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Include Cardholder and Managing Accounts in an Account List Report

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

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

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

---

### 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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Start Month</th>
<th>Start Day</th>
<th>Start Year</th>
<th>End Month</th>
<th>End Day</th>
<th>End Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Month</td>
<td></td>
<td></td>
<td></td>
<td>End Month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin Day</td>
<td></td>
<td></td>
<td></td>
<td>End Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Begin Year</td>
<td></td>
<td></td>
<td></td>
<td>End Year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Account Information

**Account Status:**

- All

**Account Type:**

- Cardholder Account

Method:

- 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

<table>
<thead>
<tr>
<th>Column</th>
<th>Ascending Order</th>
<th>No Sort</th>
<th>Descending Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>(Select)</td>
<td>(Select)</td>
<td>(Select)</td>
</tr>
<tr>
<td>Account Status</td>
<td>Ascending Order</td>
<td>(Select)</td>
<td>(Select)</td>
</tr>
<tr>
<td>No Sort</td>
<td>(Select)</td>
<td>(Select)</td>
<td>(Select)</td>
</tr>
</tbody>
</table>

#### 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.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agent</th>
<th>Company</th>
<th>Division</th>
<th>Department</th>
<th>Search for Position or Add Multiple</th>
</tr>
</thead>
</table>

- **Reporting Hierarchy Position:**

  If selected, a reporting hierarchy position is required.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
<th>Level 7</th>
<th>Search for Position or Add Multiple</th>
</tr>
</thead>
</table>

- **Account Number(s):**

  If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

  [Search for Account(s)]
Set Up and Run the Report

In this section, you will learn how 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.
Include Cardholder and Managing Accounts in an Account List Report

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).

Include Cardholder and Managing Accounts in an Account List Report

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 you 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.

   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.
Include Cardholder and Managing Accounts in an Account List Report

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.
Include Cardholder and Managing Accounts in an Account List Report

Sample Report

Note the cardholder account information.

Note the managing account information.
Include Cardholder and Managing Accounts in an Account List Report

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