14th Annual CIO Enterprise Value Award Winner' badge.

- **How to Use WBT** is a guided tour of the main areas within WBT



Access Online

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Shared Access Online Screens

- URL is <https://access.usbank.com>
- Registration
 - Password resets
- Account Information
 - account profile and account statements
- My Personal Information
 - Update demographic information and change password information
- Order Management
 - Create Maintain and Match Orders to transactions
- Transaction Process
 - Posted Transactions, Reallocate, Dispute, Match Transactions to Orders
- Reporting



Basic Navigation

- Cardholder
 - Self Registration
 - Order Management
 - Transaction Management
 - Account Information
 - My Personal Information
- Billing Official
 - Transaction Management
 - Account Information
- Resource Manager
 - Accounting Code Management
 - Account Administration



Registration

Answer authentication question and answer to reset the password.

Password resets

- Contact A/OPC
- Call Customer Support

Only cardholders self-register by clicking here and filling information. Resource Managers and Billing Official IDs are created by the A/OPC

U.S. Bank Access® Online

usbank. 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](#)

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Account Information



Account Information

- Request Status Queue
- Active Work Queue
- System Administration
- Event Driven Notification
- Account Administration
- Transaction Management

Account Information

- Statement
- Account Profile

- Reporting
- Data Exchange
- My Personal Information

- Home
- Contact Us

Statement

View account statement(s).

- [Cardholder Account Statement](#)
- [Managing Account Statement](#)
- [Diversion Account Statement](#)

18 months of statements can be used for manual payments and records

Account Profile

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

- [Cardholder Account Profile](#)
- [Managing Account Profile](#)
- [Diversion Account Profile](#)

Limits, demographics and DAC



Reporting

- Program Management
- Financial Management
- Report Scheduler
- Data Exchange



Transaction Detail Report



Financial Management

Client Relationship: United States Army

[Switch Relationships](#)

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

Enhanced Supplier Management
Account Information

Reporting

- Program Management
- **Financial Management**
- Supplier Management
- Tax and Compliance Management
- Administration
- Global
- Report Scheduler
- Flex Data Reporting
- Custom Reports

Data Exchange
My Personal Information

Home
Contact Us

Order Management

Billed Transaction Analysis with Order Detail

Detailed and summary billed transaction information, regarding the results of order and transaction matching.

Full Transaction and Order Detail

Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

Order Analysis

Detailed and summary order information, regarding the results of order and transaction matching.

Order Detail

Order detail information.

Order Receipt

Detailed and summary receipt information as recorded against the order or order line items.

Transaction Management

Account Allocation

Account allocation and reallocation detail by accounting code.

Extract Reconciliation

Summary of transactions by account that have been extracted versus statemented.

Managing Account Approval Status

History of Managing Account and Cardholder Account statement approvals.

Transaction Detail

Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

Fleet Activity Detail

Fleet product summary and fleet transaction activity data including fuel, tax and line item detail.

Payment Detail

Detailed payment information pertaining to transactions and payments.

Transaction Aging

Detailed client transaction information and payment aging history.

Determine spend for current cycle or previous, allocation detail, disputed items, refund information, merchant information, etc.



My Personal Information



My Personal Information

User ID: ch1purchase

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.

- Order Management
- Transaction Management
- Account Information
- Reporting
- My Personal Information**
- Password
- Contact Information
- Account Access
- Manage Favorites

- Home
- Contact Us



Confirm and Pay Process

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Confirm and Pay – Transaction Process

- Cardholder functions
- Billing Official functions
- Resource Manager functions



Timeframes

- Cardholders have 15 days to approve in Access Online
- Certify within 60 days or account becomes M9'd
- 181+ days of non-payment will shut down agent
- Resource Managers can not perform maintenance to Extract Information or Accounting Code Information if account is closed



Cardholder Process

- Creates Order
- Makes Purchase
- Transaction Posts
- Matches Order to Transaction to approve transaction
- Reallocates Transactions, if necessary
- Disputes Transaction, if necessary
- Approves Statement



Order Management – Cardholder

usbank Order Maintenance
Create Order

Order Management
• Order Maintenance
• Match Multiple Orders

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Card Account Number: ****
Role: Cardholder

» Create | Manage | Trans List

Use this form to create an Order that may be a

* = required
[Collapse All](#)

[Return to top](#) | [Go to Save](#)

[-] Information

General

Control Number: *

Match Status:

Business Unit:

Authorization Number:

Financials

Credit Order

Amount: * Other Tax: Freight Amount:

Source Currency:

EDI Routing Number: [Search and Select EDI Routing Number](#)

Source Currency Amount:

Miscellaneous Amount:

Contingency Operations:

Property Book: *

Contract Payment Method: *

UID Required: *

- View, create, maintain, cancel and/or suspend orders
- Match Transactions to orders

DoD requires that cardholders create an order for each transaction. Best practice is to create the order before the purchase



Order Management – Cardholder (Continued)

Merchant

Merchant Name: * City: State/Province:
 Postal Code:

Ship to

City: State/Province: Postal Code:
 Destination Code: Hazardous Materials: * OCONUS Shipment Method:
 Merchandise Need Date: Merchandise Due Date: Merchandise Received Date:

Additional Information

Other Data: Shipping Data: PMO Reserved 2:
 PMO Reserved 1:

[\[-\] Line Items](#) [Return to top](#) | [Go to Save](#)

The Line Items section provides a detailed itemization of the total.

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount
No Line Items have been defined for this Order. Click "Add" to add line items.							
Add	<input type="text"/>	Line Items					

[\[-\] Allocations](#) [Return to top](#) | [Go to Save](#)

This section displays allocations that will be applied to the order when matched.

You can allocate amounts by dollar amount or percentage. The Unit Cost must equal zero (0) before saving. To allocate to additional accounting codes, click the "Add" button.

* = required

Remove	Allocation Total	% of Amount	Prepopulated Accounting Code Current Name	Change To
No allocations exist for this order. Click the "Add" button to add allocations.				
Set All to Default Accounting Code	Reset All Allocations			
Add	<input type="text"/>	Additional Allocation(s)		

Note: Rows marked for removal are added to the Unallocated Amount value.

[\[-\] Comments](#) [Return to top](#)

The Comments section provides user-defined text area(s) that can be used for comments.

PMO Reserved 1

PMO Reserved 2

PMO Reserved 3

PMO Reserved 4

- Any field with an asterisk must be filled in
- Use the line items
- User Allocation
- Click on Add to add line items

EDI-enabled accounts can have transactions post to Default Line of Accounting or reallocate a transaction to an Alternate Line of Accounting



Transaction Management – Cardholder



- Order Management
- Transaction Management**
 - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Transaction Management Card Account Summary with Transaction List

Card Account Number:	Role: Cardholder	Switch Role
Create Manage » Trans List		

[-] Card Account Summary

Account Number: ⊕ Outstanding Orders: \$4,987.02 8
 Account Name: Unmatched Transactions: \$407,631.93 768

Billing Cycle Close Date: [Search](#) [Print Account Activity](#)

Total Transactions: \$410,235.69 771 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$1,213.88 3 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.2% 0.3%

⊕ [Open Account](#)

[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
<i>No statement approval history exists for this account.</i>		

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 25 of 768
 Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [»](#) | [last](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>	@	Pending	↺ ↻	03/24				



Matching – Cardholder



- Order Management
- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Transaction Management

Select Best Order to Match to Transaction

Card Account Number: _____ [Switch Accounts](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	03/20	03/24	BEST BUY 00009746	RICHFIELD, MN	\$65.00		10354	5454000000000000

Disputed Reallocated

Suggested Best Match

[Search & Select Order to Match to Transaction](#)
[Select from All Available Orders to Match to Transaction](#)

To match to this transaction, select an Order and click the "Match to Transaction" button.
To view the details, click the "Control Number" link.
If the desired Order to match is not in the list, click the "Search..." or "Select from All Available..." link.

Match to Transaction

Records 1 - 1 of 1

Match	Status	Control Number	Order Date	Merchant Name	Amount	Source	% Fulfilled	Last Match
<input checked="" type="radio"/>	Open	0000102385	03/20/2011	Best Buy Bes	\$65.00	ch1purchase	0.00%	03/23/2011

Control Number Not Unique

Records 1 - 1 of 1

Match to Transaction

[<< Back to Transaction Detail](#)



Matching – Cardholder (Continued)

usbank Transaction Management
Transaction Detail

Card Account Number: [input]
Role: Cardholder [Switch Role](#)

Create Manage Trans List

i Request has been successfully completed.

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	MM	03/20	03/24	BEST BUY 00009746	RICHFIELD, MN	\$65.00		10354

Disputed
 Matched
 Exception
 Reallocated

[Summary](#)
 [Match](#)
 [Allocations](#)
 [Approval History](#)

The Match tab provides information on what the transaction has been matched to. To view the details, click on the "View Matched Order" link. To unmatch, click the "Unmatch" button.

Matched Order [View Matched Order](#)

Order Date: 03/20/2011	Unique Control Number: Yes	Match Status: Fulfilled
Control Number: 0000102385	Source: ch1purchase	% Fulfilled: 100.00%
Amount: 65.00	Match Source: APCO10.ch1purchase	Last Match Date: 04/30/2011
Merchant Name: Best Buy Bes	Account #: *****0354	

[Unmatch](#)


[<< Back to Transaction List](#)

Match order to transaction. This approves the transaction and is the only way to approve a transaction.

If % of fulfillment is less than or greater than 100%, ▲ appear



Approved Transaction – Cardholder



Transaction Management

Transaction Detail

Order Management

Transaction Management

• Transaction List

Account Information

Reporting

My Personal Information

Home

Contact Us

Card Account Numbr
Role: Cardholder [Switch Role](#)

Create | Manage | Trans List

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	M	03/20	03/24	BEST BUY 00009746	RICHFIELD, MN	\$65.00		10354	23340000000000000000 23 2334

Ⓧ Disputed
Ⓞ Matched
⚠ Exception
↻ Reallocated

Summary | Match | Allocations | **Approval History**

The Approval History tab displays approval actions taken on a transaction.

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
	04/30 01:59	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- C Changed Transaction Comments
- U Changed User Line Items



Approve Statements – Cardholder



- Active Work Queue
- Event Driven Notification
- Account Administration
- Payment Plus
- Order Management
- Transaction Management
 - Managing Acct List
 - Card Account List
 - Transaction List
- Account Information
- Reporting
- Data Exchange
- My Personal Information

Home
Contact Us

Transaction Management Card Account Summary with Transaction List

Card Account Number: [Switch Accounts](#)
[Switch Role](#)
 Role: Certified - BO
[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

[-] Card Account Summary

Account Number: ● ...5683 Outstanding Orders: \$890.21 5
 Account Name: ROSEANNE BUTLER Unmatched Transactions: \$24,581.56 56
 Billing Cycle Close Date: 03/09/2011 [Search](#) [Print Account Activity](#)

Total Transactions: \$5,062.50 2 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.0% 0.0%

● Open Account

[Approve Statement](#)

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 2 of 2

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>	Ⓧ	Pending	↔	02/15	02/16	DURO BAG MFG	800-879-3876, KY	\$4,942.50
<input type="checkbox"/>	Ⓧ	Pending	↔	02/09	02/12	A-1 ENGRAVERS & STAMP SHP	SAN ANTONIO, TX	\$120.00

Ⓧ Disputed ↔ Matched ▲ Exception ↔ Reallocated II III Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

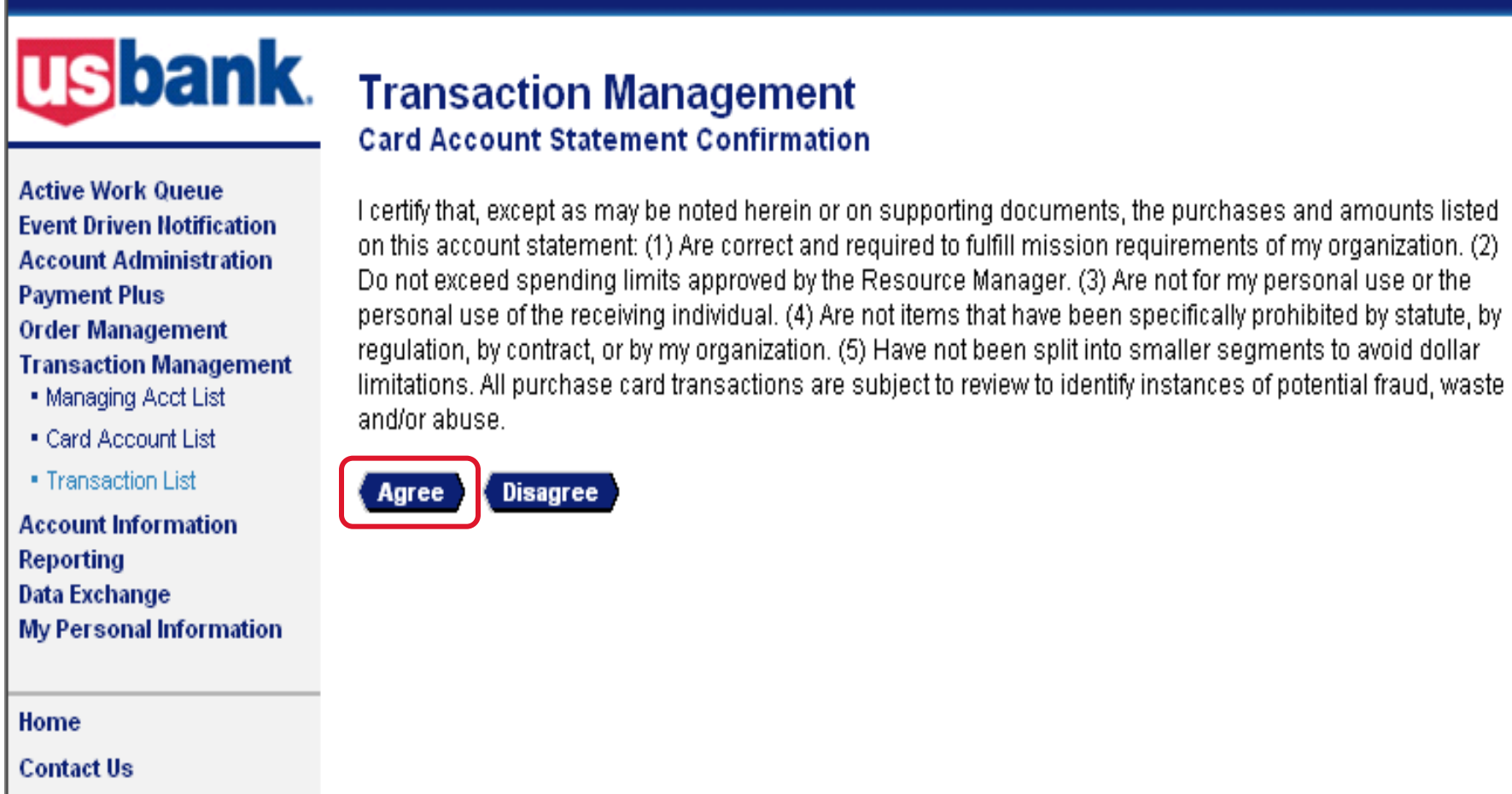
Records 1 - 2 of 2

[Reallocate](#) [Mass Reallocate](#) [Match to Order](#) [Approve](#) [Reject](#)

Once a cardholder has approved all transactions, the overall statement must be approved.



Confirmation Statement – Cardholder



The screenshot shows a web interface for US Bank Transaction Management. On the left is a navigation menu with the following items: Active Work Queue, Event Driven Notification, Account Administration, Payment Plus, Order Management, Transaction Management (with sub-items: Managing Acct List, Card Account List, Transaction List), Account Information, Reporting, Data Exchange, and My Personal Information. Below these are Home and Contact Us. The main content area is titled 'Transaction Management Card Account Statement Confirmation'. It contains a certification statement: 'I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.' Below the text are two buttons: 'Agree' (highlighted with a red border) and 'Disagree'.

usbank.

Transaction Management

Card Account Statement Confirmation

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

Active Work Queue
Event Driven Notification
Account Administration
Payment Plus
Order Management
Transaction Management

- Managing Acct List
- Card Account List
- Transaction List

Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us



Billing Official Process

- Rejects transaction back to cardholder, if necessary
- Can perform Cardholder role, if necessary
- Final approves transactions for each cardholder
- Certifies statement for payment



Certification of Statement – Billing Official

- Order Management
 - Transaction Management
 - Managing Acct List
 - Card Account List
 - Transaction List
 - Account Information
 - Reporting
 - Data Exchange
 - My Personal Information
- Home
Contact Us

[-] Managing Account Summary

Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION

Cycle: 03/09/2011 [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts: 7
 Open Card Accounts: 7
 Suspended Card Accounts: 0
 Previous Statement Balance: \$0.00
 Payments Since Previous Statement: \$0.00

Total Fees: \$0.00
 Total Transactions: \$97,061.46 175
 Cardholder Approved Transactions: \$5,062.50 2

Open Account

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[Return to top](#)

[Return to top](#)

Records 1 - 7 of 7

[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select		Account Number	Account Name	Posted		Approved			
				# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input type="radio"/>	<input type="radio"/>	...5667	MARTIN DANIELS	50	\$44,919.79	0	0.0%	\$0.00	0.0%
<input type="radio"/>	<input type="radio"/>	...5675	GILBERTO RODRIGUEZ	66	\$21,091.86	0	0.0%	\$0.00	0.0%
<input checked="" type="radio"/>	<input checked="" type="radio"/>	...5683	ROSEANNE BUTLER	2	\$5,062.50	2	100.0%	\$5,062.50	100.0%
<input type="radio"/>	<input type="radio"/>	...5691	DAMITA MARALDO	18	\$9,430.29	0	0.0%	\$0.00	0.0%
<input type="radio"/>	<input type="radio"/>	...5709	DOUGLAS JOHNSON	10	\$3,926.74	0	0.0%	\$0.00	0.0%
<input type="radio"/>	<input type="radio"/>	...5717	JOSEPH HANCOCK	7	\$4,538.80	0	0.0%	\$0.00	0.0%
<input type="radio"/>	<input type="radio"/>	...5725	LYNETTE PRICE	22	\$8,101.48	0	0.0%	\$0.00	0.0%

Open Account Approved

Records 1 - 7 of 7

- Handle cardholder duties, if necessary
- Reject a Transaction back to the cardholder, if necessary
- Certify Statement



Rejecting a Transaction Back to a Cardholder

- Once the cardholders have completed the approval process, the Billing Official (BO) must review the transactions to make sure they were approved correctly
- If a transaction was not approved correctly, the BO can reject the transaction back to the cardholder to be fixed
- Note: The system will not notify the cardholder of a rejected transaction. It is up to the BO to contact the cardholder so that they can re-process the rejected transaction



Certification Statement



Transaction Management Managing Account Statement Confirmation

Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper for payment, except as may be noted herein or on supporting documents.

- Active Work Queue
 - Event Driven Notification
 - Account Administration
 - Payment Plus
 - Order Management
 - Transaction Management
 - Managing Acct List
 - Card Account List
 - Transaction List
 - Account Information
 - Reporting
 - Data Exchange
 - My Personal Information
-
- Home
 - Contact Us



Resource Manager Process

- Input appropriate limits to accounts
- Input accounting information to accounts
- Input extract information for certification process



Account Administration – Resource Manager



Managing Accounts Summary and Tasks

- Request Status Queue
- Active Work Queue
- System Administration
- Event Driven Notification
- Account Administration
 - Cardholder Accounts
 - Managing Accounts
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

Managing Account Number: 471A320A655A500088 ACME PC ORG [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: Purchasing **Bank:** 0000
Name: ACME PC ORG **Agent:**
Status: ""-OPEN **Company:**

Task	Description
Extract Information	Input financial extract information assigned to the account.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.



Accounting Code Management – Resource Manager



Request Status Queue
Active Work Queue
System Administration
 • Accounting Code Mgmt
 • Merchant Groups
 • Merchant Allocation Rules
 • Allocation Rules Engine
Event Driven Notification
Account Administration
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us

Accounting Code Management

Accounting Code Structure

Create or modify structures for viewing, entering, and changing accounting codes throughout the system.

Accounting Validation Controls

Create, view, modify and delete the rules for accounting code validation.

- [Create New Accounting Validation Control](#)
- [Create / Modify / Delete Child Accounting Validation Control](#)
- [Modify / Delete Accounting Validation Control](#)

Note: The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

Valid Values Lists

Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

- [Create New Valid Values List](#)
- [Modify / Delete Valid Values List](#)

Alternate Accounting Codes

Create, view, modify and delete the full lines of accounting that can be used for reallocation.



Refunds

All of **us** serving you®



What is a GPC Refund?

- Earned quarterly based on amount of GPC spend and speed of payment
- Maximizing the utilization of the purchase card, each service and organization receives more and more...



Cardholder Refund

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		04/15	04/15	USBANK REBATE-THANK YOU	00000, D	\$41.78			

Disputed
 Matched
 Exception
 Extracted
 Reallocated
 Reallocation Locked

[Summary](#) |
 [Match](#) |
 [Allocations](#) |
 [Approval History](#) |
 [Client Data](#)

The Summary tab shows high-level transaction information.

To initiate a dispute, click the "Dispute" button.

Transaction

Date: 04/15/2011
Purchase ID:
Total Amount: 41.78
Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant

Name: USBANK REBATE-THANK YOU
City, State/Province: 00000, D
Transaction Type: CREDIT MILITARY FEE
MCC Code: 0
MCC Description:

Reference Information

Billing Cycle: 04/19/2011
Posting Date: 04/15/2011
Reference Number: 74798261105000000017825
Authorization Number:

Extract Date(s)

Most Recent Standard Financial Extract: 04/17/2011
General Ledger Extract: 04/29/2011
Payment Extract: 05/03/2011

Currency

Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 41.78

[Print Transaction](#)

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

[Dispute](#)

[+] [Dispute History](#)

Sales Draft Requests

none



Managing Account Refund

BILLING ACCOUNT SUMMARY

	Previous Balance	Purchases And Other Charges	+	Self Assessed Interest Penalty	+	Checks	+	Check + Fee	-	Credits	=	Current Activity	Payments	Account Balance
Company Total		\$7,043.78		\$0.00		\$0.00		\$0.00		\$128.31		\$6,915.47		\$6,915.47



Things to Know

- EDI-enable accounts when possible
- Making payments as soon as possible, yields a lower file turn
- Purchase volume and speed of pay = refunds
- This all equals money back to your agency



Recap

- Web-based Training
 - Login
 - Lessons
 - User guides
 - Simulations
- Access Online
 - Common screens
 - Confirm and pay process
 - Refunds



Questions?



Thank You

Presentations will be available on
www.usbank.com/sp2presentations
after the conference