***U.S. Bank Access*® *Online* User Guide**

United States Postal Service

Include Cardholder and Managing Accounts in an *Account List* Report

Revision 1.0

Contents

Icons

As you read this document, you will notice the following icons:

➢ *Tip!* Tips contain additional information to help you complete your work more efficiently.

➢ *Learn More:* Additional information explains a business concept in more detail.

Web Addresses

Live System

You can easily access the live system at U.S. Bank Access® Online or by typing the following address into your web browser:

https://access.usbank.com

Web-based Training

To make sure you have the most current version of additional training materials, check the web-based training (WBT) site. You can also type the following address into your web browser:

https://wbt.access.usbank.com

2006 CIO Magazine's Enterprise Value Award Winner

U.S. Bank's Access Online system earned this award for leveraging information technology to help our clients achieve their business objectives and produce solid returns on their investments.

For More Information

If you have questions, contact the usps.support@usbank.com.

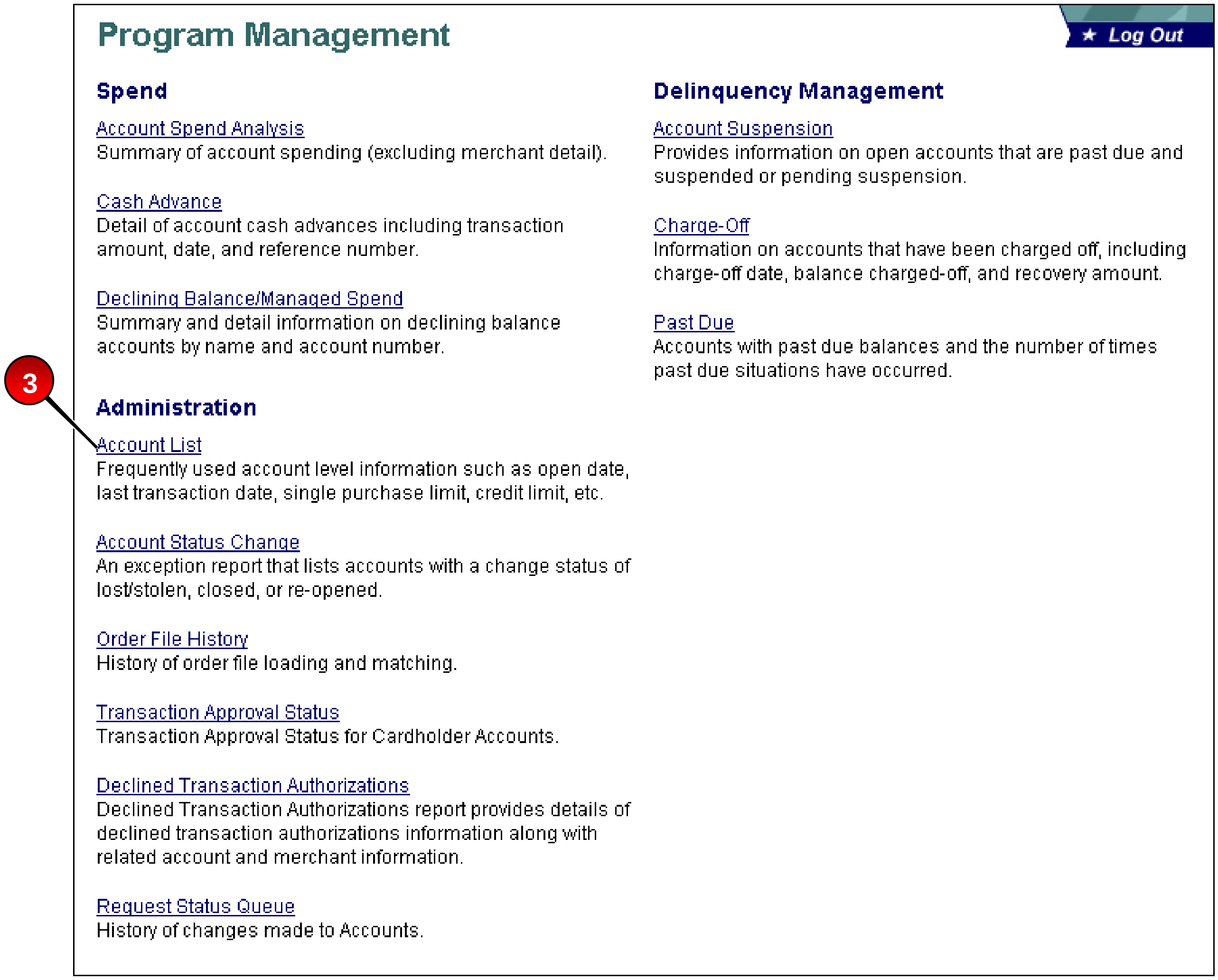
Introduction

You can easily include both cardholder accounts and managing accounts in a single *Account List* report in Access Online. Simply select the parameters summarized in this document and then search and select the hierarchy positions that contain the accounts.

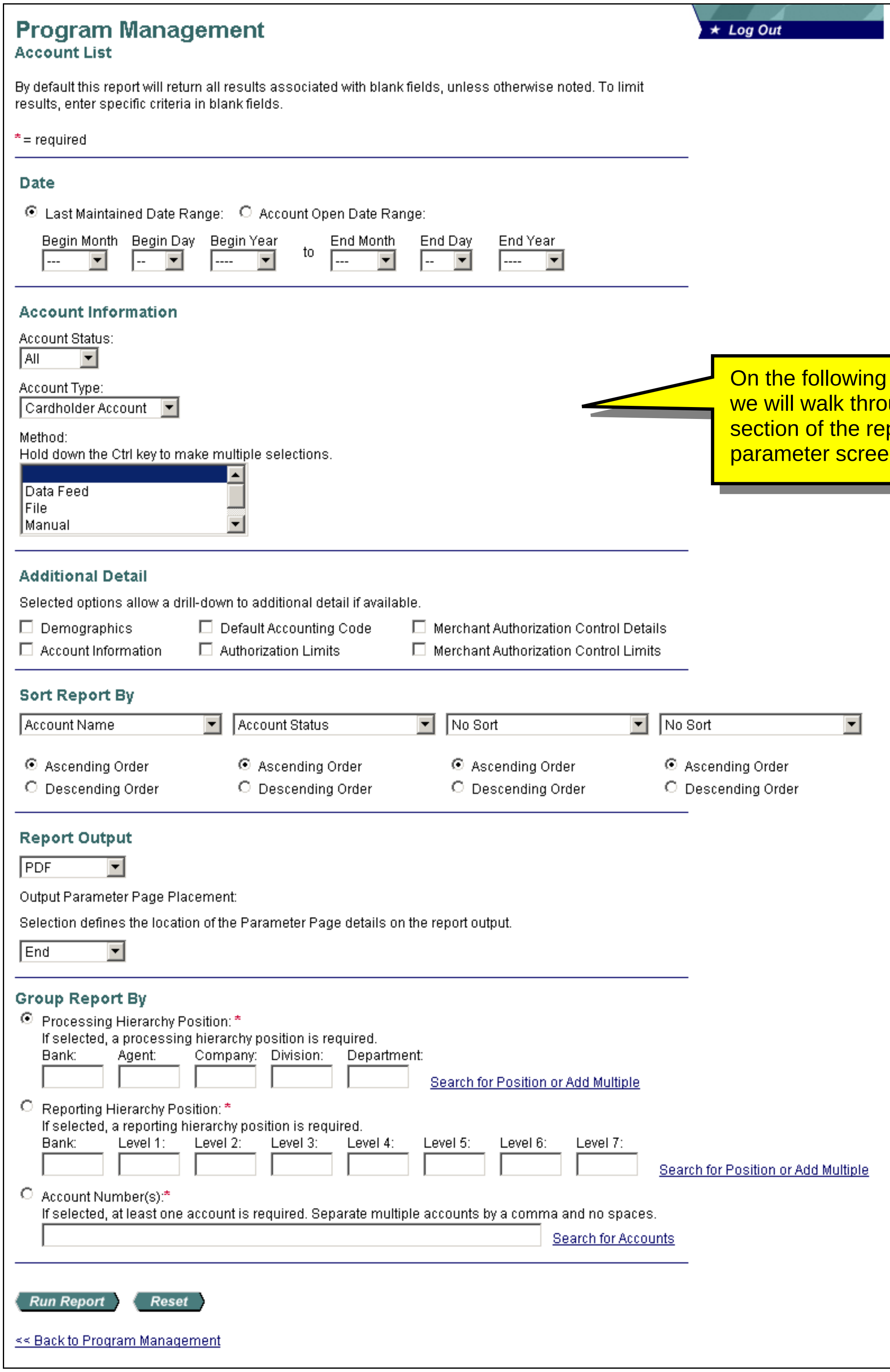
Select the Report

To include both cardholder and managing accounts in a report:

1. Click the **Reporting** link on the *Left-Column Navigation Bar*. The *Reporting* screen displays.
2. Click the **Program Management** link on the *Left-Column Navigation Bar* or on the screen. The *Program Management* screen displays a list of associated reports.



3. Click the **Account List** link. The *Program Management: Account List* report parameter screen displays.



Program Management
Account List

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

Last Maintained Date Range: Account Open Date Range:

Begin Month Begin Day Begin Year to End Month End Day End Year

Account Information

Account Status: All

Account Type: Cardholder Account

Method:
Hold down the Ctrl key to make multiple selections.
Data Feed
File
Manual

Additional Detail

Selected options allow a drill-down to additional detail if available.

Demographics | Default Accounting Code | Merchant Authorization Control Details
Account Information | Authorization Limits | Merchant Authorization Control Limits

Sort Report By

Account Name | Account Status | No Sort | No Sort

Ascending Order
Descending Order

Report Output

PDF

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

Group Report By

Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: Agent: Company: Division: Department:
Search for Position or Add Multiple

Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:
Search for Position or Add Multiple

Account Number(s): *
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.
Search for Accounts

Run Report Reset

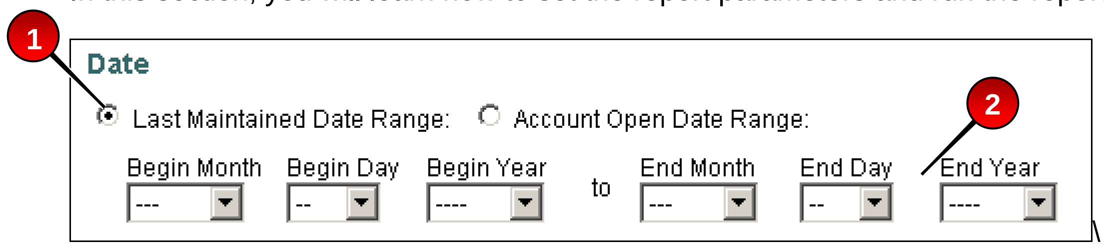
<< Back to Program Management

Log Out

On the following pages, we will walk through each section of the report parameter screen.

Set Up and Run the Report

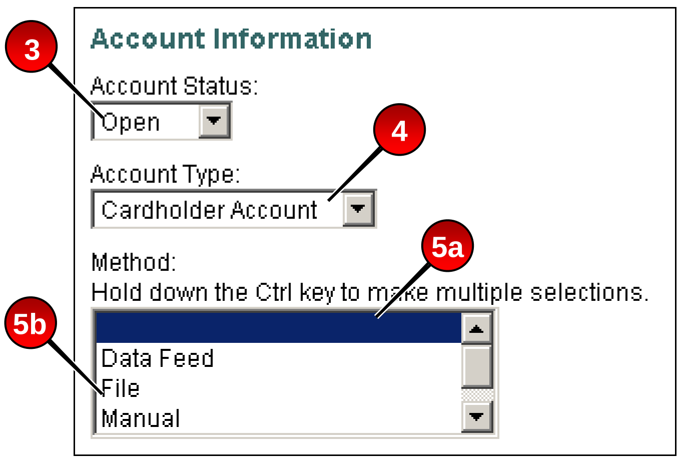
In this section, you will learn how to set the report parameters and run the report.



To set the report parameters and run the report:

1. Leave the default *Last Maintained Date Range* radio button selected.

2. Leave the default date range fields with no dates specified.



3. Select the **Open** option from the *Account Status* drop-down list.

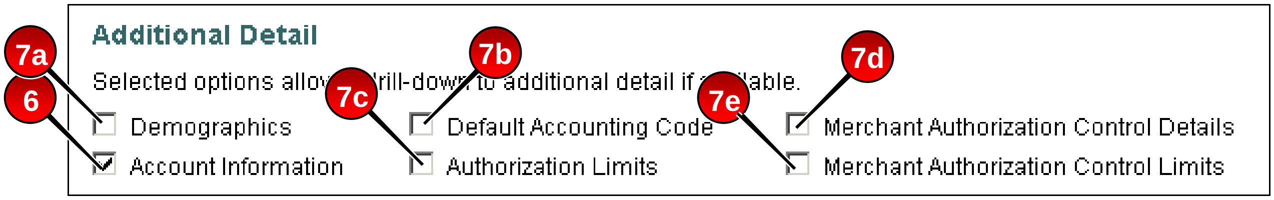
4. Select the **Cardholder Account** option from the Account Type drop-down list.

5. Specify an account creation method to filter by:

a. Select the top-most blank option from the *Method* scroll box to include all accounts, no matter how they were created.

–Or–

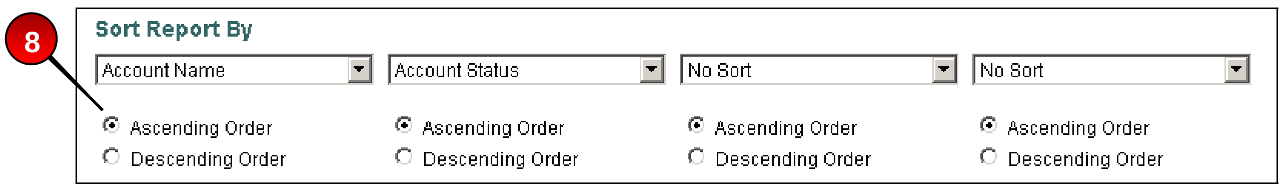
b. Select a creation method from the *Method* scroll box to include accounts created by that method.



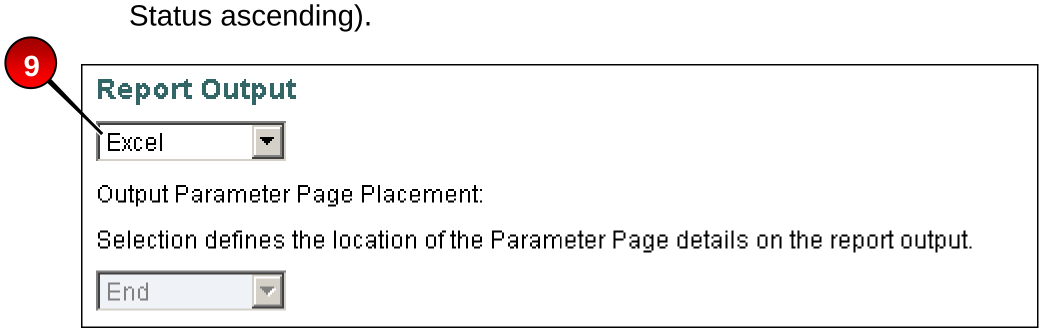
6. Select the *Account Information* check box (required).

7. If desired, select to include other additional detail in your report:

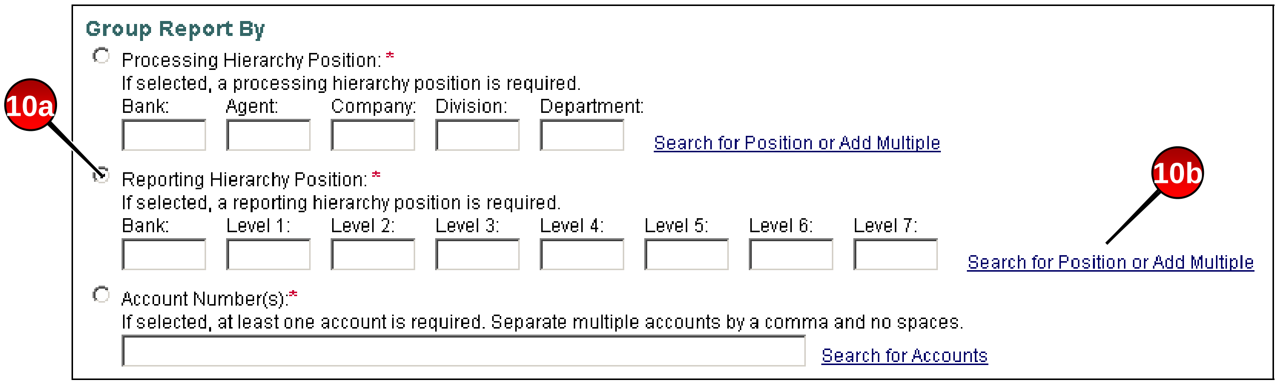
- **a.** Select the *Demographics* check box to include address information.
- **b.** Select the *Default Accounting Code* check box to include the accounts' default accounting codes.
- **c.** Select the *Authorization Limits* check box to include the spending limits for the accounts (e.g., credit limit, single purchase limit).
- **d.** Select the *Merchant Authorization Control Details* check box to include the details of any merchant authorization controls attached to the accounts (e.g., approved merchant category code groups [MCCGs]).
- **e.** Select the *Merchant Authorization Control Limits* check box to include any spending limits associated with the attached merchant authorization controls (e.g., single purchase limit for the specified MCCG).



8. Leave the default sorting selections in place (i.e., Account Name ascending, Account Status ascending).



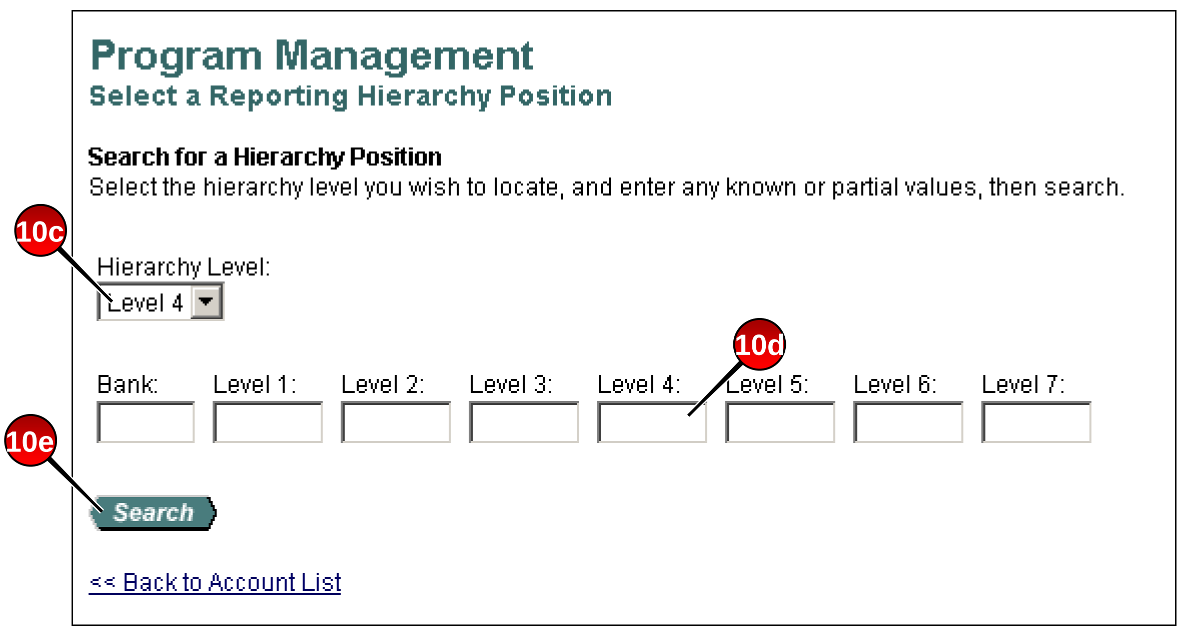
9. Select the **Excel** option from the *Report Output* drop-down list. The parameter page placement drop-down list becomes inactive since you cannot specify an output page for an Excel file.



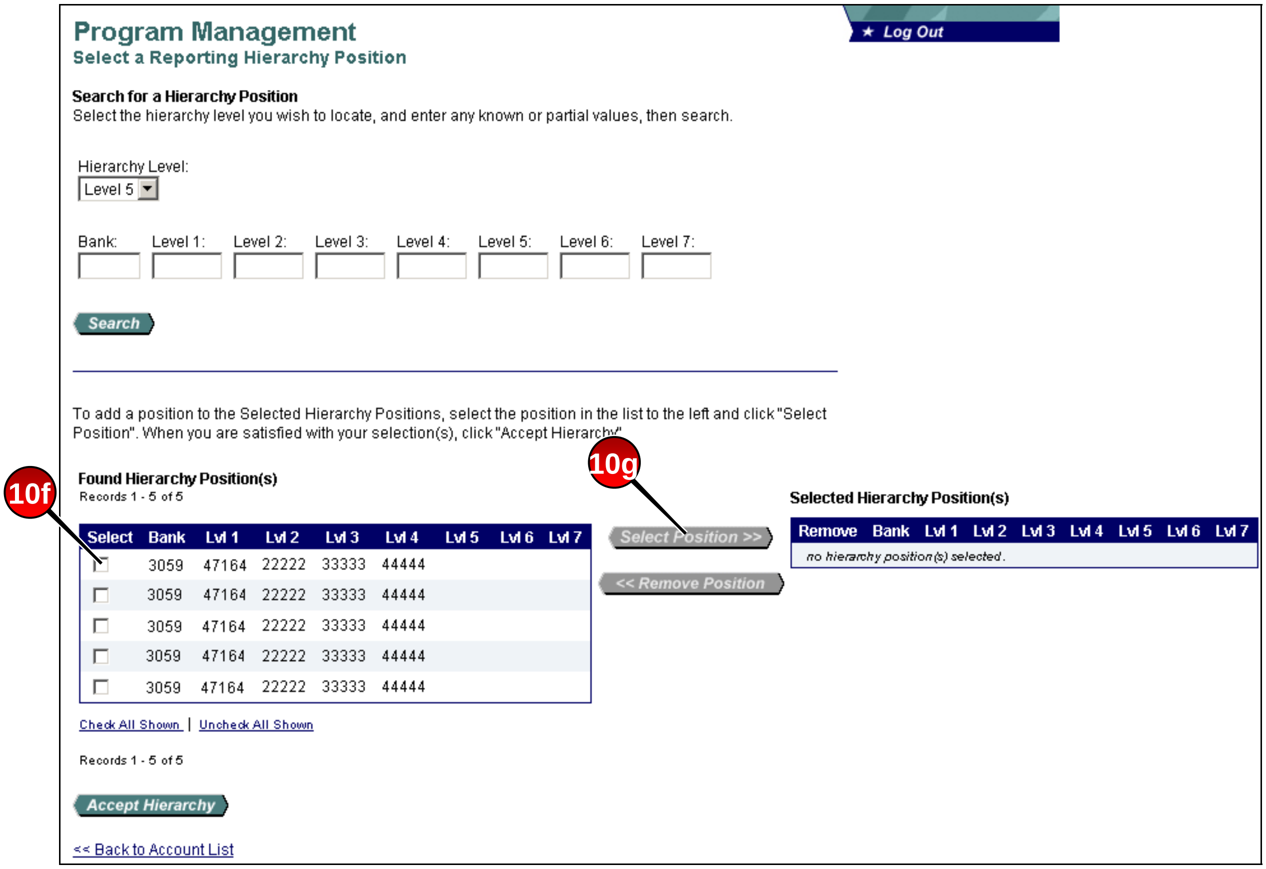
10. Specify one or more reporting hierarchy positions to group your report by:

- **a.** Select the *Reporting Hierarchy Position* radio button.
- **b.** To select multiple hierarchy positions, click the **Search for Position or Add Multiple** link. The *Program Management: Select a Reporting Hierarchy Position* screen displays.

➢ *Tip!* If have access to only one hierarchy position, then those hierarchy values will display as the default in the *Bank*, *Level 1*, *Level 2*, *Level 3* and *Level 4* fields. You cannot then select additional hierarchy positions.

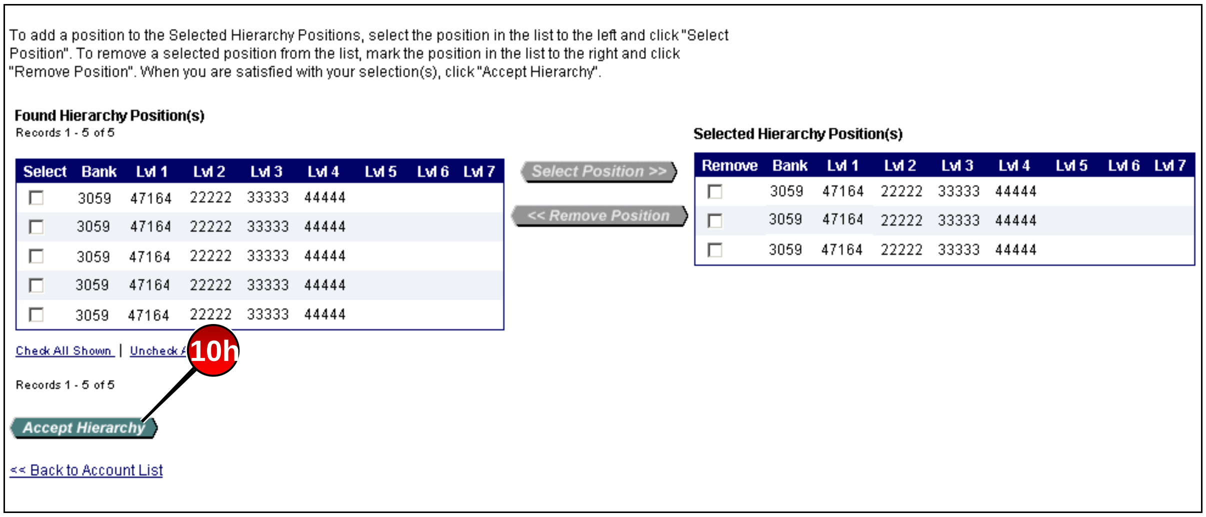


- **c.** Select the hierarchy level you want to search by from the *Hierarchy Level* drop-down list.
- **d.** Specify any additional search criteria in any of the additional search fields (e.g., *Bank*, *Level 4*).
- **e.** Click the **Search** button. Reporting hierarchy positions that match your search criteria display at the bottom of the screen.



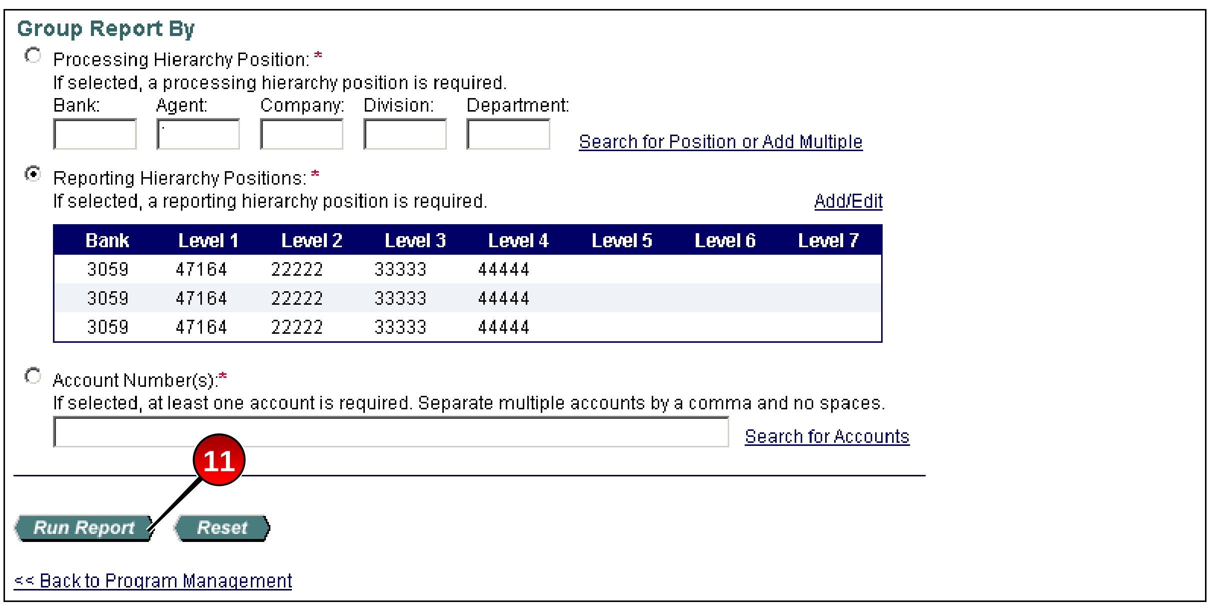
f. Select the check box for each reporting hierarchy positions you want to filter your report by.

g. Click the **Select Position** button. The positions move to the *Selected Hierarchy Positions* table on the right.

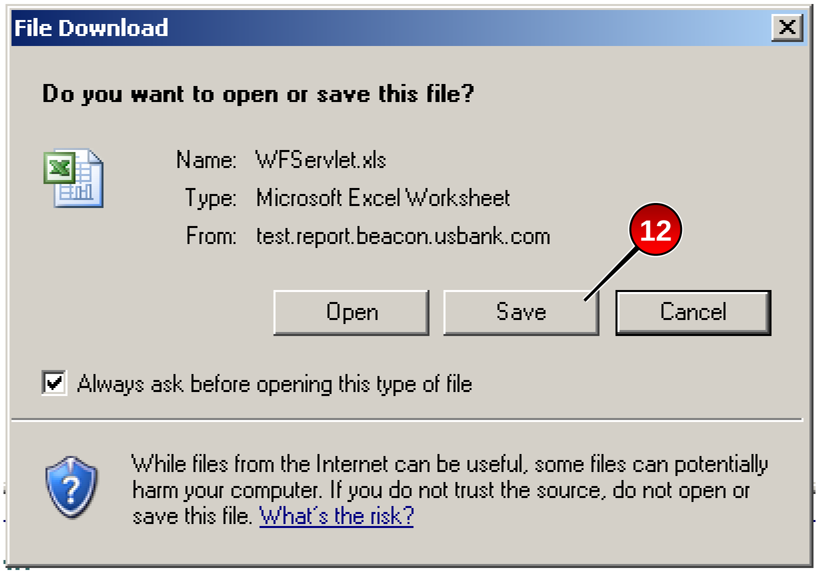


➢ *Tip!* If you selected a position by mistake, simply select the position's check box in the *Selected Hierarchy Positions* table and then click the **Remove Position** button.

h. Click the **Accept Hierarchy** button. You return to the report parameter screen where your selected positions display.

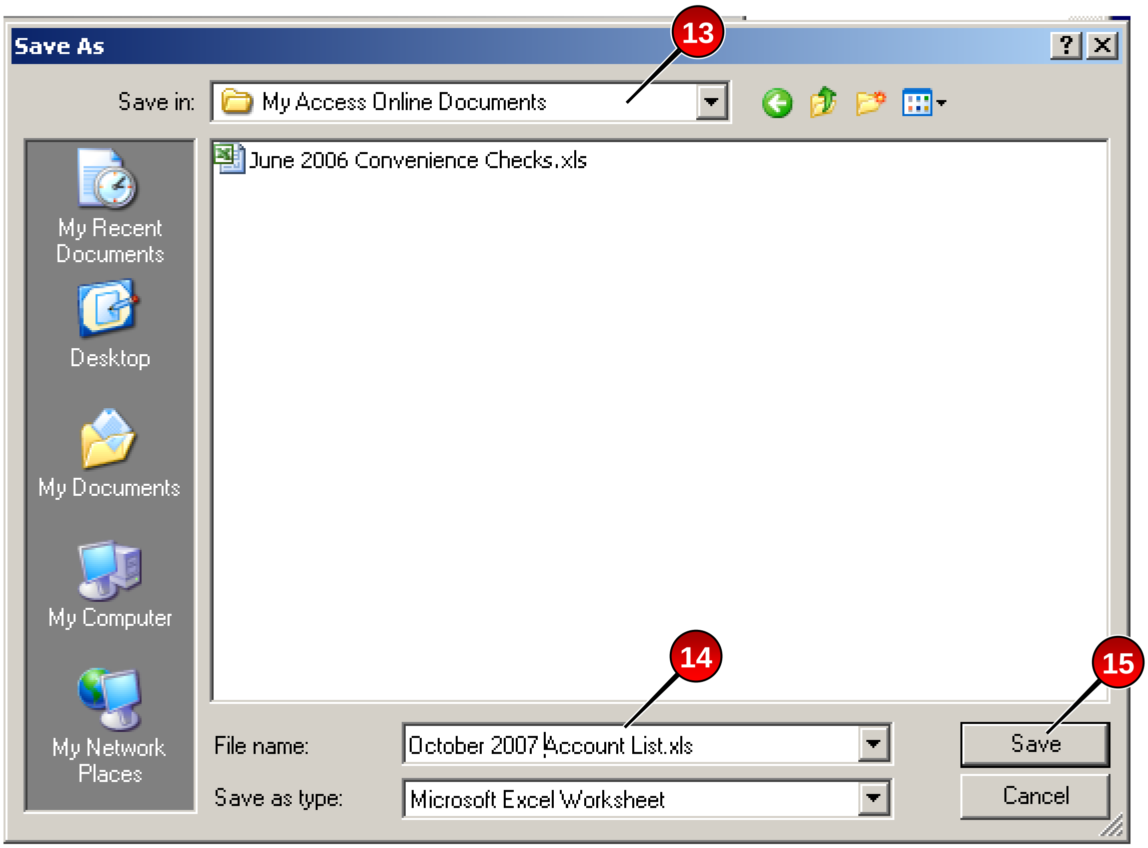


11. Click the **Run Report** button. A *File Download* dialog box displays.



12. Click the **Save** button to save the report to your computer.

➢ *Tip!* If this dialog box does not display, then check to make sure your pop-up blocker is turned off.



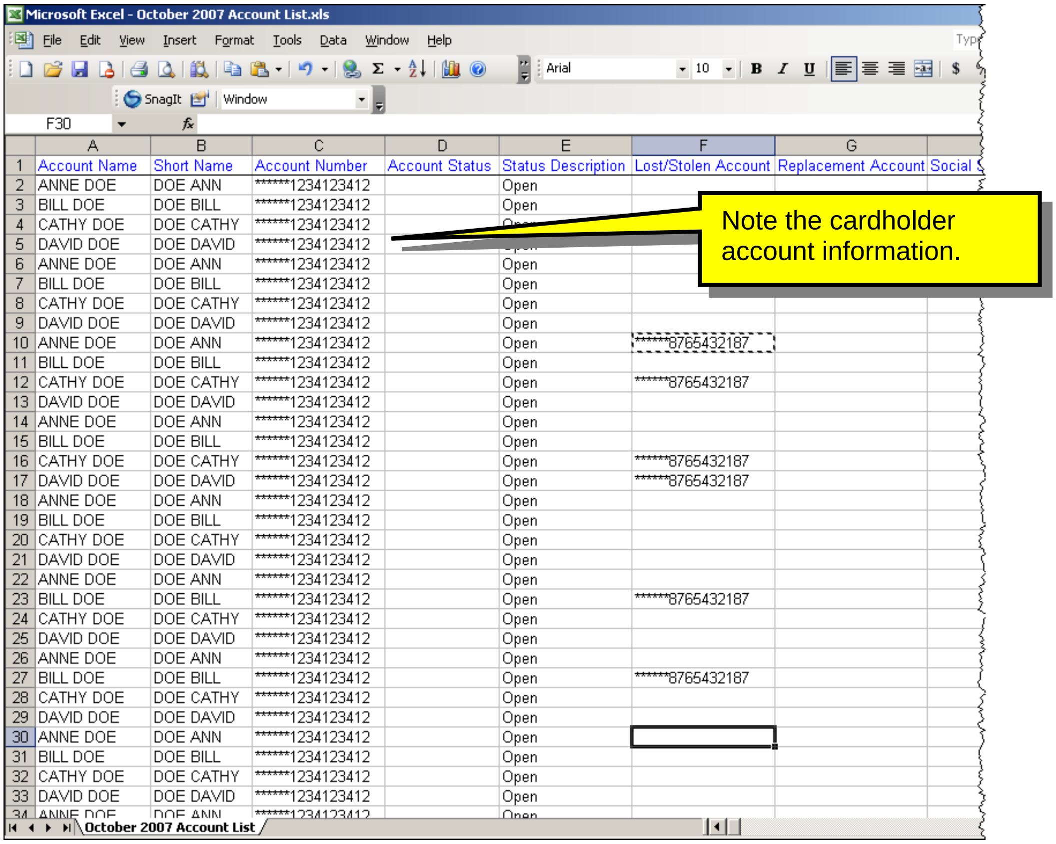
13. Navigate to the folder you want to save the report to.

14. Type a new name for the report in the *File name* window.

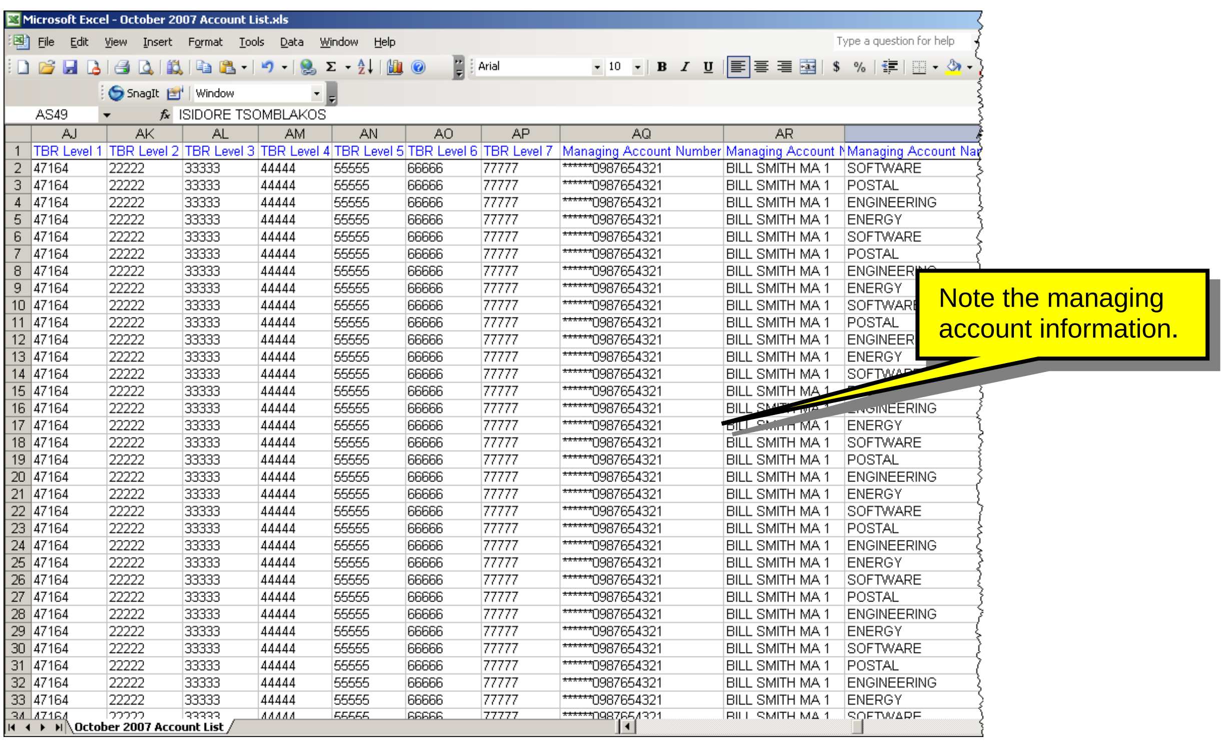
➢ *Tip!* You must keep the *.xls file extension.

15. Click the **Save** button. The system saves your report. Once you open the report, you can review, modify and save the report as you wish.

Sample Report



	Account Name	Short Name	Account Number	Account Status	Status Description	Lost/Stolen Account	Replacement Account	Social S
2	ANNE DOE	DOE ANN	******1234123412		Open			
3	BILL DOE	DOE BILL	******1234123412		Open			
4	CATHY DOE	DOE CATHY	******1234123412		Open			
5	DAVID DOE	DOE DAVID	******1234123412		Open			
6	ANNE DOE	DOE ANN	******1234123412		Open			
7	BILL DOE	DOE BILL	******1234123412		Open			
8	CATHY DOE	DOE CATHY	******1234123412		Open			
9	DAVID DOE	DOE DAVID	******1234123412		Open			
10	ANNE DOE	DOE ANN	******1234123412		Open	******8765432187		
11	BILL DOE	DOE BILL	******1234123412		Open			
12	CATHY DOE	DOE CATHY	******1234123412		Open	******8765432187		
13	DAVID DOE	DOE DAVID	******1234123412		Open			
14	ANNE DOE	DOE ANN	******1234123412		Open			
15	BILL DOE	DOE BILL	******1234123412		Open			
16	CATHY DOE	DOE CATHY	******1234123412		Open	******8765432187		
17	DAVID DOE	DOE DAVID	******1234123412		Open	******8765432187		
18	ANNE DOE	DOE ANN	******1234123412		Open			
19	BILL DOE	DOE BILL	******1234123412		Open			
20	CATHY DOE	DOE CATHY	******1234123412		Open			
21	DAVID DOE	DOE DAVID	******1234123412		Open			
22	ANNE DOE	DOE ANN	******1234123412		Open			
23	BILL DOE	DOE BILL	******1234123412		Open	******8765432187		
24	CATHY DOE	DOE CATHY	******1234123412		Open			
25	DAVID DOE	DOE DAVID	******1234123412		Open			
26	ANNE DOE	DOE ANN	******1234123412		Open			
27	BILL DOE	DOE BILL	******1234123412		Open	******8765432187		
28	CATHY DOE	DOE CATHY	******1234123412		Open			
29	DAVID DOE	DOE DAVID	******1234123412		Open			
30	ANNE DOE	DOE ANN	******1234123412		Open			
31	BILL DOE	DOE BILL	******1234123412		Open			
32	CATHY DOE	DOE CATHY	******1234123412		Open			
33	DAVID DOE	DOE DAVID	******1234123412		Open			
34	ANNE DOE	DOE ANN	******1234123412		Open			



	TBR Level 1	TBR Level 2	TBR Level 3	TBR Level 4	TBR Level 5	TBR Level 6	TBR Level 7	Managing Account Number	Managing Account N	Managing Account Nar
2	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
3	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
4	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEERING
5	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
6	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
7	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
8	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEERING
9	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
10	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
11	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
12	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEER
13	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
14	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWA
15	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	[illegible]
16	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SM	NGINEERING
17	47164	22222	33333	44444	55555	66666	77777	******0987654321	MA 1	ENERGY
18	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
19	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
20	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEERING
21	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
22	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
23	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
24	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEERING
25	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
26	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
27	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
28	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEERING
29	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
30	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE
31	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	POSTAL
32	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENGINEERING
33	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	ENERGY
34	47164	22222	33333	44444	55555	66666	77777	******0987654321	BILL SMITH MA 1	SOFTWARE