



A  
*Winning*  
HAND:

Train the Trainer – Air Force

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# Agenda

- Web-based Training (WBT)
  - Login
  - Lessons
  - User guides
  - Simulations
- U.S. Bank Access<sup>®</sup> 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

The screenshot displays the 'Lessons' page on the usbank website. At the top left is the usbank logo, and at the top right are the links 'lessons / login'. Below the header, there is a navigation bar with 'Access@ Online Web-Based Training' and 'Go To Access Online'. The main content area is a large rounded rectangle containing a list of lessons, each with a checkbox. The lessons are arranged in three columns. A red box highlights the entire list of lessons. Below the list, there are two buttons: 'Check All' and 'Uncheck All'. A paragraph of text explains that the selection is based on the user's role. At the bottom left, a red box highlights a 'Go to lessons' button with a play icon. On the right side, there is an 'Announcements' box dated April 8, 2011, with a title 'Transaction Management' and a message about updated user guides.

usbank lessons / login

Access@ Online Web-Based Training | Go To Access Online

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

[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 is titled 'Welcome to Access Online® Web-Based Training!' and provides instructions on how to use the training. A modal window titled 'Access Online User Guides' is open, displaying a list of lesson titles: Lesson 1 : Navigation Basics, Lesson 2 : Reporting, Lesson 3 : Run Shared Custom Reports, Lesson 4 : Managing and Card Account Lists, Lesson 5 : Transaction Management Updated, Lesson 6 : Account Approval Process, Lesson 7 : Managing Account Setup and Maintenance, Lesson 8 : Cardholder Account Setup and Maintenance, Lesson 9 : Accounting Code Structure, Lesson 10 : Accounting Validation Controls, and Lesson 11 : Order Management Setup. The background features a large 'online' logo and a CIO award badge.

- **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' (highlighted with a red box), 'Simulations', 'How to Use WBT', and 'Go To Access Online'. A 'select a lesson' dropdown menu is visible with options 1 through 5. The main content area contains a 'Welcome to Access Online® Web-Based Training!' message and instructions on how to use the training. 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, Creating and Sharing Custom Reports, Data Dictionary for Custom Reporting, Data Dictionary for Flex Data Reporting, Government Glossary, Access Online Training Tool (PowerPoint), Government Merchant Category Code Groups, and Track Recovery Act Funds. The background features a large 'Access Online' graphic and a CIO Enterprise Value Award Winner logo.

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



# Quick Reference Guides

The screenshot shows the usbank Access Online Web-Based Training interface. The navigation bar 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 is set to '1'. A modal window titled 'Access Online User Guides' is open, displaying a list of 'Quick References' including links for tasks like '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 in the navigation menu is highlighted with a red box. A modal window titled 'Access Online User Guides' is open, displaying a list of documents. The 'Department of Defense Guides' section is expanded, showing the following documents:

- Document 1 : [DOD Army Cardholder](#)
- Document 2 : [DOD Army AOPC](#)
- Document 3 : [DOD Army Billing Official](#)
- Document 4 : [DOD Army Resource Manager](#)

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



# Simulations

The screenshot displays the US Bank Access Online Web-Based Training interface. At the top left is the US Bank logo. The top right corner shows navigation links: "Welcome / lessons / main menu / login". Below this is a "select a lesson" dropdown menu with options 1, 2, 3, 4, and 5. A horizontal navigation bar contains links for "Access® Online Web-Based Training", "User Guide", "Simulations" (highlighted with a red box), "How to Use WBT", and "Go To Access Online".

The main content area is divided into two columns. The left column contains a "Welcome to Access Online® Web-Based Training!" message and instructions on how to use the training. The right column features a "Quick Navigation:" section with a large graphic of a red star and the word "online".

A modal window titled "Access Online Simulations" is open in the center. It contains a list of 11 simulation options, each with a link to a hands-on simulation. The list is as follows:

- 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](#)

In the bottom right corner of the main content area, there is a logo for the "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 WBT interface. At the top left is the Usbank logo. To the right, there are navigation links: 'Welcome / lessons / main menu / login'. Below this is a 'select a lesson' dropdown menu with options 1, 2, 3, 4, and 5. A navigation bar contains links for 'Access® Online Web-Based Training', 'User Guides', 'Simulations', 'How to Use WBT' (highlighted with a red box), and 'Go To Access Online'. On the left side, there is a 'Welcome to Access Online® Web-Based Training!' section with instructions on how to use the WBT. The main content area features a 'Quick Navigation' bar with a star rating and a large graphic with the text 'Online'. A tooltip window titled 'WBT A to Z' is open, containing the text: 'Move your mouse over a bulleted item below to learn more about how this WBT works.' and a list of items: Breadcrumbs, Lesson Menu, Page Navigation, Animation Control, Movie Area, Text Area, User Guide Link, Simulation Link, Quick Links, and Go To Access Online Link. In the bottom right corner of the main content area, there is a logo for the '14th Annual CIO Enterprise Value Award Winner'.

- **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

- A/OPCs provide training to AOs, CH's – advise FMs
- Financial Manager
  - Accounting Code Management
  - Account Administration
  - Managing Account Certification
- Approving Official
  - Transaction Management
  - Account Information
- Cardholder
  - Self Registration
  - Order Management
  - Transaction Management
  - Account Information
  - My Personal Information



# 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

**usbank.** 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](#)

### 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

- MA Statements – used for manual payments
- Statements available the day after the cycle ends
- 18 months of statements are available



# Reporting for Cardholders and Approving Officials

- Program Management
- Financial Management
- Administration
- Also available for A/OPCs and FMs:
  - Report Scheduler
  - Flex Reporting
  - Custom Reports
  - 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
  - Financial Reporting

### 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](#)

### 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.

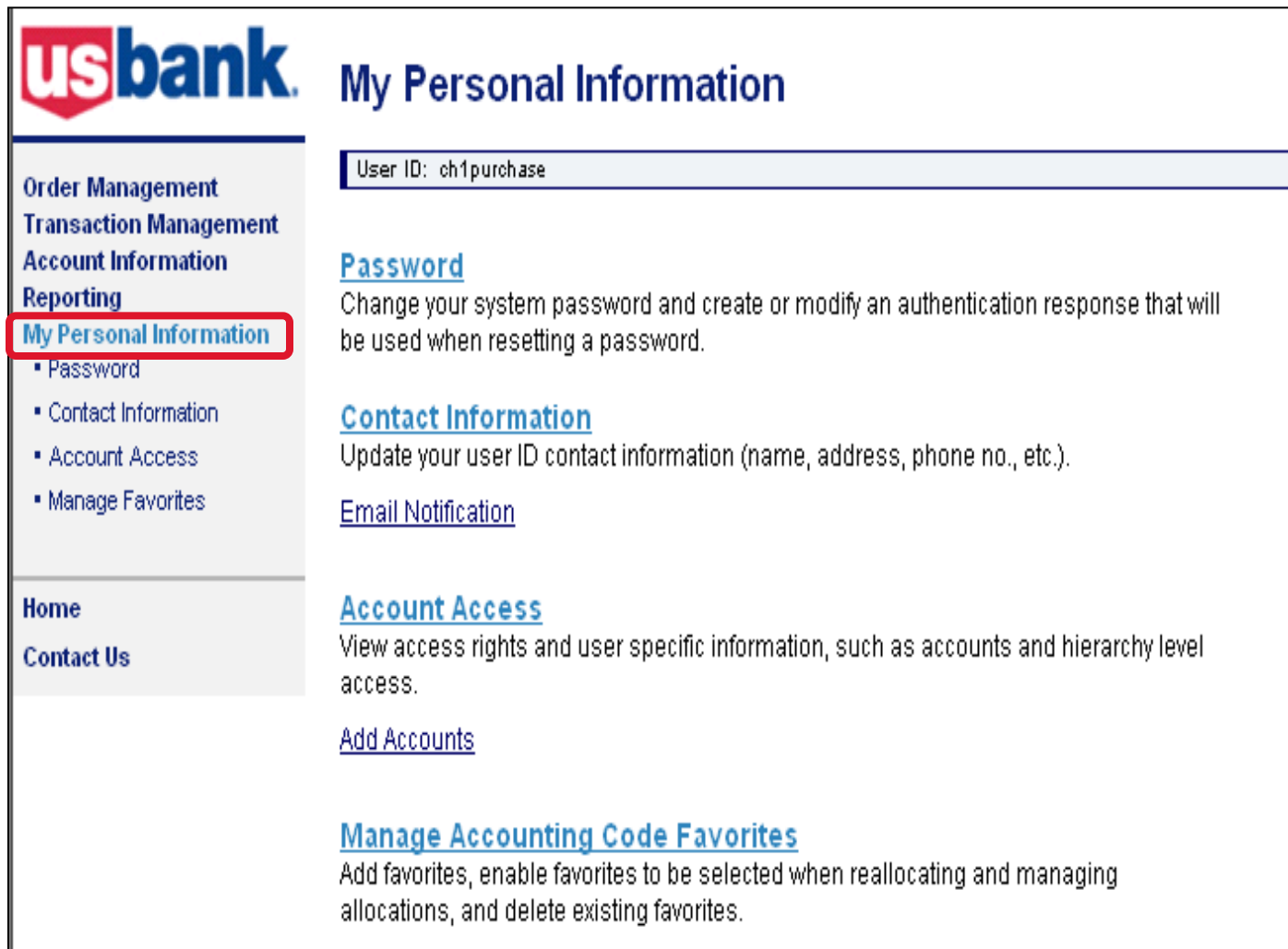
#### [Transaction Aging](#)

Detailed client transaction information and payment aging history.

- Shows spend amount per cycle or longer period
- Shows line of accounting
- Shows whether transaction was disputed



# My Personal Information



**usbank.** 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.

**usbank.**

# Pay and Confirm Process

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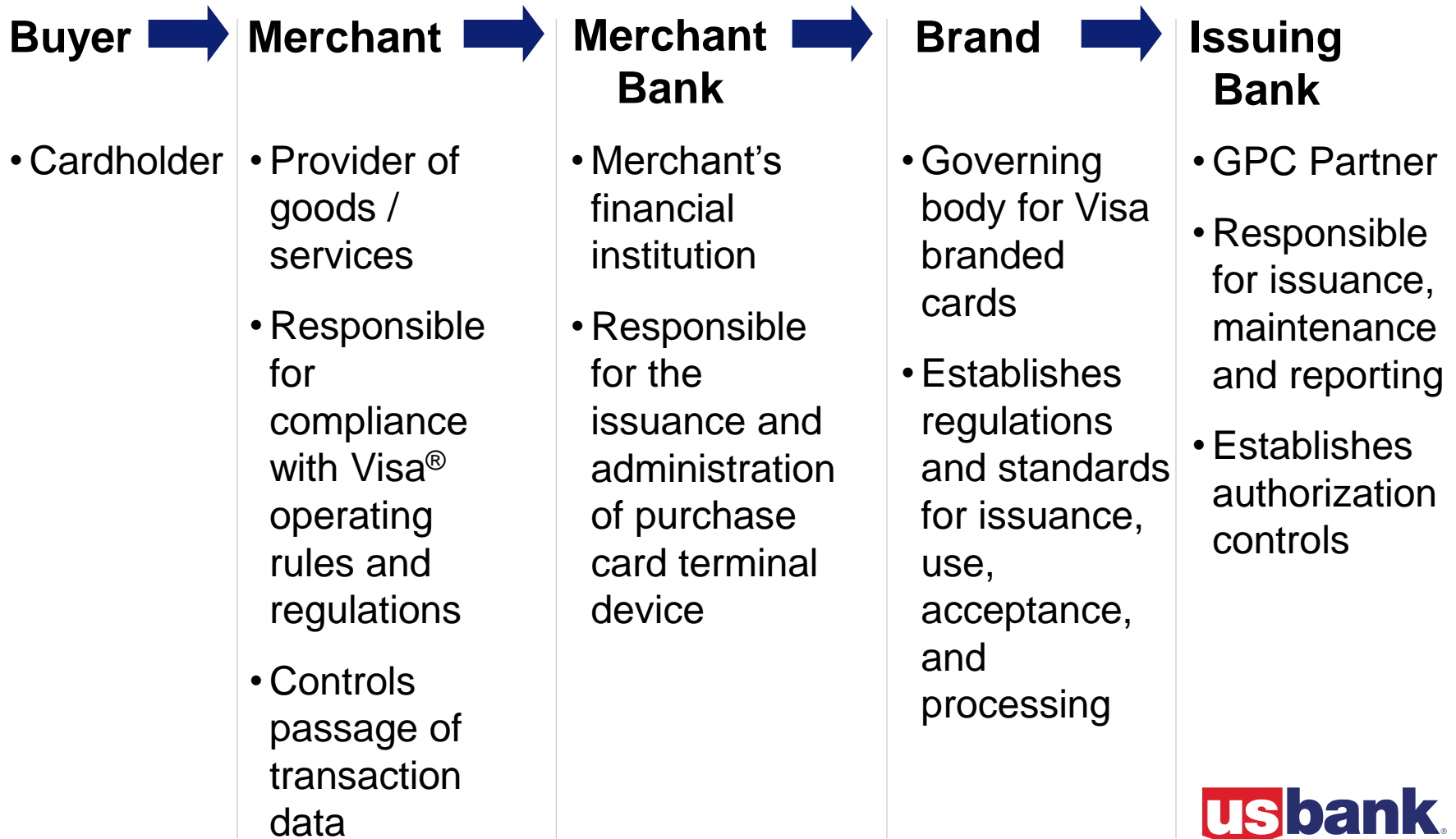


# Pay and Confirm Functions

- Transaction process
- Financial manager functions
  - Certify managing account for payment
- Cardholder functions
  - Approve each transaction
  - Approve cardholder statement
- Approving Official functions
  - Review / final approve each transaction
  - Approve managing account statement



# General Transaction Process



# Financial Manager Process

- Input appropriate limits to accounts
  - Quarter spend limit
  - Yearly spend limit
- Input accounting information to accounts
  - If set up properly, may eliminate payment rejects at DFAS
- Input extract information for certification process
  - Ensures obligation and invoice files flow to correct location
- Certify accounts for payment

USAF policy is to assign at least one of these per managing account

# Cardholder Process

- Creates order
- Makes purchase
- Transaction posts
- Matches order to transaction to approve transaction
- Reallocates transaction, if necessary
- Disputes transaction, if necessary
- Approves statement



# Approving Official Process

- Rejects transaction back to cardholder, if necessary
- Reviews and final approves each transaction for every cardholder
- Approves managing account statement



## Timeframes (USAF Times Are Different)

- Cardholders have 15 days to approve in Access Online or they are locked-out
- Approving Officials must approve Managing Account Statement within 60 days or account becomes S1'd
- Certify within 60 days or account becomes M9'd
- 181+ days of non-payment will shut down agent
- Financial Managers cannot perform maintenance to extract information or accounting code information if account is closed



# Accounting Code Management (Financial Manager)



## Accounting Code Management

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

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### 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.



# Account Administration

**usbank** Managing Accounts  
Summary and Tasks

Managing Account Number:  [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:**  
**Name:** ACME PC ORG      **Agent:**  
**Status:** ""-OPEN      **Company:**

Task	Description
<a href="#">Extract Information</a>	Input financial extract information assigned to the account.
<a href="#">Default Accounting Code</a>	Input the default accounting code assigned to the account.
<a href="#">Authorization Limits</a>	Input authorization limit information such as credit limit, single purchase limit, and available credit.



# Order Management – Recording the Purchase

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# Order Management



- Order Management
  - Order Maintenance
  - Match Multiple Orders
- Transaction Management
- Account Information
- Reporting
- My Personal Information

## Order M Create Order

Card Account No.  
Role: Cardholder  
» Create Manage Trans List

Use this form to create an Order that

\* = required  
[Collapse All](#)

### [-] Information

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

#### General

Control Number: *	<input type="text" value="00000000001084"/>	Order Date: *	<input type="text" value="04/30/2011"/>	Creation Date:	04/30/2011
Match Status:	Open	Source:	ch1purchase	User ID:	<input type="text" value="ch1purchase"/>
Business Unit:	<input type="text"/>	Invoice #:	<input type="text"/>	Document #:	<input type="text"/>
Authorization Number:	<input type="text"/>	Requestor Name: *	<input type="text"/>	Transaction Method Code:	<input type="text"/>

#### Financials

Credit Order

Amount: *	<input type="text" value="0.00"/>	Other Tax:	<input type="text" value="0.00"/>	Freight Amount:	<input type="text" value="0.00"/>
Source Currency:	<input type="text" value="U.S. Dollar"/>				
EDI Routing Number:	<input type="text"/>	<a href="#">Search and Select EDI Routing Number</a>			
Source Currency Amount:	<input type="text"/>	Property Book: *	<input type="text" value="No"/>		
Miscellaneous Amount:	<input type="text"/>	Contract Payment Method: *	<input type="text" value="No"/>	UID Required: *	<input type="text" value="No"/>
Contingency Operations:	<input type="text"/>				

- 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
<i>No Line Items have been defined for this Order. Click "Add" to add line items.</i>							
<b>Add</b>	<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
<i>No allocations exist for this order. Click the "Add" button to add allocations.</i>				
<b>Add</b>	<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 – Certifying an Account for Payment

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# Certifying a Managing Account for Payment

- Managing accounts can be certified individually, or a page at a time
- Each page must be certified separately

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank** Transaction Management  
Managing Account List

Role: Certified - FSD [Switch Role](#)

[Managing Acct List](#) [Card Acct List](#) [Trans List](#)

**[-] Product Summary**

Total Number of Open Managing/Diversion Accounts: 2    Open Card Accounts: 14    Suspended Card Accounts: 0

**[+] Search Criteria** [Return to top](#)

**[-] Managing Account List** [Return to top](#)

Records 1 - 2 of 2  
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	Cycle Date	Posted		Approved		\$ of Trans by CH	%
				# of Trans	\$ of Trans	# of Trans by CH	%		
<input type="checkbox"/>	MA 47462845000000000000	ACME PC ORG	Open	577	\$341,112.36	1	0.1%	\$1,545.00	0.4%
<input type="checkbox"/>		ACME PC ORG TEST	Open	463	\$257,759.77	0	0.0%	\$0.00	0.0%

[Open Account](#)

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

Records 1 - 2 of 2

[Certify MA/DA Statement](#) [Reject](#)



# Certifying a Managing Account for Payment

The screenshot shows the U.S. Bank Access Online interface. At the top, it says 'U.S. Bank Access® Online' and 'ACME10 PC Organization'. Below the 'usbank' logo, there's a navigation menu with options like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Event Driven Notification', 'Account Administration', 'Transaction Management', 'Account Information', 'Reporting', 'Data Exchange', and 'My Personal Information'. The main content area is titled 'Transaction Management' and 'Managing Account Statement Confirmation'. It contains a warning message: 'Flags and routers are not set. The EDI file will not be created. Please contact your Provider for more information. Are you sure you want to continue?'. Below this message are 'Yes' and 'Cancel' buttons. A red callout box points to the warning text.

U.S. Bank Access® Online

ACME10 PC Organization  
Our Payment Products Logout

**usbank.** Transaction Management  
Managing Account Statement Confirmation

Request Status Queue  
Active Work Queue  
System Administration  
Event Driven Notification  
Account Administration  
Transaction Management  
▪ Managing Acct List  
▪ Card Account List  
▪ Transaction List  
Account Information  
Reporting  
Data Exchange  
My Personal Information

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Flags and routers are not set. The EDI file will not be created. Please contact your Provider for more information. Are you sure you want to continue?

The following Managing Accounts are shown:

**Yes** **Cancel**

This “warn and continue” message alerts you that the flags and/or routers are not set for the account(s) shown. Go ahead and certify and then correct the problem so it won’t happen again next cycle. The account(s) shown will need to be paid manually.



# Certifying a Managing Account for Payment

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank** **Managing Accounts**  
Maintain Extract Information

Managing Account Number: 4716304556590985, ACME PC ORG

Maintain extract information, then send the request.

**Product:** Purchasing      **Bank:** 3058  
**Name:** ACME PC ORG      **Agent:** 0064  
**Status:** "" -OPEN      **Company:** 11789

**Electronic Data Interchange (EDI) Routing Number**

Send	Type	Value	
<input checked="" type="checkbox"/>	Invoice	F67100	<a href="#">Search for Value</a>
<input type="checkbox"/>	Credit Invoice		<a href="#">Search for Value</a>
<input checked="" type="checkbox"/>	Obligation	F67100	<a href="#">Search for Value</a>
<input type="checkbox"/>	Cost Transfer		<a href="#">Search for Value</a>

Extract Information Comments:

**Note:** the maximum amount of characters allowed is 254.  
Character count= 0

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

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This is where you'd correct the flags and routers notice. This is in Managing Account maintenance. Both the invoice and obligation should be enabled, with applicable routing codes assigned. If the account has reallocation rights, also enable the cost transfer, and apply its router.



# Managing Account Statement Confirmation

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank.** **Transaction Management**  
**Managing Account Statement Confirmation**

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

- Managing Acct List
- Card Account List
- Transaction List

Account Information  
Reporting  
Data Exchange  
My Personal Information

Home  
Contact Us

Pursuant to the 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.

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© 2010 U.S. Bancorp R031.00b52.0 usb Demo 2



# Certifying a Managing Account for Payment

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank** Transaction Management  
Managing Account List

Role: Certified - FSO

» Managing Acct List | Card Acct List | Trans List

**i** The action was successfully completed.



[ - ] Product Summary



Total Number of Open Managing/Diversion Accounts: 2      Open Card Accounts: 14

[ + ] Search Criteria

[ - ] Managing Account List

Records 1 - 2 of 2  
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Realloc](#)

Select	Account Number	Account Name	Cycle Date	#
<input type="checkbox"/> 		ACME PC ORG	04/09/2010	
<input type="checkbox"/> 		ACME PC ORG TEST	04/10/2010	

 Open Account     Certified - FSO

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

Records 1 - 2 of 2

- You'll see the message saying the certification was successful
- Accounts now have the "Certified Symbol" displayed next to the account number



# Transaction Management – Cardholder Responsibilities

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# Matching – Cardholder

**usbank** 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	54540000000000

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	<a href="#">0000102385</a>	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 field]  
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
	<b>MM</b>	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

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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

D Disputed  
 C Matched  
 A Exception  
 A 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

**usbank** Transaction Management  
Card Account Summary with Transaction List

Card Account Number: [redacted] [Switch Accounts](#)  
Role: Certified - BO [Switch Role](#)

[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: 0.00  
% 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 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

**usbank.**

**Transaction Management**  
**Card Account Statement Confirmation**

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

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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.

**Agree** **Disagree**



# Transaction Management – Approving Official Responsibilities

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# Managing Account Statement Approval

- Review, and then final approve each transaction
- This must be done for every assigned cardholder before statement approval is activated

Records 1 - 18 of 18  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Co
<input type="checkbox"/>		<a href="#">Final Approved</a>		04/27	04/28	UTAH COMMERCIAL SUPPLY IN	435-8841924, UT	\$129.99		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/23	04/26	DOD EMALL	BATLE CREEK, MI	\$239.92	CR	05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/22	04/23	WALMART.COM *INTERNET O	800-966-6546, AR	\$11.94	CR	05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/19	04/20	BLK*BOX CORP	724-746-5500, PA	\$72.22		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/14	04/16	HAGEMEYERNA CBG2	843-745-2935, SC	\$45.60		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/14	04/15	NEWEGG COMPUTERS	800-390-1119, CA	\$65.96		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/14	04/15	WALMART.COM *INTERNET O	800-966-6546, AR	\$227.82		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/14	04/15	NOT JUST PRINTERS,INC	718-4366508, NY	\$150.00		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/14	04/15	AES SYSTEMS, INC.	801-491-3804, UT	\$1,096.60		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/13	04/14	PLATT ELEC SPPLY 0057	5036416121, UT	\$394.79		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/13	04/14	USA IMPACT 01 OF 01	469-5741126, TX	\$316.00		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/12	04/13	DOD EMALL	BATLE CREEK, MI	\$1,773.52		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/09	04/12	ADEMCO DIV OF HONEYWELL	5169216706, NY	\$1,983.00		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/08	04/12	NAT'L BUSINESS FURNITURE	800-626-6060, WI	\$2,128.20		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/08	04/12	DELL MARKETING L.P.	800-234-1490, TX	\$158.38		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/08	04/12	OFFICEMAX CT*IN#737848	800-264-7370, IL	\$98.88		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/09	04/12	CDW*GOVERNMENT INC	800-808-4239, IL	\$551.59		05691	233400000000
<input checked="" type="checkbox"/>		<a href="#">Final Approved</a>		04/09	04/12	HILTI INC CSR #4 8008798	800-8796000, OK	\$489.60		05691	233400000000

Disputed 
  Matched 
  Exception 
  Reallocated 
  Trans Detail Level

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

Records 1 - 18 of 18

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



# Managing Account Statement Approval

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

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank** Transaction Management  
Managing Account Summary with Card Account List

Managing Account Number: 4716304556590985, ACME PC ORG [Switch Accounts](#)  
[Switch Role](#)  
Role: Approved - AD

Create Manage **Managing Acct List** » Card Acct List Trans List

**[-] Managing Account Summary**

Account Number: 4716304556590985 Account Name: ACME PC ORG

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

Total # Card Accounts:	7	Total Fees:	\$0.00
Open Card Accounts:	7	Total Transactions:	\$536,753.03 819
Suspended Card Accounts:	0	Cardholder Approved Transactions:	\$2,143.25 1
Previous Statement Balance:	\$0.00		
Payments Since Previous Statement:	\$0.00		

Open Account  Certified - FSO

Statement Approval History  
[Show all](#)

Approval Status	Approval Date	Approved by
Certified - FSO	05/28/2010	APCO10.pa3form

**[+] Search Criteria** [Return to top](#)

**[-] Card Account List** [Return to top](#)



# Managing Account Approval Confirmation Statement

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

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**usbank** **Transaction Management**  
**Managing Account Statement Confirmation**

I certify that the items listed herein are correct and proper for payment from the appropriation(s) or other funds designated thereon or on supporting vouchers, and that the payment is legal, proper and correct, except as may be noted herein or on supporting documents.

**Event Driven Notification**  
**Order Management**  
**Transaction Management**  
▪ Managing Acct List  
▪ Card Account List  
▪ Transaction List

**Account Information**  
**Reporting**  
**Data Exchange**  
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# Rejecting a Transaction Back to a Cardholder

- Once the cardholders have completed their duties, the Approving Official (AO) must review the transactions to make sure they were approved correctly.
- If a transaction was not approved correctly, the AO can reject the transaction back to the cardholder to be fixed. (This also unapproves the cardholder's statement)
- Note: The system will not notify the cardholder of a rejected transaction. It is up to the AO to contact the cardholder so that they can re-process the rejected transaction and reapprove the cardholder statement.




# Completion of Managing Account Approval

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout




**usbank** Transaction Management  
Managing Account Summary with Card Account List

Managing Account Number: 4716304556590985, ACME PC ORG [Switch Accounts](#)  
[Switch Role](#)  
Role: Approved - AO

Create Manage Managing Acct List **» Card Acct List** Trans List




**i** The action was successfully completed. 

**[-] Managing Account Summary**

Account Number: 4716304556590985 Account Name: ACME PC ORG  
  

Cycle: 04/09/2010  [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts:	7	Total Fees:	\$0.00
Open Card Accounts:	7	Total Transactions:	\$536,753.03 819
Suspended Card Accounts:	0	Cardholder Approved Transactions:	\$2,143.25 1
Previous Statement Balance:	\$0.00		
Payments Since Previous Statement:	\$0.00		

 Open Account  Certified - FSD  Approved - AO

Statement Approval History  
[Show all](#)

Approval Status	Approval Date	Approved by
Approved - AO	05/28/2010	APCO10.pa1 billing

**[+] Search Criteria** [Return to top](#)



# Refunds

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# 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...



# Things to Know

- EDI Enable accounts when possible
- Certifying accounts, making payments as soon as possible, yields a lower file turn = higher refunds
- Quarter starting balances significantly impact the refund per each quarter
  - Key is to try to have the bill paid before the end of the month, if possible, to maximize file turn



# Examples

\$ Spend	File Turn	Net Refund
\$1 million	30	\$12,000
\$1 million	25	\$12,750

- This example shows that even though the spend amount was identical, the lower file turn of 25 earned \$750 additional refunds



## Examples (Continued)

<b>FY10 - Air Force Refund Summary</b>			
	<b>Spend</b>	<b>File Turn</b>	<b>Rebate</b>
1st Quarter	\$326,256,041	30	\$3,855,398
2nd Quarter	\$341,717,617	25	\$4,287,826
3rd Quarter	\$401,679,368	26	\$4,969,410
4th Quarter	\$609,882,129	23	\$7,821,558
	<b>\$1,679,535,155</b>		<b>\$20,934,193</b>

- During FY10, the USAF set records for the low file turn and amount of refund earned. Great job, USAF!



## Examples (Continued)

- **HOWEVER, the USAF can do better!**
- Did you know that if the USAF used the GPC as payment for IDIQ Delivery Orders, BPA Calls and BOA Orders, as well as purchase orders and delivery orders awarded within the Contracting Office, the USAF could earn at least an additional QUARTER BILLION DOLLARS in refunds per year?
- Army is also using GPC for Contract Payments (Type “C” contracts) at a test location, earning over \$30mm in refunds so far
  - USAF could earn additional refunds by doing a similar test



# Recap

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



# Questions?



# Thank You

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

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