



A
Winning
HAND:

U.S. Bank Access[®] Online Orientation

Jennifer Patner – Vice President
Nathan Johnson – Account Manager

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Agenda

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



Functionality – Overview

Program Management

- Account Setup
- Maintenance
- Web Statement/
Cardholder
ePay

Initial Transaction Allocation

- Default Accounting Code
- Automated MCC Allocation

Transaction Management

- Dispute
- Comments
- Reallocate
- Manage Tax
- User Line Items
- TAP
- Valid Values
- CSV

Reporting

- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Flex Data Reporting/Report Scheduler




14th Annual
CIO Enterprise
Value Award
Winner



Login Screen

U.S. Bank Access® Online



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](#)

[Contact Us](#)
[Login](#)


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Account Administration


U.S. Bank Access® Online



Account Administration

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

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Cardholder Accounts

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

Active Work Queue

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



Reporting and Report Scheduler

U.S. Bank Access® Online



- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Payment Plus
- Order Management
- Transaction Management
- Travel Expense 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

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- 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.

Global

Analyze spending for global reports.

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My Personal Information

U.S. Bank Access® Online

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[Our Payment Products](#) [Logout](#)



My Personal Information

User ID: NPJOHN1

[Password](#)

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

[Contact Information](#)

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

[Email Notification](#)

[Account Access](#)

View access rights and user specific information.

[Manage Accounting Code Favorites](#)

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

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


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Transaction Management



Transaction Management

Card Account Summary with Transaction List

Request Status Queue

Active Work Queue

System Administration

Account Administration

Transaction Management

- Transaction List

Enhanced Supplier Management

Account Information Reporting

Data Exchange

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Client Relationship: Department [Switch Relationships](#)

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

» Trans List

[-] Card Account Summary

Account Number: ⊕ Outstanding Orders: \$0.00 0

Account Name: Unmatched Transactions: \$33,038.95 170

Billing Cycle Close Date: Open Search

⊕ Open Account

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

[-] Transaction List [Return to top](#)

Records 1 - 20 of 20

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		Pending	<input type="checkbox"/>	06/14	06/16	DISH NETWORK-ONE TIME	800-894-9131, CO	\$104.99
<input type="checkbox"/>		Pending	<input type="checkbox"/>	06/14	06/16	DISH NETWORK-ONE TIME	800-894-9131, CO	\$92.00
<input checked="" type="checkbox"/>		Pending	<input type="checkbox"/>	06/14	06/15	GREAT NORTHWEST IN001050	ST. PAUL, MN	\$300.00
<input type="checkbox"/>		Pending	<input type="checkbox"/>	06/14	06/15	*FINANCE CHARGE* CASH ADV		\$5.10
<input type="checkbox"/>	Ⓡ	Pending	<input type="checkbox"/>	06/09	06/10	LOUIS KNAPP 001047	ST. PAUL, MN	\$100.00
<input type="checkbox"/>	Ⓡ	Pending	<input type="checkbox"/>	06/09	06/10	*FINANCE CHARGE* CASH ADV		\$1.70



Transaction Management

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To approve and forward the transaction, click "Approve."

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

Transaction

Date: 06/14/2010
Purchase ID:
Total Amount: 300.00
Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant

Name: GREAT NORTHWEST
IN001050
City/State: ST. PAUL, MN
Transaction Type: CASH ADVANCE FOR CHECK
MCC Code: 6051
MCC Description: NONFIN INS/MON ORD TRV CK

Reference Information

Billing Cycle: Open
Posting Date: 06/15/2010
Reference Number: 00000000004614158018000
Authorization Number: 093854

Extract Date(s)

**Most Recent Standard
Financial Extract:** 06/16/2010
General Ledger Extract:
Payment Extract:

Currency

Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 300.00

[Mark as Reviewed](#)

[Approve](#)

[View Check Image](#)

[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



Web-Based Training (WBT)

usbank
Five Star Service Guaranteed

login

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

Lesson and Certification Login [\(Why register?\)](#)
To create a customized training experience, or to register for Access Online training, please login.

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

Please enter your personal password:

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

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

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



Web-Based Training (WBT)

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



Questions?



Thank You

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

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