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***U.S. Bank Access***<sup>®</sup> **Online User Guide**

*United States  
Postal Service*

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

***Revision 1.0***

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## 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<sup>®</sup> 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](mailto: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

The screenshot displays the U.S. Bank Access Online interface. The header includes the text "U.S. Bank Access® Online" and a "Log Out" link. A left-column navigation bar lists various menu items, with "Reporting" highlighted and marked with a red circle containing the number "1". The main content area is titled "Reporting" and is marked with a red circle containing the number "2". It contains several sub-sections: "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), "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), "Scheduled Reports" (View and maintain current scheduled reports), and "Flex Data Reporting" (Create and maintain adhoc reports).

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.

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

### Program Management ★ Log Out

#### 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.

#### 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.

#### Administration

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


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

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

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

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

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



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

# Include Cardholder and Managing Accounts in an Account List Report

## Program Management

### Account List

[★ Log Out](#)

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

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#### 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  Ascending Order  Descending Order  Ascending Order  Descending Order  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]

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#### 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](#)

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[Run Report](#) [Reset](#)

[<< Back to Program Management](#)

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.

**1** **Date**

Last Maintained Date Range:  Account Open Date Range:

Begin Month: --- Begin Day: -- Begin Year: ---- to End Month: --- End Day: -- End Year: ----

**2**

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** **Account Information**

Account Status:  
Open

Account Type:  
Cardholder Account

Method:  
Hold down the Ctrl key to make multiple selections.

Data Feed  
File  
Manual

**4**

**5a**

**5b**

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.

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

**Additional Detail**  
Selected options allow drill-down to additional detail if available.

Demographics  Default Accounting Code  Merchant Authorization Control Details

Account Information  Authorization Limits  Merchant Authorization Control Limits

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).

**Sort Report By**

Account Name Account Status No Sort No Sort

Ascending Order  Ascending Order  Ascending Order  Ascending Order

Descending Order  Descending Order  Descending Order  Descending Order

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

**Report Output**

Excel

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

End

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.

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

**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](#)

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.

**Program Management**  
**Select a Reporting Hierarchy Position**

**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:  Level 1:  Level 2:  Level 3:  Level 4:  Level 5:  Level 6:  Level 7:

[<< Back to Account List](#)

- 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.

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

### Program Management

Select a Reporting Hierarchy Position

[★ Log Out](#)

**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:    Level 1:    Level 2:    Level 3:    Level 4:    Level 5:    Level 6:    Level 7:

[Search](#)

---

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position". When you are satisfied with your selection(s), click "Accept Hierarchy".

**Found Hierarchy Position(s)**  
 Records 1 - 5 of 5

Select	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input checked="" type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			

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

Records 1 - 5 of 5

[Accept Hierarchy](#)

[<< Back to Account List](#)

**Selected Hierarchy Position(s)**

Remove	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
no hierarchy position(s) selected.								

[Select Position >>](#)  
[<< Remove Position](#)

- 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.

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

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position". To remove a selected position from the list, mark the position in the list to the right and click "Remove Position". When you are satisfied with your selection(s), click "Accept Hierarchy".

**Found Hierarchy Position(s)**  
Records 1 - 5 of 5

Select	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			

[Select Position >>](#)      << [Remove Position](#)

**Selected Hierarchy Position(s)**

Remove	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			
<input type="checkbox"/>	3059	47164	22222	33333	44444			

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

Records 1 - 5 of 5

[Accept Hierarchy](#)

[<< Back to Account List](#)

➤ **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.

**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 Positions: \*  
If selected, a reporting hierarchy position is required. [Add/Edit](#)

Bank	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
3059	47164	22222	33333	44444			
3059	47164	22222	33333	44444			
3059	47164	22222	33333	44444			

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

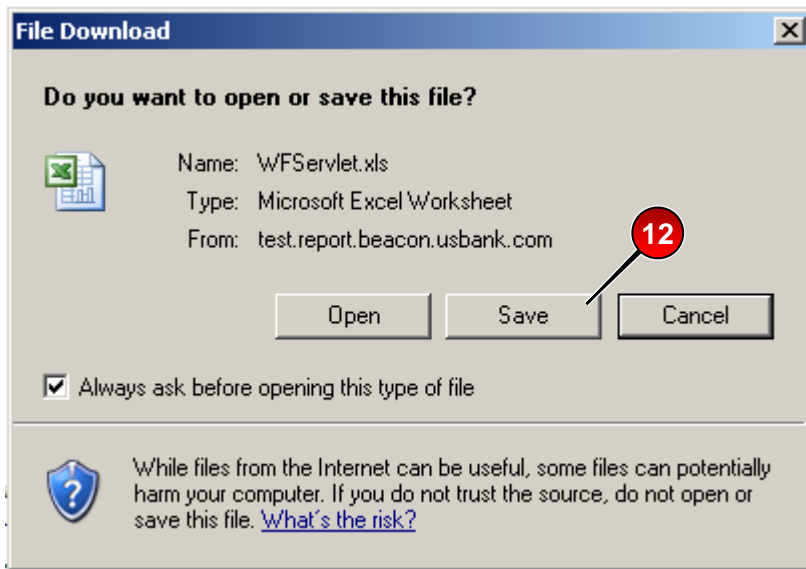
[Run Report](#)      [Reset](#)

[<< Back to Program Management](#)

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

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

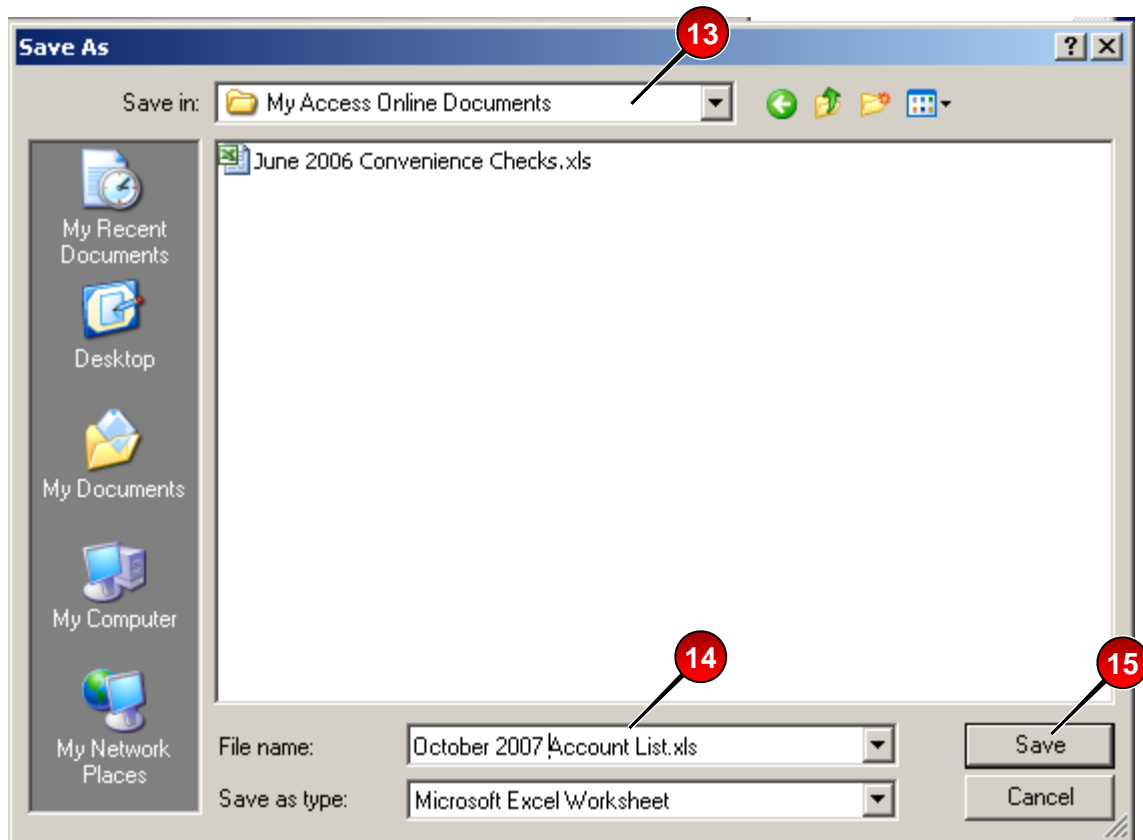
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**12.** Click the **Save** button to save the report to your computer.

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

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



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

Microsoft Excel - October 2007 Account List.xls

Account Name	Short Name	Account Number	Account Status	Status Description	Lost/Stolen Account	Replacement Account	Social
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open			
DAVID DOE	DOE DAVID	*****1234123412		Open			
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open			
DAVID DOE	DOE DAVID	*****1234123412		Open			
ANNE DOE	DOE ANN	*****1234123412		Open	*****8765432187		
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open	*****8765432187		
DAVID DOE	DOE DAVID	*****1234123412		Open			
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open	*****8765432187		
DAVID DOE	DOE DAVID	*****1234123412		Open	*****8765432187		
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open	*****8765432187		
DAVID DOE	DOE DAVID	*****1234123412		Open			
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open	*****8765432187		
DAVID DOE	DOE DAVID	*****1234123412		Open			
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open			
DAVID DOE	DOE DAVID	*****1234123412		Open			
ANNE DOE	DOE ANN	*****1234123412		Open			
BILL DOE	DOE BILL	*****1234123412		Open			
CATHY DOE	DOE CATHY	*****1234123412		Open			
DAVID DOE	DOE DAVID	*****1234123412		Open			

October 2007 Account List

Note the cardholder account information.

Microsoft Excel - October 2007 Account List.xls

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	Managing Account Na
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	POSTAL
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENGINEERING
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENERGY
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	POSTAL
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENGINEERING
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENERGY
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	POSTAL
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENGINEERING
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENERGY
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	POSTAL
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENGINEERING
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENERGY
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	POSTAL
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENGINEERING
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENERGY
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	POSTAL
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENGINEERING
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	ENERGY
47164	22222	33333	44444	55555	66666	77777	*****0987654321	BILL SMITH MA 1	SOFTWARE

October 2007 Account List

Note the managing account information.

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

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