

Defense Agencies Data Validation Process

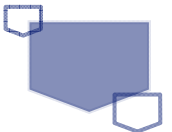
Christopher Chiappetta
Relationship Manager

Latarsha Hall
Account Manager

DA Version 1.8

Agenda

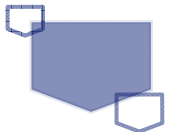
- Data Validation Process Overview
- Data Validation Files
- Field Validation
- Data Quality Process



Data Validation Process Overview

- Level 3 or 4 A/OPCs will receive 10 files for all designated agents
 - 4 e-mails & instructions per Level 4 A/OPC
 - Open/V9/M9/S1/B3/FR
 - Agent_Ivl2_3_4_Relationship_FileName_MMDDYY

- Return appropriate files to US Bank
 - Data Exchange



Data Validation Files

1st E-mail (Must be Sent Back)

- SP2 Card Delivery Method File – Plastics
- SP2 Card Delivery Method File – Non-Plastics

2nd E-mail (Reference Files)

- Cardholder Mass Maintenance Plastic Account File (50+ lines)
- Cardholder Mass Maintenance Non-Plastic Accounts File (50+ lines)
- Managing Account File

3rd E-mail (Reference Files)

- Cardholder User ID File
- Non-Cardholder User ID

4th E-mail (Reference Files)

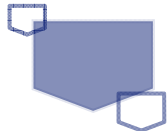
- Cardholder and Managing Account Default Accounting Code File
- Managing Account CAVC/Alternate File
- Managing Account EDI Flags and Routers File

1st Email

- SP2 Card Delivery Method File – Plastics
- SP2 Card Delivery Method File – Non-Plastics

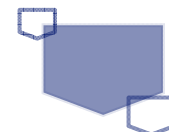
1st Email SP2 Card Delivery Method File - Plastics

	A	B	C	D	E	F	G	H
	<p>INSTRUCTIONS:</p> <p>Card Delivery Option One: Please select "AB" in Column A at the Agent for all cards to ship to a bulk address. Please provide the bulk card shipment address in this file in Columns H- N</p> <p>Card Delivery Option Two: Please select "AI" in Column A at the Agent for all cards to ship to individual card address on file.</p> <p>Card Delivery Option Three: Please select "B" in Column A at the Managing Account for all cards to ship to a bulk address. Please provide the bulk card shipment address in this file in Columns H-N.</p> <p>Card Delivery Option Four: Please select "I" in Column A for all cards under the managing account to ship to the individual cardholder address on file. (If card address listed on this file (Columns Q - W) has changed, please go into the actual system and update the card address.</p> <p>Card Delivery Option Five: "N" Do not issue a SP2 Card.</p> <p>Refer to: "Instructions for Card Delivery Process.doc"</p>							
1	<p>Partial view of card delivery method file for plastics - Please refer to handout</p>							
2	Select Card Delivery Method of "AB" "AI" "B" "T" or "N"	Agent	Company	Managing Account Number	Card Account Number	Name Line 1	Account Status	Bulk Receipts Nar
3		0004	12345	4716304555000000		Trisha Smith	Open	
4					4716300000000000	Julie Jones	Open	
5					4716300000000001	Thomas Smith	Open	
6		0004	12346	4716304555000001		Connie Jones	Open	
7					4716300000000002	Julie Smith	Open	
8					4716300000000003	Anthony Jones	V9	



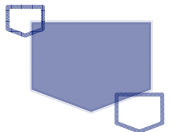
1st Email SP2 Card Delivery Method File – Non-Plastics

	A	B	C	D	E	F	G	H	I	J	K
1	<p>This Cardholder Cardless, Foreign Draft and Convenience Check file is provided as a **Reference Only** for A/OPC's to review card account address on files columns L - R and make address changes in the actual system if needed to insure correct address delivery of non-plastics.</p> <p>Or this files is provided to indicate "N" to NOT issue SP2 Non-Plastics</p> <p>For detailed instructions please refer to U.S. Bank Smart Pay 2 Card Delivery Process (Instructions for Card Delivery Process.doc)</p>										
2	Indicate "N" Not to issue SP2 Non-Plastics	Agent	Company	Ma Acct Nbr	Ma Name Line	Ma Account Status	CH Acct Nbr	CH Account Status	Account Type	CH Name Line 1	Organization Name
3		0004	12345	4716345500000004	John Smith	Open	4716300000000004	Open	Cardless	Laura Jones	77 MKSS
4		0005	12346	4716345500000005	Carl Jones	Open	4716300000000005	Open	Foreign Draft	Julie Smith	78 MKSS
5		0006	12347	4716345500000006	Gail Smith	Open	4716300000000006	Open	Convenience Check	Ann Jones	79 MKSS



2nd Email – Reference Files

- Cardholder Mass Maintenance Plastic Account File
- Cardholder Mass Maintenance Non-Plastic Accounts File
 - Cardless Accounts, Convenience Checks, Foreign Drafts
- Managing Account File



Cardholder Mass Maintenance File - Plastic

File Edit View Insert Format Tools Data Window Help

For detailed instructions please refer to "SmartPay®2 Transition Instructions for Cardholder Mass Maintenance Validation Files" (CH Mass Maintenance.doc).
 Columns A - N are ****Reference Only****. Columns O - W ****Update Requested Changes****. Requested changes of 50 or more records can be submitted to U.S. Bank Access Online via the Data Exchange mailbox—"DoDSP2".

For detailed instructions please refer to "SmartPay®2 Transition Instructions for Cardholder Mass Maintenance Validation Files" (CH Mass Maintenance.doc). Columns A - N are **Reference Only** . Columns O - W **Update Requested Changes** . Requested changes of 50 or more records can be submitted to U.S. Bank Access Online via the Data Exchange mailbox—"DoDSP2".			
A	B	C	D
Agent **Reference Only**	Company **Reference Only**	Level 2 **Reference Only**	Level 3 **Reference Only**
0001	12345	00057	00003
0002	12346	00057	00004
E	F	G	H
Level 4 **Reference Only**	Level 5 **Reference Only**	MA Acct Nbr **Reference Only**	MA Acct Name Line 1 **Reference Only**
00004	00005	4716304555000001	James Smith
00005	00006	4716304555000002	Alex Jones
I	J	K	L
MA Status **Reference Only**	CH Acct Nbr **Reference Only**	CH Status **Reference Only**	CH Single Purchase Limit **Reference Only**
Open	4716300000000001	Open	3000
S1	4716300000000002	Open	3000
M	N	O	P
CH Name Line 1 **Reference Only**	CH Access Online Demographic Email Address **Reference Only**	CH Organization Name **Update Requested Changes**	CH 3rd Line Embossing **Update Requested Changes**
Jane Smith	JaneSmith@DoD.mil	77 MKSS	
Kelly Smith	KellySmith@DoD.mil	78 MKSS	
Q	R	S	T
CH Address 1 **Update Requested Changes**	CH Address 2 **Update Requested Changes**	CH City **Update Requested Changes**	CH State **Update Requested Changes**
100 W CASABLANCA AVE	Suite 2	CANNON AFB	NM
101 W CASABLANCA AVE	Suite 3	CANNON AFB	NM
U	V	W	
CH Zip **Update Requested Changes**	CH Work Phone **Update Requested Changes**	CH Alternate Phone **Update Requested Changes**	
88103	5057888888		
88103	5057888889		

Cardholder Mass Maintenance File – Non Card Products

File Edit View Insert Format Tools Data Window Help

For detailed instructions please refer to "SmartPay®2 Transition Instructions for Cardholder Mass Maintenance Validation Files" (CH Mass Maintenance.doc).
 Columns A - Q are ****Reference Only****. Columns R - Z ****Update Requested Changes****. Requested changes of 50 or more records can be submitted to U.S. Bank Access Online via the Data Exchange mailbox—"DoDSP2".

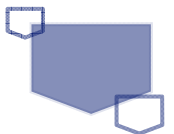
A	B	C	D
Agent **Reference Only**	Company **Reference Only**	Level 2 **Reference Only**	Level 3 **Reference Only**
0001	12345	00057	00003
0002	12346	00057	00004
E	F	G	H
Level 4 **Reference Only**	Level 5 **Reference Only**	MA Acct Nbr **Reference Only**	MA Name Line 1 **Reference Only**
00004	00005	4716304555000001	Gary Smith
00005	00006	4716304555000002	Richard Jones
I	J	K	L
MA Status **Reference Only**	CH Acct Nbr **Reference Only**	CH Status **Reference Only**	CH Single Purchase Limit **Reference Only**
Open	47163000000000001	Open	3000
S1	47163000000000002	Open	3000
M	N	O	P
CH Name Line 1 **Reference Only**	CH Access Online Demographic Email Address **Reference Only**	CH Card Type NonPlastic (Y) **Reference Only**	CH Convenience Checks (Y or N) **Reference Only**
Jane Smith	JaneSmith@DoD.mil	Y	Y
Kelly Smith	KellySmith@DoD.mil	Y	N
Q	R	S	T
CH Foreign Drafts (Y or N) **Reference Only**	CH Organization Name **Update Requested Changes**	CH 3rd Line Embossing **Update Requested Changes**	CH Address 1 **Update Requested Changes**
N	77 MKSS		100 W CASABLANCA AVE
Y	78 MKSS		101 W CASABLANCA AVE
U	V	W	X
CH Address 2 **Update Requested Changes**	CH City **Update Requested Changes**	CH State **Update Requested Changes**	CH Zip **Update Requested Changes**
Suite 2	CANNON AFB	NM	88103
Suite 3	CANNON AFB	NM	88103
Y	Z		
CH Work Phone **Update Requested Changes**	CH Alternate Phone **Update Requested Changes**		
5057888888			
5057888889			

Managing Account File

File Edit View Insert Format Tools Data Window Help			
A	B	C	D
This file is provided as a Managing Account "Reference Only" for A/OPC's to review. For detailed instructions please refer to U.S. Bank Smart Pay 2 Data Validation Process (Instructions for Data Validation Process.doc)			
A	B	C	D
Agent **Reference Only**	Company **Reference Only**	Level 2 **Reference Only**	Level 3 **Reference Only**
0001	12345	00057	00003
0002	12346	00057	00004
E	F	G	H
Level 4 **Reference Only**	Level 5 **Reference Only**	MA Acct Nbr **Reference Only**	MA Status **Reference Only**
00004	00005	4716304555000001	Open
00005	00006	4716304555000002	Open
I	J	K	L
MA Name Line 1 **Reference Only**	MA Organization Name **Reference Only**	MA Address 1 **Reference Only**	MA Address 2 **Reference Only**
Jane Smith	77 MKSS	100 W CASABLANCA AVE	Suite 2
Kelly Smith	78 MKSS	101 W CASABLANCA AVE	Suite 3
Q	R	S	T
MA City **Reference Only**	MA State **Reference Only**	MA Zip **Reference Only**	MA Work Phone **Reference Only**
CANNON AFB	NM	88103	5057888888
CANNON AFB	NM	88103	5057888889
U	V	W	X
MA Alternate Phone **Reference Only**	MA Access Online Demographic Email Address **Reference Only**		
	JaneSmith@DoD.mil		
	KellySmith@DoD.mil		

3rd Email – Reference Files

- Cardholder User ID File
- Non-Cardholder User ID File



Cardholder User ID File

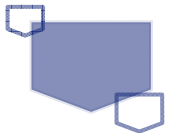
File Edit View Insert Format Tools Data Window Help				
<p>This Cardholder UserId file is provided as a **Reference Only** for A/OPC's to review. For detailed instructions please refer to U.S. Bank Smart Pay 2 Data Validation Process. (Instructions for Data Validation Process.doc)</p>				
A	B	C	D	E
Functional Entitlement Group	Functional Entitlement Desc	UserId	User First Name	User Last Name
CH_All_DoD_Cardholder	Cardholder	BASMITH01	Brad	Smith
CH_All_DoD_Cardholder	Cardholder	CASMITH02	Carl	Smith
CH_All_DoD_Cardholder	Cardholder	DASMITH03	David	Smith
F	G	H	I	J
Cardholder Account Number	Account Status	Agent	Company	Level 2
471630000000000001	Open	0009	00011	00057
471630000000000002	V9	0009	00011	00057
471630000000000003	Open	0009	00011	00057
K	L	M	N	O
Level 3	Level 4	Level 5	User Status	Last Login
00008	00010	00011	Active	2008-02-27
00008	00010	00011	InActive	2007-05-22
00008	00010	00011	Active	2008-03-22
P	Q	R	S	T
UserId Create Date	Address 1	Address 2	City	ST
2007-02-27	3009 WILSON ST	BLDG 105	New Orleans	LA
2006-05-22	3009 WILSON ST	BLDG 105	New Orleans	LA
2007-03-22	3009 WILSON ST	BLDG 105	New Orleans	LA
U				
Zip	Phone Number	Access Online Mgmt Personal Email Address		
70122	6062973333	BASMITH@DoD.mil		
70122	6062973334	CASMITH@DoD.mil		
70122	6062973335	DASMITH@DoD.mil		

Non-Cardholder User ID File

	A	B	C	D	E
1	This Non-Cardholder UserId file is provided as a **Reference Only** for A/OPC's to review. For detailed instructions please refer to U.S. Bank Smart Pay 2 Data Validation Process. (Instructions for Data Validation Process.doc)				
2	A	B	C	D	E
3	Functional Entitlement Group	Functional Entitlement Desc	UserId	User First Name	User Last Name
4	PA_BO_All_DoD	Billing Official	JASMITH01	Jane	Smith
5	PA_AO_Alternate_All_DoD	Alternate Approving Official	TASMITH01	Todd	Smith
6	PA_AO_All_DoD	Approving Official	KASMITH01	Kelly	Smith
7	PA_FSO_WF_USAF	USAF FISO w/ workflow	MASMITH01	Mary	Smith
8					
9	F	G	H	I	J
10	Agent	Company	Level 2	Level 3	Level 4
11	0001	00005	00057	00003	00004
12	0002	00006	00057	00004	00005
13	0003	00007	00057	00005	00006
14	0004	00008	00057	00006	00007
15					
16	K	L	M	N	O
17	Level 5	User Status	Last Login	UserId Create Date	Address 1
18	00005	Active	2008-03-20	2007-01-20	9100 RD BLDG 5
19	00006	Active	2008-03-25	2006-10-01	BLDG 3600
20	00007	InActive	2007-01-20	2006-10-01	BLDG 3601
21	00008	Active	2008-03-20	2006-10-01	BLDG 3602
22					
23	P	Q	R	S	T
24	Address 2	City	ST	Zip	Phone Number
25	Ste 117	SILVER SPRING	MD	20910	7013197555
26	Ste 118	Fort Hood	TX	76544	5553197555
27	Ste 119	Fort Hood	TX	76544	5553197556
28	Ste 120	Fort Hood	TX	76544	5553194444
29					
30	U				
31	Access Online My Personal Email Address				
32	Jsmith@DoD.mil				
33	Tsmith@DoD.mil				
34	Ksmith@DoD.mil				
35	Msmith@DoD.mil				

4th Email – Reference Files

- Managing/Cardholder Account Default Accounting Code File
- Managing Account - CAVC/AAC File
- Managing Account EDI Flags and Routers File

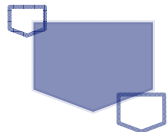


Managing/Cardholder Account DAC File

	A	B	C	D	E	F	G	H	I	J	K
1	This file MA/CH DAC is provided as a **Reference Only** for Financial Managers to review and make any necessary changes in Access Online. A/OPCs need to provide these files to your Financial Manager. For detailed instructions please refer to U.S. Bank Smart Pay 2 Data Validation Process. (Instructions for Data Validation Process.doc)										
2	A	B	C	D	E	F	G	H	I	J	K
3	Managing Account	Managing Account Name	Card Account Number	Card Account Name	Account Status	Agent	Company	Level 2	Level 3	Level 4	Level 5
4	4716304550000001	Jane Smith			Open	0001	00005	00057	00003	00004	00005
5			47163000000000001	Robert Jones	Open	0001	00005	00057	00003	00004	00005
6			47163000000000002	Jim Jones	Open	0001	00005	00057	00003	00004	00005
7			47163000000000003	Tom Jones	Open	0001	00005	00057	00003	00004	00005
8	4716304550000002	Roberta Olson			Open	0002	00006	00057	00005	00007	00006
9			47163000000000004	Carl Smith	Open	0002	00006	00057	00005	00007	00006
10			47163000000000005	Lisa Doe	V9	0002	00006	00057	00005	00007	00006
11			47163000000000006	Tom Jones	Open	0002	00006	00057	00005	00007	00006
12											
13	L	M	N	O	P	Q	R	S	T	U	V
14	CAVC	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	VCR
15	52090&M	57200820083400 30	74	51	AFPC03			01			342447
16	52090&M	57200820083400 30	74	51	AFPC03			01			342447
17	52090&M	57200820083400 30	74	51	AFPC03			01			342447
18	52090&M	57200820083400 30	74	51	AFPC03			01			342447
19	HICKAM O AND M	57200820083400 30	74	12	AFPC06	27598F		01			342691
20	HICKAM O AND M	57200820083400 30	74	12	AFPC06	27598F		01			342691
21	HICKAM O AND M	57200820083400 30	74	12	AFPC06	27598F		01			342691
22	HICKAM O AND M	57200820083400 30	74	12	AFPC06	27598F		01			342691
23											
24	V	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
25	RBC	RSC	CI	OC	GPS	SIPC	DBSH	AI	IFS	TT	FMS
26				61950				668800			
27				61950				668800			
28				61950				668800			
29				61950				668800			
30				61950				667100			
31				61950				667100			
32				61950				667100			
33				61950				667100			

MA CAVC\AAC File

File Edit View Insert Format Tools Data Window Help										
A	B	C	D	E	F	G	H	I	J	K
<p>This Managing Account Alternate Accounting Codes (AAC's) file is provided as a **Reference Only** for Financial Managers to review and make any necessary changes in Access Online. A/OPCs need to provide these files to your Financial Manager. For detailed instructions please refer to U.S. Bank Smart Pay 2 Data Validation Process. (Instructions for Data Validation Process.doc)</p>										
2	Agent	Company	Level 2	Level 3	Level 4	Level 5	Managing Account Number	Managing Account Name	Account Status	CAVC ←→ Alternate Accounting Code Name
3	0001	00005	00057	00003	00004	00005	4716304550000001	Jane Smith	Open	5209O&M Alternate 1
4	0002	00006	00057	00005	00007	00006	4716304550000002	Roberta Olson	Open	HICKAM O AND M Alternate 2



MA EDI Flags and Routers File

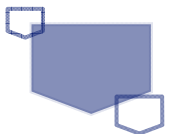
File Edit View Insert Format Tools Data Window Help

This Account EDI Flags and Routers ****Reference Only file**** is provided as a reference for Financial Managers to review and make any necessary changes in Access Online. A/OPCs need to provide these files to your Financial Manager. For detailed instructions please refer to U.S. Bank Smart Pay 2 Data Validation Process (Instructions for Data Validation Process.doc)

A	B	C	D	E	F
Ma Acct Nbr	Account Status	Billing Official Name	Organizatin Name	Work Phone	Agent
4716304550000007	OPEN	MARK JONES	77 MKSS	5057888888	0006
4716304550000006	OPEN	MARK SMITH	78 MKSS	5057888889	0007
G	H	I	J	K	L
Level 2	Level 3	Level 4	Company	EDI_810	EDI_810_#
00057	00003	00004	00005	Y	F03000
00057	00004	00005	00006	Y	F03000
M	N	O	P		
EDI_821	EDI_821_#	EDI_821CT	EDI_821CT_#		
F03000	Y	N	NO ROUTER		
F03000	Y	Y	F0300X		

Level 4 Field Validation Completed

- Selected Level 4 A/OPCs
- Reviewed Data Validation Process
- Reviewed All 10 Files
- Reviewed A/OPC Instructions
- Reviewed Communications
- Provided Positive Feedback to U.S. Bank
- Approved



Data Quality Process

AF/DA TOR Requirement

- Level 3/4 A/OPC Participation
 - Validate a Series of Random Data Samples

- Data Sampling
 - Card Delivery Method - Plastic
 - Card Delivery Method - Non-Plastic Products
 - Cardholder Mass Maintenance Requested

- Card Delivery Instructions
 - Delivery Method for Plastics
 - Delivery Method for Non-Plastics

- Mass Maintenance Requested

- Non-Plastic Products (Cardless Accounts, Convenience Checks, Foreign Drafts)

- Validation Window (August 15 – September 15, 2008)

Questions

THANK YOU!

