



A
Winning
HAND:

**U.S. Bank Access[®] Online Overview –
Account Setup and Maintenance (ASM)
A/OPCs and Financial Managers**

**Presented by Kaydee Weida
Account Coordinator
Minneapolis, MN**

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ASM Agenda

- ASM overview
- Workflow process
- Managing account setup
- Cardholder account setup
- Account maintenance
 - Effective dating
- Access Online user ID
- Web-based Training (WBT)



ASM Overview

- Available tools for account setup
 - Paper form
 - Access Online
- Available tools for account maintenance
 - Phone
 - Customer Service
 - Paper form
 - Access Online



Workflow

- Separation of duties
 - AOPC vs. FM responsibility
 - AOPC initiates and final reviews account setup
 - Demographics, account information, authorization limits
 - FM manages finance information
 - Extract information, accounting codes, authorization limits
- Balance
 - Ensures that the AOPC and FM collaborate on account setup
- Expectations
 - New account setup
 - Managing account – three business days
 - Cardholder account – two business days
 - UPS regular card delivery – seven to ten business days
 - Active work queue 14 days



Workflow Process

Managing and Cardholder Account Setup

<u>Screens</u>	Workflow		Non-Workflow
	<u>A/OPC</u>	<u>FSO/RM</u>	<u>A/OPC</u>
Demographics	X		X
Account Information	X		X
Extract Information		X	X
Accounting Code		X	X
Authorization Limits	X	X	X
Final Review (all screens)	X		X

*Can vary by agency



Managing Account Setup

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Account Setup (A/OPC Screen)

<p>Request Status Queue Active Work Queue System Administration Event Driven Notification Account Administration<ul style="list-style-type: none">▪ Cardholder Accounts▪ Managing Accounts</p> <p>Payment Plus Order Management Transaction Management Account Information Reporting Data Exchange My Personal Information</p> <hr/> <p>Home Contact Us</p>	<h2>Cardholder Accounts</h2> <ul style="list-style-type: none">▪ Create New Cardholder Account Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.▪ Unlock Cardholder Account Reset a cardholder's account if locked out during Online Registration.▪ Maintain Cardholder Account Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account. <h2>Managing Accounts</h2> <ul style="list-style-type: none">▪ Create New Managing Account Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.▪ Maintain Managing Account Update demographic information, account information (change account status), extract information, accounting codes and authorization limits on a managing account. <h2>Active Work Queue</h2> <p>View the tasks to be completed and the progress of the account setup in the Active Work Queue.</p>
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Demographics (A/OPC Screen)

1 Apartment/suite number must be entered for this address. Please complete.
2 Our post office software has updated the address entered. Please review the address before continuing.

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.
Product: PURCHASING
Status:

* = required

Last Name:* First Name:* MI:

Date of Birth:
Month Day Year

Identification Number:

Tax Exempt Number:

Optional 1: Third Line Embossing:

Address 1:* Address 2:

City:* State/Province:(* if USA or Canada) Zip/Postal Code:(* if USA or Canada)

Country:*

Work Phone:* Home Phone:

Alternate Phone: Fax:

Email Address:

Demographics Comments:

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

Save & Continue **File for Later** **Cancel Setup**



Account Information (A/OPC Screen)

[Demographics](#) → **Account Information** → Extract Information → Accounting Code → Authorization Limits

Enter account information, then file for later.

Product: PURCHASING

Name: Kayla Johnson

Status:

* = required

Hierarchy Position

Bank: Agent: *

3058 [Search for Hierarchy Position](#)

Save & Continue **Cancel Setup**



Search for Agent (A/OPC Screen)

Managing Account

Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:
 ←

Bank: Agent:
3058 ←

Search ←

Select a Hierarchy Position
All positions that match your search criteria.

Records 1 - 1 of 1

Select	Bank	Agent	Comp	Div	Dept
<input type="radio"/> ←	3058	0066			

Records 1 - 1 of 1

Select Position

[<<Back to Account Setup](#)



Search for Hierarchy (A/OPC Screen)

Managing Account

Name: KAYLA JOHNSON

Status:

* = required

Hierarchy Position

Bank: Agent: 3058 0066 [Search for Hierarchy Position](#)

Organization Name*

Defense Logistics Agency

Account Information

Cycle Day: 10

Expiration Date:

Temp Auth Start Date: **Note:** Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.

Temp Auth End Date:

Reporting Level

Lvl 1: * Lvl 2: * Lvl 3: * Lvl 4: * Lvl 5: Lvl 6: Company # [Search for Reporting Level](#)

Account Information Comments:

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

[Save & Continue](#) [File for Later](#) [Cancel Setup](#)



Search for Hierarchy (continued)

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Level 4

Bank: Level 1: Level 2: Level 3: Level 4: Level 5:
3058

Search

Select a Hierarchy Position

All positions that match your search criteria.

Records 1 - 2 of 2

Select	Bank	Lv 1	Lv 2	Lv 3	Lv 4	Lv 5	Lv 6	Lv 7
<input type="radio"/>	3058	11790	22222	33333	44444			
<input checked="" type="radio"/>	3058	11791	22222	33333	44444			

Records 1 - 2 of 2

Select Position

[<<Back to Account Setup](#)



Account Information (A/OPC Screen)

Managing Account

Hierarchy Position
Bank: Agent:
3058 0066 [Search for Hierarchy Position](#)

Organization Name*

Account Information
Cycle Day: 10
Expiration Date:
Temp Auth Start Date: **Note:** Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.
Temp Auth End Date:

Reporting Level
Lvl 1: * Lvl 2: * Lvl 3: * Lvl 4: * Lvl 5: Lvl 6:
Company # [Search for Reporting Level](#)

Account Information Comments:

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

Save & Continue **File for Later** **Cancel Setup**



Authorization Limits (A/OPC Screen)

Managing Account

Credit Limit: * Single Purchase Limit:

% Cash: (0-100)

Fiscal First Month:
10

Standard Velocity Limits

Daily Dollar: Daily Transaction:

Cycle Dollar: * Cycle Transaction:

Monthly Dollar: Monthly Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh from Date:
Month Day Year

Note: If the Refresh from Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh to Date:
Month Day Year

Days in Refresh Cycle:

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

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



Active Work Queue (FM Screen)

usbank. Active Work Queue

[Request Status Queue](#)
Active Work Queue
[System Administration](#)
[Event Driven Notification](#)
[Account Administration](#)
[Transaction Management](#)
[Account Information](#)
[Reporting](#)
[Data Exchange](#)
[My Personal Information](#)

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

[Maintain Cardholder Account](#)
[Maintain Managing Account](#)

Select a task to work.

Records 1 - 1 of 1 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Auth Limits	MANAGING ACCOUNT SETUP	Purchasing	JOHNSON,KAYLA	06/03 09:42

Records 1 - 1 of 1 [Refresh List](#)



Authorization Limits (FM Screen)

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit:

10

Single Purchase Limit:

5

% Cash:

0

Fiscal First Month:

10

Standard Velocity Limits

Daily Dollar:

Daily Transaction:

Cycle Dollar:

10

Cycle Transaction:

Monthly Dollar:

Monthly Transaction:

Quarterly Dollar:

Quarterly Transaction:

Yearly Dollar:

Yearly Transaction:

Custom Velocity Limits

Other Dollar:

Other Transaction:

Refresh from Date:

Refresh to Date:

Days in Refresh Cycle:

Merchant Authorization Controls



Extract Information (FM Screen) Continued

Enter extract information, then save and continue.

Product: PURCHASING

Name: KAYLA JOHNSON

Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	
<input checked="" type="checkbox"/>	Invoice	HQ0131	Search for Value
<input type="checkbox"/>	Credit Invoice		Search for Value
<input checked="" type="checkbox"/>	Obligation	033181	Search for Value
<input type="checkbox"/>	Cost Transfer		Search for Value

Extract Information Comments:

Note: the maximum amount of characters allowed is 254.

Character count = 0

Save & Continue

File for Later

Cancel Setup



Account Validation Controls (FM Screen)

Account Validation Control (AVC) Name:

Accounting Code Structure Name:

AVC Type:
All

Processing Hierarchy Position:
Bank: Agent:

Records 1 - 3 of 3

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Hierarchy Bank
<input type="radio"/>	Demo Child AVC-Demonstration	DEMO ACS	Child	Demo Parent AVC	3	3058
<input type="radio"/>	Demo Child AVC-Training	DEMO ACS	Child	Demo Parent AVC	3	3058
<input checked="" type="radio"/>	Demo Parent AVC	DEMO ACS	Parent		0	3058

Records 1 - 3 of 3



Default Accounting Code (FM Screen)

Account Validation Control (AVC) Name: Demo Parent AVC [Switch AVC](#)

Reallocation Method:

- No Reallocation
- Reallocate by Accounting Validation Control
- Reallocate by Alternate Accounting Codes

Default Accounting Code

Segment Name (Length)				
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)
54540000000000000000				5454

Search for Valid Value

Associated Alternate Accounting Codes
[Select AACs](#)

Remove	Alternate Accounting Code Name	Accounting Code - Segment Name(Length)
	APPROPRIATION (20)	OAC (2) ASN (5) UIC (6) PEC (12) ORG (8)

No Alternate Accounting Codes are associated. Use the link Select AACs to associate Alternate Accounting Codes.

Remove

[Select AACs](#)

Default Accounting Code Comments:

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

Save & Continue **File for Later** **Cancel Setup**



Active Work Queue (A/OPC Screen)

usbank. Active Work Queue

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 2 of 2 [Refresh List](#)

<u>Task (Select Task)</u>	<u>Request Type</u>	<u>Product</u>	<u>Account Name</u>	<u>Start Date</u>
MA Data Entry-Demographics	MANAGING ACCOUNT SETUP	Purchasing		06/03 09:39
Final Review	MANAGING ACCOUNT SETUP	Purchasing	JOHNSON,KAYLA	06/03 09:42

Records 1 - 2 of 2 [Refresh List](#)

Request Status Queue
Active Work Queue
System Administration
Event Driven Notification
Account Administration
Payment Plus
Order Management
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us



A/OPC Final Review Process

- Demographics
- Account information
- Extract information
- Accounting code
- Authorization limits



Final Review (A/OPC Screen)

Authorization Limits

[Demographics](#) → [Account Information](#) → [Extract Information](#) → [Accounting Code](#) → **Authorization Limits**

Product: PURCHASING
Name: KAYLA JOHNSON
Status:

Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit: 10
Single Purchase Limit: 5
% Cash: 0
Fiscal First Month: 10

Standard Velocity Limits

Daily Dollar:
Daily Transaction:
Cycle Dollar: 10
Cycle Transaction:
Monthly Dollar:
Monthly Transaction:
Quarterly Dollar:
Quarterly Transaction:
Yearly Dollar: 10
Yearly Transaction:

Custom Velocity Limits

Other Dollar:
Other Transaction:

Refresh from Date:
Refresh to Date:
Days in Refresh Cycle:

Refer to Managing Account
Single Purchase Limit: Yes

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111A	Approve	0	Custom	View Details
MCCG111	Approve	0	Custom	View Details

Authorization Limits Comments:

Approve **Reject**



Final Review (A/OPC Screen)

Reject Managing Account Setup

Authorization Limits

Reject Fields: *

Credit Limit

Single Purchase Limit

% Cash

Daily Limits

Cycle Limits

Monthly Limits

Quarterly Limits

Yearly Limits

Other Limits

Reject Reason: *

Credit Limit should be 12k

Note: the maximum amount of characters allowed is 255.
Character count = 0

Send

[<< Back to Authorization Limits](#)



Request Status Queue

Request Status Queue

Account Requests

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)

[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a request to view the details.

Records 1 - 3 of 3

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update
	Pending-Submit MA Setup	5555060310124634	MANAGING ACCOUNT SETUP	06/03 09:42	JOHNSON,KAYLA	06/03 12:46
	MA Data Entry-Demographics		MANAGING ACCOUNT SETUP	06/03 09:39		06/03 09:39
	Pending-Setup CH Acct	5555060210125307	CARDHOLDER SETUP	06/02 12:30	WEIDA,KAYDEE	06/02 12:53

Records 1 - 3 of 3

[Delete Request](#)



Cardholder Account Setup

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Account Information A/OPC Screen

Hierarchy Position
Bank: 3058 Agent: 0066 Comp: 11791 Div: Dept: [Search for Position](#)

Organization Name
TRAINING AGENCY

Account Information
Managing Account: 4716304556611542
Cycle Day: 12
Expiration Date:
Temp Auth Start Date: Month Day Year
Temp Auth End Date: Month Day Year
Plastic: Yes, No Pin
Checks: Yes No
Checks not Valid:
 Checks not valid over the dollar amount of: \$ 3000
Alternate Address 1:
Alternate Address 2:
Alternate City:
Alternate State/Province:
Alternate Country:
Alternate Zip/Postal Code:

Reporting Level
Lvl 1: 11791 Lvl 2: 22222 Lvl 3: 33333 Lvl 4: 44444 Lvl 5: 55555 Lvl 6: Lvl 7:
[Search for Reporting Level](#)

Note: Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.



Authorization Limits (A/OPC Screen)

Cardholder Account

Product: PURCHASING
Name: Cory Bode
Status:

* = required

Authorization Limits

Credit Limit: * **Single Purchase Limit:**

% Cash:

Fiscal First Month:

Standard Velocity Limits

Daily Dollar: **Daily Transaction:**

Cycle Dollar: * **Cycle Transaction:**

Monthly Dollar: **Monthly Transaction:**

Quarterly Dollar: **Quarterly Transaction:**

Yearly Dollar: **Yearly Transaction:**

Other Dollar: **Other Transaction:**

Refresh from Date:
 Month Day Year

Refresh to Date:
 Month Day Year

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

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




Authorization Limits (A/OPC Screen)

Product: PURCHASING **Bank:** 3058
Name: KAYLA JOHNSON **Agent:** 0066
Status: **Company:**

Search for a Merchant Authorization Control by name or description. Leave the fields blank to view all available Merchant Authorization Controls.

Control Name:

OR Description:

Search 

To add a control to the Selected Merchant Authorization Controls, select the control in the list on the left and click "Add." To remove a selected control from the list, mark the control in the list on the right and click "Remove." When your selection(s) are complete, click "Select Controls."


Records 1 - 2 of 2

Found Merchant Authorization Controls

Select	Control	Description	Type	Action
<input checked="" type="checkbox"/>	MCCG111		Custom	View Details
<input checked="" type="checkbox"/>	MCCG111A		Custom	View Details

Records 1 - 2 of 2

Select Controls

Add >> 

<< Remove

Select	Control	Description	Type	Action
No Merchant Authorization Controls selected for this account				

Note: 0 controls added out of a maximum of 9.



Authorization Controls (A/OPC Screen)

Control Name:

OR Description:

Search

To add a control to the Selected Merchant Authorization Controls, select the control in the list on the left and click "Add." To remove a selected control from the list, mark the control in the list on the right and click "Remove." When your selection(s) are complete, click "Select Controls."

Select	Control	Description	Type	Action
No controls found. Enter criteria and click "Search."				

Add >>

<< Remove

Selected Merchant Authorization Controls

Select	Control	Description	Type	Action
<input type="checkbox"/>	MCCG111		Custom	View Details
<input type="checkbox"/>	MCCG111A		Custom	View Details

Note: 2 controls added out of a maximum of 9.

Select Controls



Authorization Limits (A/OPC Screen)

Product: PURCHASING
Name: Cory Bode
Status:

* = required

Authorization Limits

Credit Limit: * **Single Purchase Limit:**

% Cash:
0

Fiscal First Month:
10

Standard Velocity Limits

Daily Dollar: **Daily Transaction:**

Cycle Dollar: * **Cycle Transaction:**

Monthly Dollar: **Monthly Transaction:**

Quarterly Dollar: **Quarterly Transaction:**

Yearly Dollar: **Yearly Transaction:**

Other Dollar: **Other Transaction:**

Refresh from Date:
Month **Day** **Year**

Note: If the Refresh from Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh to Date:
Month **Day** **Year**

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111	Approve	0	Custom	View Details
MCCG111A	Approve	0	Custom	View Details

Authorization Limits Comments:

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



Active Work Queue (FM Screen)

usbank. Active Work Queue

[Maintain Cardholder Account](#)
[Maintain Managing Account](#)

Select a task to work.

Records 1 - 1 of 1 [Refresh List](#)

Task (Select Task)	<u>Request Type</u>	<u>Product</u>	<u>Account Name</u>	<u>Start Date</u>
Data Entry-Auth Limits	CARDHOLDER SETUP	Purchasing	BODE,CORY	06/03 16:29

Records 1 - 1 of 1 [Refresh List](#)

Home



Authorization Limits (FM Screen)

Cardholder Account

* = required

Authorization Limits

Credit Limit: 1 **Single Purchase Limit:** 1

% Cash: 0

Fiscal First Month: 10

Standard Velocity Limits

Daily Dollar: 0 **Daily Transaction:** 0

Cycle Dollar: 1 **Cycle Transaction:** 0

Monthly Dollar: 0 **Monthly Transaction:** 0

Quarterly Dollar: **Quarterly Transaction:**

Yearly Dollar: * **Yearly Transaction:**

Custom Velocity Limits

Other Dollar: 0 **Other Transaction:** 0

Refresh from Date:

Refresh to Date:

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Other Dollar: **Other Transaction:**

Refresh from Date:
 Month: Day: Year:

Note: If the Refresh from Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh to Date:
 Month: Day: Year:

Refresh to Date

Days in Refresh Cycle:
 Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111	Approve	0	Custom	View Details
MCCG111A	Approve	0	Custom	View Details

Authorization Limits Comments:

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



Accounting Code (RM Screen)

Segment Name (Length)							
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	
11220000000000000000 * 🔍	33 🔍	11222 🔍	111111 🔍	222222222222	11111111	23 🔍	

🔍 Search for Valid Value

Default Accounting Code Comments:

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

Save & Continue **File for Later** **Cancel Setup**



Active Work Queue (A/OPC Screen)

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[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 2 of 2 [Refresh List](#)

<u>Task (Select Task)</u>	<u>Request Type</u>	<u>Product</u>	<u>Account Name</u>	<u>Start Date</u>
MA Data Entry-Demographics	MANAGING ACCOUNT SETUP	Purchasing		06/03 09:39
Final Review	CARDHOLDER SETUP	Purchasing	BODE,CORY	06/03 16:29

Records 1 - 2 of 2 [Refresh List](#)



Account Maintenance

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Account Maintenance (A/OPC Screen)

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Account Administration

Cardholder Accounts

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

Managing Accounts

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

Request Status Queue
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Account Search

The screenshot shows the US Bank website's 'Managing Accounts' section. On the left is a navigation menu with links like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Event Driven Notification', 'Account Administration' (with sub-links for 'Cardholder Accounts' and 'Managing Accounts'), 'Payment Plus', 'Order Management', 'Transaction Management', 'Account Information', 'Reporting', 'Data Exchange', and 'My Personal Information'. At the bottom of the menu are 'Home' and 'Contact Us'. The main content area is titled 'Managing Accounts' and 'Search & Select a Managing Account'. Below this is a sub-section 'Managing Account Search' with the instruction 'Search for a Managing Account by Managing Account Number, Name, or Company Number.' There are three search options: 'Managing Account Number' with a text input field; 'Managing Account Name' with a text input field; and 'Last Name' and 'First Name' with separate text input fields. A 'Company Number' option is also present with a text input field. A 'Search' button is highlighted with a red box.

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Managing Accounts

Search & Select a Managing Account

Managing Account Search

Search for a Managing Account by Managing Account Number, Name, or Company Number.

Managing Account Number:

OR
Managing Account Name:

OR
Last Name: First Name:

OR
Company Number:

Search



Managing Account Maintenance

Managing Account Number:	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: 3058
Name:	ACME PC ORG	Agent: 0064
Status:	"" -OPEN	Company: 11789
Task	Description	
Demographic Information	Input account name, address, and other contact information.	
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.	
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.	

A/OPC Screen

Managing Account Number:	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: 3058
Name:	ACME PC ORG	Agent: 0064
Status:	"" -OPEN	Company: 11789
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.	

FM Screen



Account Maintenance

Task	Summary	Maintenance
Demographic Information	Input account name, address, and other contact information	A/OPC
Account Information	Input other account information such as account status, cycle day, and open date	A/OPC
Default Accounting Code	Input the default accounting code assigned to the account	Bank and FM
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit	A/OPC and FM

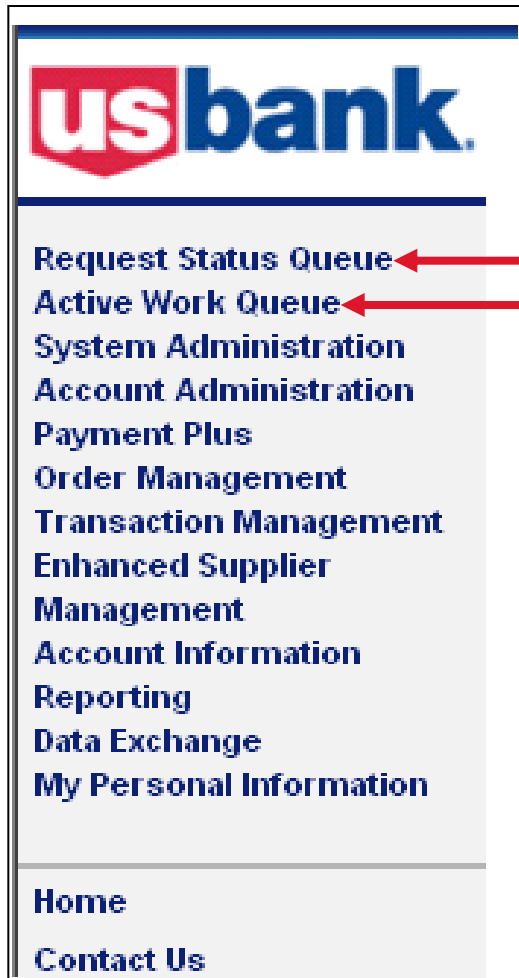


U.S. Bank Reporting Sessions

- Reporting 101 – hands-on-training
 - Primary focus on setting up and running:
 - Standard reports with Report Scheduler
 - Custom (Shared) reports
 - Flex Data
- Reporting 201 – Oversight, Auditing and Monitoring
- Reporting 301 – Account Management
- Reporting 401 – Transactional Spend



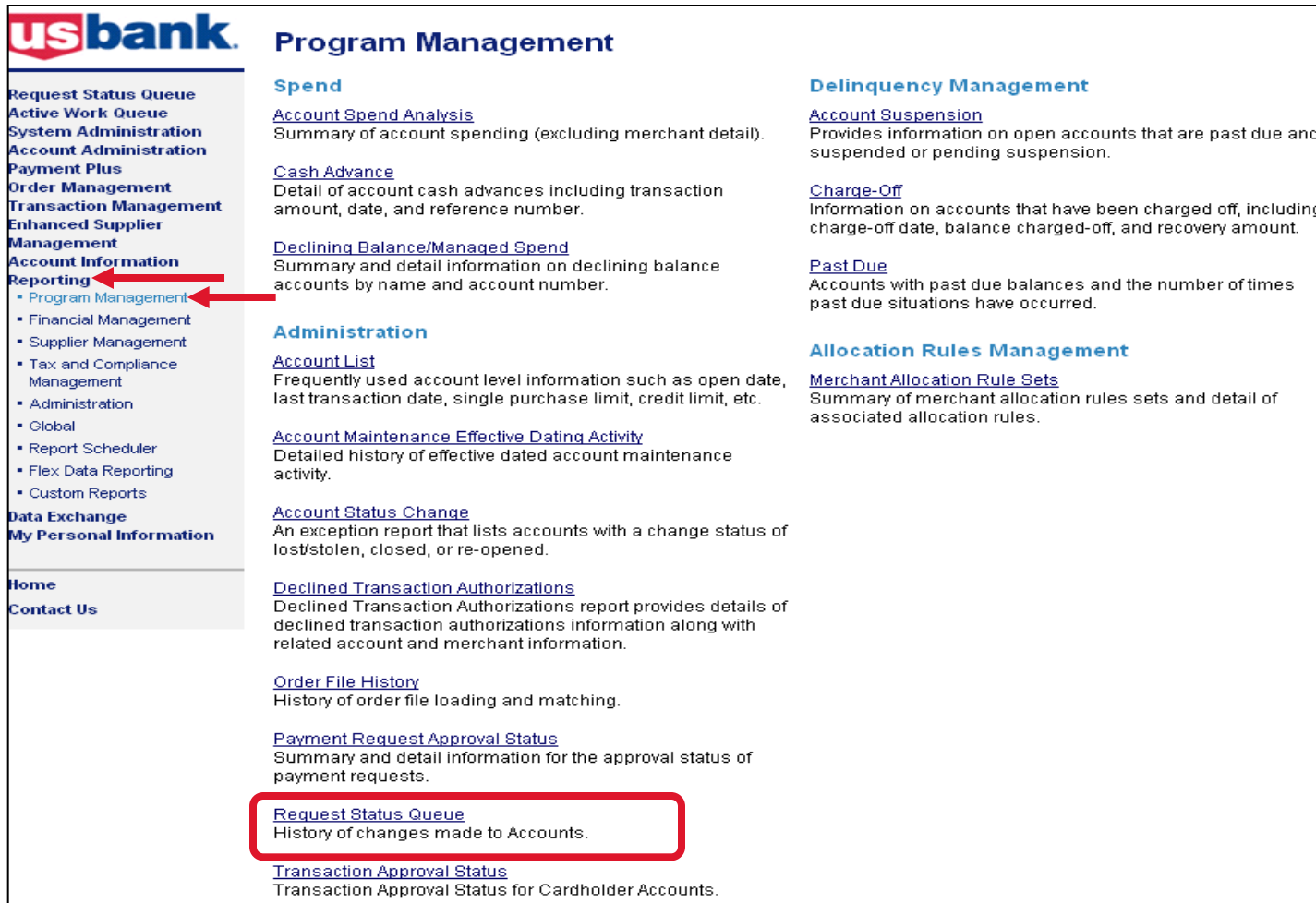
Work Queues



- Request Status Queue
 - Check the progress and history of submitted account setup and maintenance tasks
- Active Work Queue
 - Pending account setup and maintenance tasks



Request Status Queue



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Request Status Queue

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Payment Plus
- 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

Program Management

Spend

[Account Spend Analysis](#)
Summary of account spending (excluding merchant detail).

[Cash Advance](#)
Detail of account cash advances including transaction amount, date, and reference number.

[Declining Balance/Managed Spend](#)
Summary and detail information on declining balance accounts by name and account number.

Administration

[Account List](#)
Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

[Account Maintenance Effective Dating Activity](#)
Detailed history of effective dated account maintenance activity.

[Account Status Change](#)
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

[Declined Transaction Authorizations](#)
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.

[Order File History](#)
History of order file loading and matching.

[Payment Request Approval Status](#)
Summary and detail information for the approval status of payment requests.

[Request Status Queue](#)
History of changes made to Accounts.

[Transaction Approval Status](#)
Transaction Approval Status for Cardholder Accounts.

Delinquency Management

[Account Suspension](#)
Provides information on open accounts that are past due and suspended or pending suspension.

[Charge-Off](#)
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

[Past Due](#)
Accounts with past due balances and the number of times past due situations have occurred.

Allocation Rules Management

[Merchant Allocation Rule Sets](#)
Summary of merchant allocation rules sets and detail of associated allocation rules.



Active Work Queue

usbank

Request Status Queue
Active Work Queue
System Administration
Account Administration
Payment Plus
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

Administration

Accounting Code Management

Accounting Code Structure Information on current configuration of Accounting Code Structures, Accounting Validation Controls and Valid Value Lists.

[Accounting Code Structure Summary](#)
Starts configuration summarization with the Accounting Code Structure.

[Accounting Validation Control Summary](#)
Starts configuration summarization with the Accounting Validation Control.

[Alternate Accounting Codes](#)
Detailed information about Alternate Accounting Codes.

[Default Accounting Codes](#)
Detailed information about Default Accounting Codes by account.

Online Registration Management

[Locked Accounts](#)
Accounts locked at the time the report is generated (due to incorrect online registration activity).

[Online Registration](#)
Information about online registration.

Control Management

[Application Controls](#)
Information about Application Control settings.

[Financial Extract Controls](#)
Information about Financial Extract Control settings.

User Management

[System User List Detail](#)
Detailed information about Access Online users for a single organization.

[System User List Detail Across Organizations](#)
Detailed information about Access Online users for one, many or all organizations.

[System User List Summary](#)
Summary information about Access Online user IDs for one, many or all organizations.

[System User List](#)
Information about user IDs and associated user profile information including a list of user hierarchy access and user functional entitlements.

Account Management

[Support Active Work Queue Activity](#)
Information about Support Active Queue requests.



My Personal Information



My Personal Information

User ID: nmdemar

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

- Home
- Contact Us

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.



Effective Dating

All of **us** serving you®



Effective Dating For Cardholders

- Temporary or permanent account maintenance
- Users can define effective maintenance dates



Features and Benefits

- Available for cardholder accounts
- All account maintenance screens
 - Demographics
 - Account information
 - Accounting code
 - Authorization limits
- Temporary changes
 - Start and end dates
- Permanent changes
 - Start date
- Eliminating the need to track temporary changes
- More efficient
- Less work



Effective Dating

usbank. Cardholder Accounts
Summary and Tasks

Request Status Queue
Active Work Queue
System Administration
Event Driven Notification
Account Administration
▪ Cardholder Accounts
▪ Managing Accounts
Payment Plus
Order Management
Transaction Management
Account Information
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Card Account Number: _____

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: | **Agent:**
Status: **OPEN **Company:**

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

Effective Dating Maintenance

Task	Description
Effective Date — Demographic Information	Input account name, address, and other contact information for a specified period of time.
Effective Date — Account Information	Input other account information such as account status, hierarchy position, cycle day, and open date for a specified period of time.
Effective Date — Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit for a specified period of time.



Effective Dating – Demographics Screen

Field	Current Value	New Value	Start Date	End Date
Identification Number:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax Exempt Number:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional 1:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Third Line Embossing:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1:	200 S 6TH STREET	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 2:	EP-MN-L26C	<input type="text"/>		
City:	MINNEAPOLIS	<input type="text"/>		
State/Province:	MN	<input type="text"/>		
Zip/Postal Code:	554021403	<input type="text"/>		
Country:	United States	<input type="text"/>		
Work Phone:	6129730000	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate Phone:	00000000000000000000	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax:	9999999999	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:		<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

Demographics Comments:

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

Submit



Effective Dating – Account Information Screen

Maintain Effective Dates

Field	Current Value	New Value	Start Date	End Date
Organization Name:	OPERATIONS TEST	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

Account Information Comments:

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

Submit



Effective Dating – Default Accounting Code Screen

Segment Name (Length)	Current Value	New Value		Start Date	End Date
APPROPRIATION (20)	11220000000000000000	<input type="text"/>	* 🔍	<input type="text"/>	<input type="text"/>
OAC (2)		<input type="text"/>	🔍		
ASN (5)		<input type="text"/>	🔍		
UIC (6)		<input type="text"/>	🔍		
PEC (12)	KEN TEST	<input type="text"/>	* 🔍		
ORG (8)		<input type="text"/>	🔍		
MFP (2)		<input type="text"/>	🔍		
JO (8)		<input type="text"/>			
SAR (1)		<input type="text"/>			
WCR (6)		<input type="text"/>	🔍		
RBC (1)		<input type="text"/>			

Submit

Default Accounting Code Comments:

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

Submit



Effective Dating – Authorization Limits Screen

Maintain Effective Dates * = value required when a start date provided

Field	Current Value	New Value	Start Date	End Date
Credit Limit:	1	*		
Single Purchase Limit:	500			
Daily Dollar:	0			
Daily Transaction:	0			
Cycle Dollar:	2500	*		
Cycle Transaction:	0			
Monthly Dollar:	0			
Monthly Transaction:	0			
Quarterly Dollar:	0			
Quarterly Transaction:	0			
Yearly Dollar:	0			
Yearly Transaction:	0			
Other Dollar:	0			
Other Transaction:	0			
Refresh From Date:				
Refresh To Date:				
Days in Refresh Cycle:	0			

Note: If the Refresh from Date is entered, either the Refresh to Date or Days in Refresh Cycle is required.

Submit



Access Online User IDs

All of **us** serving you®



Access Online User IDs

- A/OPC and FM user IDs
 - Create and maintain user IDs in Access Online
 - System administration – user profiles
 - Attach ID to new or existing agent number
 - AOPC can begin account setup
 - FM can assist in account setup
 - AOPC and FM can perform account maintenance
- Managing account
 - Create and/or maintain a FM user ID
 - After cardholders have been created
 - Attach ID to new or existing company number
- Cardholder account
 - Cardholders can self-register in Access Online



Web-based Training

All of **us** serving you®



Web-based Training

- URL – <https://wbt.access.usbank.com>
- User guides
 - Viewable and printable step-by-step process documents
 - Role and responsibility guides
- Quick reference guides
 - Shortened user guides
 - Printer friendly
- DoD user guides
- Simulations
 - Demo environment for hands-on learning
- Recorded classes
 - Listen to a trainer explain step-by-step processes
 - Learner control
- Account setup and maintenance available for all



Simulations

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select a lesson

[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!

After you complete this training, whether you are a cardholder or a program administrator, you will be able to jump in and start using Access Online.

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.

2006 CIO Magazine's Enterprise Value Award Winner

Access Online Simulations

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

- 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](#)
- Class 11 : [Certification of Accounts - Pay and Confirm](#)
- Class 12 : [Accounting Code Management](#)
- Class 13 : [Data Exchange](#)



Review

- ASM overview
- Workflow process
- Managing account setup
- Cardholder account setup
- Account maintenance
 - Effective dating
- Access Online user ID
- Web-based Training (WBT)





Questions?



Thank You

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

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