

PEPPERDINE UNIVERSITY

AccessOnline User Guide

Cardholder

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Web Address

<https://access.usbank.com>

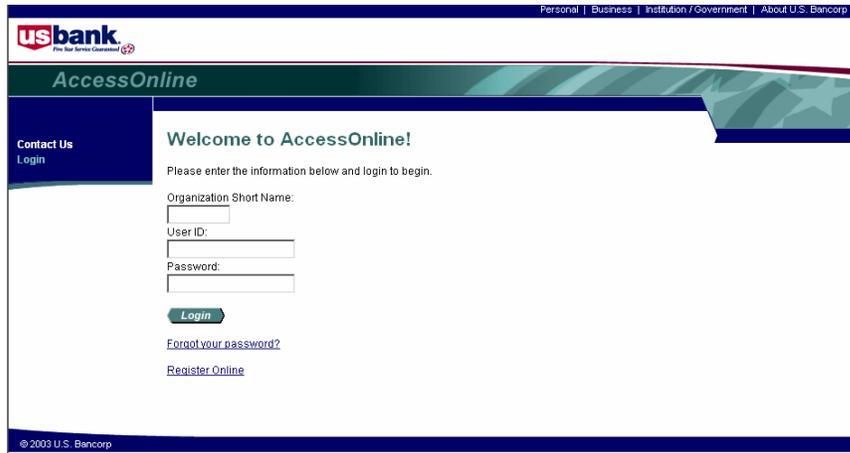
Introduction

Getting started in AccessOnline is quick and easy. This section of the user guide provides procedures that will help you get started and manage your login information.

Logging In

The procedures on the following pages describe the login steps. The first time you log in to AccessOnline, and every 60 days thereafter, you must change your password. The first time you log in you must also view and respond to the licensing agreement. To log in to AccessOnline:

1. Open your web browser and navigate to AccessOnline (<https://access.usbank.com>). The *Login* page displays.

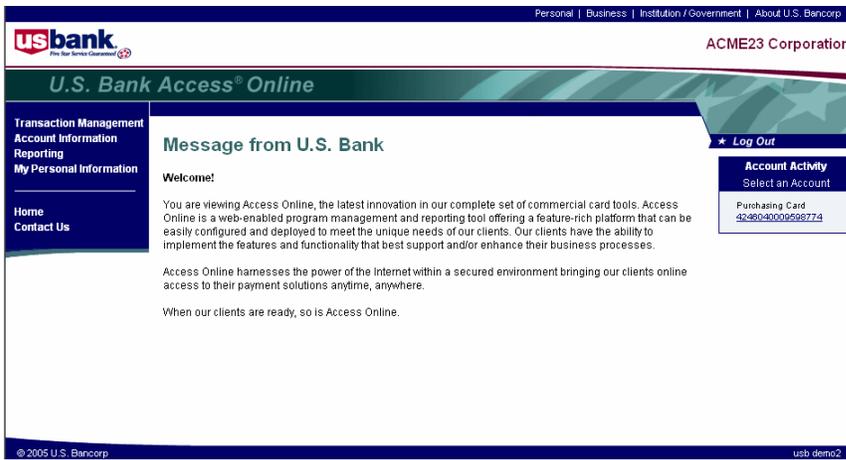


2. Type **pepper** in the *Organization Short Name* field. The organization short name is a code that identifies your company in AccessOnline.
3. Type your user ID in the *User ID* field.
4. Type your password in the *Password* field.
5. Click the **Login** button.

TIP!

If you have three consecutive failed attempts to log in to AccessOnline, then your account will become inactive. Contact the technical support desk (877-887-9260) to reset your password.

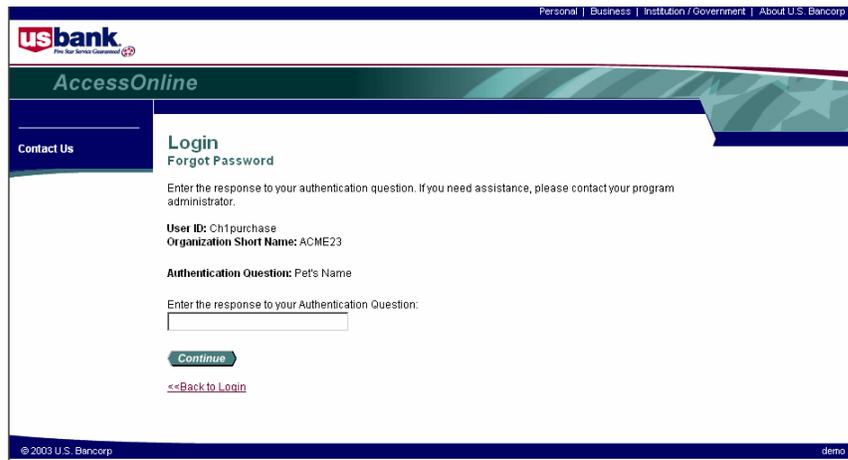
6. The first time you log in to AccessOnline, and every 60 days thereafter, the *Login: New Password* screen displays and you must change your password.
 - a. Type your current password in the *Current Password* field.
 - b. Type a new password in the *Enter New Password* field.
 - Your password must be 8-20 alpha/numeric characters.
 - Your password must contain at least one alpha and one numeric character.
 - You cannot reuse a password for 12 months.
 - c. Confirm your new password by typing it a second time in the *Re-enter New Password* field.
 - d. Click the **Save** button.
7. The first time you log in to AccessOnline, the *Licensing Agreement* page displays and you must view and respond to the licensing agreement.
 - a. Click the **I Decline** button to return to the *Login* page.
 - b. Click the **I Accept** button to accept the terms of the licensing agreement and continue. The *Client Home* page displays.



Forgot Your Password?

If you forget your password, you can still log in to AccessOnline using your authentication. Your authentication is an answer to a question that only you know. To log in to AccessOnline using your authentication:

1. At the *Login* page, type **pepper** in the *Organization Short Name* field.
2. Type your user ID in the *User ID* field.
3. Click the **Forgot your password?** link. The *Login: Forgot Password* page displays.



4. Type the answer to your authentication question in the *Enter the response to your Authentication Question* field.
5. Click the **Continue** button. The *Login: New Password* page displays.
6. Type a new password in the *Enter New Password* field.
 - Your password must be 8-20 alpha/numeric characters.
 - Your password must contain at least one alpha and one numeric character.
 - You cannot reuse a password for 12 months.
7. Confirm your new password by typing it a second time in the *Re-enter New Password* field.
8. Click the **Save** button. The *Client Home* page displays.

Client Home Page, User Interface and Site Navigation

The *Client Home* page displays each time you log in to AccessOnline and whenever you click the *Home* link in the *Left-Column Navigation Bar*. The *Client Home* page has the following elements:

- **Messages** - Provide important global and company-specific notices
- **Account Activity box** - Provides one-click access to transaction information for your accounts.
- **US Bank links** - Display other US Bank web sites in new browser windows
- **Client name** - Displays in the right-hand corner of the screen
- **Log Out button** - Ends your AccessOnline session and displays the *Login* page
- **Left-Column Navigation Bar** - Specific to each user, displays links only to those AccessOnline functions assigned to your user ID

Left-Column Navigation Bar

Use the *Left-Column Navigation Bar* to navigate throughout AccessOnline. The *Left-Column Navigation Bar* has the following elements:

- **High-level tasks** - Displays links to sub-tasks in the *Left-Column Navigation Bar* and on the screen (with the descriptive text explaining each task). Clicking a sub-task link displays the screens where you make selections, enter data, and review information to complete the task
- **Contact Us link** - Displays the US Bank Corporate Payment Systems mailing address and the phone numbers for the AccessOnline technical support desk
- **Home link** - Displays the *Client Home* page

TIP!

Use the links in the *Left-Column Navigation Bar* and on the screens, rather than your browser's **Back** and **Forward** buttons, to navigate through the AccessOnline site.

Logging Out

You can log out of your AccessOnline session from any screen. To log out:

1. On any screen, click the **Log Out** button in the right-hand corner of the screen. The *Login* page displays.

TIP!

For security reasons, if you don't perform any tasks in AccessOnline for 30 minutes, the system will log you out of your session automatically.

Introduction

Managing your personal information in AccessOnline is quick and easy. This section of the user guide provides some important procedures to help you view and update your personal information, including:

- Your **password**
- Your **authentication information**
- Your **contact information**

In addition, you can also view your **Access Entitlements** which include your:

- **Organization Short Name** - Identifies your company in AccessOnline using a unique code
- **Functional Entitlement Group** - Determines the AccessOnline functions that are assigned to your user ID
- **Accounts** - Lists accounts that are assigned to you

Changing Your Password

You must change your password the first time you log in to AccessOnline and every 60 days thereafter. However, you can use the following steps to change your password at any time. To change your password:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Password** link in the *Left-Column Navigation Bar* or on the screen. The *Password: Change Password & Authentication* screen displays.
3. Type your current password in the *Current Password* field.
4. Type a new password in the *Enter New Password* field.
 - Your password must be 8-20 alpha/numeric characters
 - Your password must contain at least one alpha and one numeric character
 - You cannot reuse a password for 12 months
5. Confirm new password by typing it a second time in the *Re-enter New Password* field.
6. Click the **Save** button.

Changing Your Authentication

If you forget your password, you can use your authentication to reset your password and log in to AccessOnline. Refer to the *Getting Started* section of the user guide for detailed steps on how to log in when you have forgotten your password. Use the following steps to change your authentication question and response.

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Password** link in the *Left-Column Navigation Bar* or on the screen. The *Password: Change Password & Authentication* screen displays, with your current authentication question and response.
3. Select one of the following authentication questions from the *Authentication Question* drop-down list:
 - **Mother's Maiden Name**
 - **Father's Middle Name**
 - **Pet's Name**

- **Birth Place**
 - **Favorite Sports Team**
 - **Child's Name**
4. Type your response to the authentication question in the *Authentication Response* field.
 5. Click the **Save** button.

TIP!

Select an authentication question and response that is easy for you to remember, because you will need to provide this information if you forget your password. If you forget both your password and authentication, you will need to contact your program administrator.

Updating Your Contact Information

Use the following steps to change your contact information. This information is used by your AccessOnline program administrator (i.e. to contact you regarding your accounts). Changing your contact information in AccessOnline does not change your statement contact information. To change your statement address, please contact your program administrator.

To update your contact information:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Contact Information** link in the *Left-Column Navigation Bar* or on the screen. The *Contact Information: Change Your Contact Information* screen displays with your current information.
3. Review and update any fields that are not correct.
4. Click the **Save** button.

Viewing Your Account Access

To view your account access:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Account Access** link in the *Left-Column Navigation Bar* or on the screen. The *Account Access: View Account Access* screen displays. The following information is available:
 - **Organization Short Name** - Identifies your company in AccessOnline using a unique code
 - **Functional Entitlement Group** - Determines the AccessOnline functions that are assigned to your user ID
 - **Accounts** - Lists accounts that are assigned to you
 - **Hierarchy** - Lists your processing and reporting hierarchy

NOTE:

You cannot make changes to this information. If you have questions, contact your program administrator.

Adding Accounts

To add a new account to your User ID:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Account Access** link in the *Left-Column Navigation Bar* or on the screen. The *Account Access: View Account Access* screen displays.
3. Click the **Add Accounts** link. The *My Personal Information Add Accounts* screen displays.

MY PERSONAL INFORMATION

4. Type the account number in the *Account Number* field.
5. From the *Account Expiration Date* drop-down menus, select the month and year that the card expires.
6. Type the zip code for the account in the *Account Zip Code* field.
7. Click the **Add Account** button. The *Account Access: View Account Access* screen displays with a message confirming that the account was added.

Introduction

AccessOnline enables you to view your personal statement. The statement displays as a PDF copy of the actual statement for viewing only (not payment). The statement contains the following information:

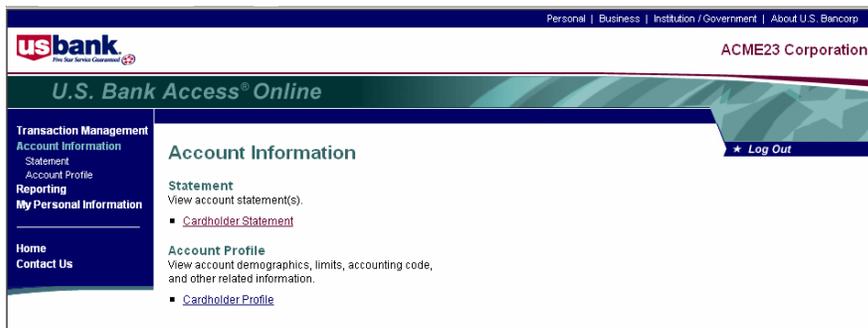
- Cardholder address
- Cardholder account number
- Amount due
- Account activity, such as posting date, description, transaction reference number and transaction amount
- Customer service information, including addresses and phone numbers
- Account balance

The following procedures explain in detail how you can view your statement.

Viewing Your Statement

To view your statement:

1. On the *Left-Column Navigation Bar* on any screen, click the **Account Information** high-level task. The *Account Information* screen displays.



2. Click the **Statement** link on the *Left-Column Navigation Bar* or the **Cardholder Statement** link on the screen. The *Cardholder Statement: Select an Account* screen displays.
3. Click the link (i.e. **Corporate Card, Purchasing Card**) in the *Product Name* column next to the account you wish to select. The *Cardholder Statement: Select Cycle* screen displays.



4. Select the billing cycle for the statement you wish to view from the *Select Billing Cycle* drop-down list.

VIEWING YOUR STATEMENT

NOTE:

You can view three past cycles. The statement is available the day after the cycle end.

- Click the **View Statement** button. Your statement displays in a new Adobe Acrobat window.

000454

CHASTIN J DORDING
ACME
7785 SOUTH BURGUNDY CIRCLE #400
ENGLEWOOD CO 80772-5919

AMOUNT ENCLOSED
\$
MAKE CHECK PAYABLE TO
Corporate Payment Systems
P.O. Box 790428
St. Louis, MO 63178-0428

4246040009598774 000000000

PLEASE MAKE ANY ADDRESS CHANGES ON THE BACK OF THIS PAYMENT COUPON
DETACH HERE AND RETURN WITH PAYMENT

POSTING DATE	DESCRIPTION	TRANS DATE	REFERENCE NUMBER	AMOUNT CR. OR DEB. BY PAYMENT
01-08	AMERICAN ASSO OF DC ATLANTA GA 000190128 TAX \$	01-08	24001753007286282019091	8699 205.00
01-16	110395 NORMED 206-2428228 WA TAX \$	01-15	24717053015120151498575	5964 5.20
01-24	110395 NORMED 206-2428228 WA TAX \$	01-21	24717053023120231475809	5964 191.36
01-28	110395 NORMED 206-2428228 WA TAX \$	01-27	24717053027120270782954	5964 235.11
01-30	110395 NORMED 206-2428228 WA TAX \$	01-28	24717053029120291454037	5964 91.28
***** TOTAL AMOUNT OF MEMO ITEM(S) *****				727.95

1 of 1 6.82 x 7.93 in

Introduction

The Cardholder Account Profile function enables you to view important information about your account. Information available through a cardholder account profile includes:

- **Demographic information** - Cardholder name, address and contact information
- **Authorization limits** - The account status and authorization limit information (i.e. credit limit, single purchase limit, available credit)
- **Default accounting code** - The default accounting code assigned to your account
- **Account information** - Additional information about the account (i.e. cycle day, open date, and hierarchy information)

To view an account profile, you will perform two basic steps:

- Select your account
- View account information

The procedures on the following pages provide detailed instructions on both basic steps.

Selecting an Account

You can navigate quickly to your own account(s). To select an account:

1. At the *Client Home* page, click the **Account Information** high-level task from the *Left-Column Navigation Bar*. The *Account Information* screen displays.
2. Click the **Cardholder Profile** link on the *Account Information* screen. The *Cardholder Account Profile: Select an Account* screen displays.
3. A list of your account(s) are displayed.
4. Click the link (i.e. **Corporate Card, Purchasing Card**) in the *Product Name* column next to the account you wish to select. The *Cardholder Account Profile: Account Summary* screen displays.

Viewing Account Information

From the *Cardholder Account Profile: Account Summary* screen, you can view demographic information, default accounting code information, authorization limit information, and account information.

The screenshot shows the U.S. Bank Access Online interface. At the top, there are navigation links for Personal, Business, Institution / Government, and About U.S. Bancorp. The user is identified as ACME23 Corporation. The main header reads "U.S. Bank Access® Online". On the left is a navigation menu with categories: Transaction Management, Account Information (with sub-links for Statement and Account Profile), Reporting, My Personal Information, Home, and Contact Us. The main content area is titled "Cardholder Account Profile" and "Account Summary". It displays the account number "424604000698774" for "CHASTIN J DORDING" with a "Switch Account" link. Below this, it prompts the user to "Select an item below to view its contents." and lists four options: Demographic Information (viewing name, address, and contact info), Default Accounting Code (viewing the assigned code), Authorization Limits (viewing status and limits like credit and purchase limits), and Account Information (viewing cycle day, open date, and hierarchy).

To view information:

1. If you wish to view demographic information, then click the **Demographic Information** link on the *Cardholder Account Profile: Account Summary* screen. The *Cardholder Account Profile: Demographic Information* screen displays. This screen lists:
 - Name
 - Address
 - Contact Information
2. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.
3. If you wish to view default accounting code information, then click the **Default Accounting Code** link. The *Cardholder Account Profile: Default Accounting Code* screen displays. This screen lists the default accounting code assigned to the account, including the segment names and segment values. This screen gives you an overall picture of the accounting code structure for your account.
4. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.
5. If you wish to view authorization limits, then click the **Authorization Limits** link. The *Cardholder Account Profile: Authorization Limits* screen displays.
6. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.
7. If you wish to view account information, then click the **Account Information** link. The *Cardholder Account Profile: Account Information* screen displays. This screen lists account information such as cycle day, open date, current and past due balance, and hierarchy information.

Introduction

AccessOnline makes managing your transactional information easy. You can view a list of your transactions for the current (open) cycle and the past six closed cycles, as well as any details available for each transaction. During the current cycle and until the last day of the month for that cycle, you can also reallocate transactions.

This section of the user guide provides instructions on the following transaction management functions:

- Search and select an account
- Select a cycle date to review a list of transactions that posted during that cycle
- Select a transaction to view detailed transaction information
- Initiate a dispute for a transaction
- Reallocate transactions

Selecting an Account

You have two options for selecting an account to view transaction information:

1. To select an account using the *Account Activity* box:
 - a. Click the **Home** link in the *Left-Column Navigation Bar* to display the *Client Home* page.
 - b. In the *Account Activity* box, click an account number link. The *Transaction Management: Cardholder Transaction List* screen displays.

-Or-

2. To select an account using the *Transaction Management: Select an Account* screen:
 - a. Click the **Transaction Management** high-level task.
 - b. Click the **Transaction List** sub-task. The *Transaction Management: Select an Account* screen displays.
 - c. Click the link in the *Product Name* column next to the account you wish to select. The *Transaction Management: Transaction List* screen displays.

Viewing Transaction Lists

When you select an account, the *Transaction Management: Cardholder Transaction List* screen displays. By default, the current cycle is selected.

The screenshot shows the 'Transaction Management' interface for a cardholder. The account number is 0020, DAVID E BRANT. The 'Billing Cycle End Date' is set to 'Open'. The 'Transaction List' table contains one record:

Select	Status	Trans Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	Reviewed	09/05	VERIZON INTERNET SVCS	800-567-6789, TX	\$49.65	0317191348000	2-51650-30551 PAYROLL AP

To select a different cycle date:

1. Select a cycle date from the *Billing Cycle End Date* drop-down list. You can view transaction lists for the current cycle and the past six cycles.
2. Click the **Search** button.
 - If transactions have posted for the selected cycle, then those transactions will display in a table at the bottom of the screen. The table displays the following information:
 - **Select** - A check box indicating that you want the transaction reviewed
 - **Status** - Icons indicating if the transaction has been reviewed or disputed
 - **Trans Date** - The date the transaction occurred
 - **Posting Date** - The date the transaction posted in US Bank's payment processing system
 - **Merchant** - The merchant who processed the transaction
 - **City/State** - The merchant's city and state
 - **Amount** - The amount of the transaction (in US dollars) including tax
 - **Purchase ID** - Typically, the purchase order number from the order or, occasionally, other information the merchant might enter
 - **Accounting Code** - Icon indicating if the transaction has been reallocated and the accounting code numbers to which the transaction is currently associated.

TIP!

You can sort a transaction list by any of the underlined column headings. Click on a column heading link to sort the table by that column (i.e. click on the **Merchant** link to sort the transaction list by the merchant name from A-Z).

NOTE:

If no transactions have posted for the selected cycle, then the following message will display: "There are no transactions for the selected cycle."

Search for Transactions

When you select an account, the *Transaction Management: Cardholder Transaction List* screen displays. By default, the current cycle is selected. You can click on the + next to **Search Criteria** if you want to find an individual transaction or group of transactions using specified criteria.

To search for a transaction:

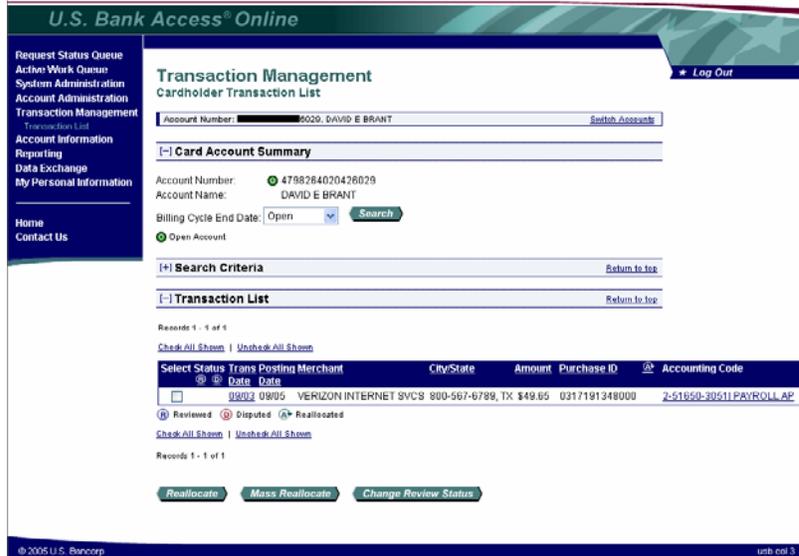
1. From the *Transaction Management: Cardholder Transaction List* screen, click on the + next to **Search Criteria**.

The screenshot shows the 'Transaction Management Cardholder Transaction List' interface. On the left is a navigation menu with options like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Transaction List', 'Account Information', 'Reporting', 'Data Exchange', 'My Personal Information', 'Home', and 'Contact Us'. The main content area displays account information for '6029, DAVID E BRANT' and includes a 'Search Criteria' section. The search criteria section has fields for 'Transaction Amount' (set to 'All'), 'Purchase ID', and 'Transaction Status' (set to 'All'). There is also a 'Display 25 Transactions per page' option and 'Search' and 'Reset & Search with Defaults' buttons.

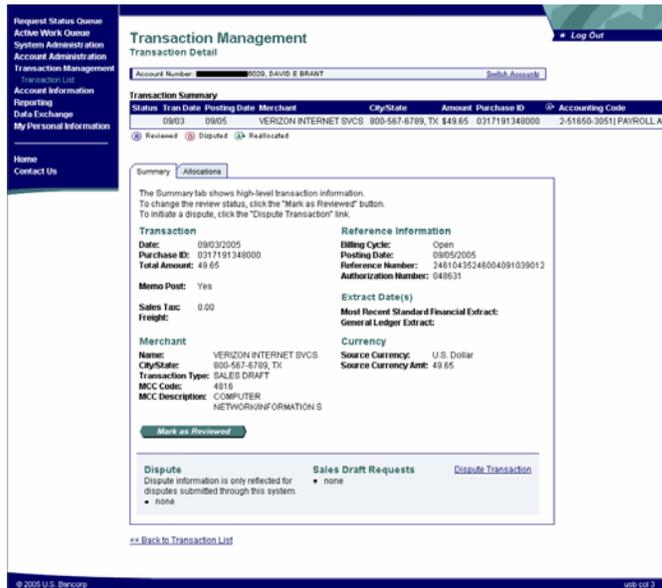
2. Type search criteria in any (or all) of the search fields as follows:
 - a. Select a transaction amount type from the *Transaction Amount* drop-down list and type the exact amount or amount range in the appropriate fields.
-And/Or-
 - b. Type a purchase ID in the *Purchase ID* field.
-And/Or-
 - c. Select a transaction status from the *Transaction Status* drop-down menu.
3. Click the **Search** button. A list of transactions that meet your search criteria displays at the bottom of the screen.

Viewing Transaction Details

To view additional information that is available for a transaction:



1. Click the **Trans Date** link for the transaction for which you would like more information. The *Transaction Management: Transaction Detail* screen displays.



2. To view the details for another transaction, click the **<<Back to Transaction List** link to return to the *Transaction Management: Cardholder Transaction List* screen and the table of transactions.

NOTE: The *Transaction Management: Cardholder Transaction Detail* screen displays the information about a transaction that US Bank has been received from Visa. If the merchant did not pass the data through Visa, or if the data does not apply, the field is blank.

Disputing Transactions

A key feature of AccessOnline is the ability to initiate a dispute for a transaction. This functionality allows you to choose from a list of potential reason codes for disputing a transaction. After selecting your dispute reason, the system takes you through the appropriate steps for submitting the dispute request.

To initiate a dispute for a transaction:

1. Click the **Trans Date** link next to the transaction for which you would like to initiate a dispute. The *Transaction Management: Transaction Detail* screen displays with the *Summary* tab.

The screenshot shows the 'Transaction Management: Transaction Detail' screen. At the top, there is a table with columns: Status, Tran Date, Posted Date, Merchant, City/State, Amount, Purchase ID, and Accounting Code. The first row shows: (D) Reviewed, (D) Disputed, (A) ReAllocated, 10/06/2003, 10/07/2003, UNITED ELECTRIC #7649, 651-582-3900, MN, 170.04, 03-0218, 649.

Below the table, there are tabs for 'Summary' and 'Allocations'. The 'Summary' tab is active. It contains several sections:

- Transaction:** Date: 10/06/2003, Purchase ID: 03-0218, Total Amount: 170.04, Sales Tax: 10.38, Freight: 0.00.
- Reference Information:** Billing Cycle: Open, Posting Date: 10/07/2003, Reference Number: 4765435303800391, Authorization Number: 055679.
- Merchant:** Name: UNITED ELECTRIC #7649, City/State: 651-582-3900, MN, Transaction Type: SALES DRAFT, MCC Code: 5969, MCC Description: OTHER DIRECT MARKETER.
- Currency:** Source Currency: U.S. Dollar, Source Currency Amt: 170.04.

There is a 'Mark as Reviewed' button. Below this, there is a 'Dispute' section with a note: 'Dispute information is only reflected for disputes submitted through this system.' and a radio button for 'none'. To the right, there is a 'Sales Draft Requests' section with a radio button for 'none'. A black arrow points to a 'Dispute Transaction' link.

At the bottom left, there is a link: '<< Back to Transaction List'. At the bottom left of the page, there is a copyright notice: '© 2003 U.S. Bancorp'.

2. Click the **Dispute Transaction** link. The *Transaction Management: Select a Dispute Reason* screen displays.
3. Click the radio button next to the appropriate dispute reason.
4. Click the **Select** button. The *Transaction Management: Dispute Reason* screen displays.

TIP!

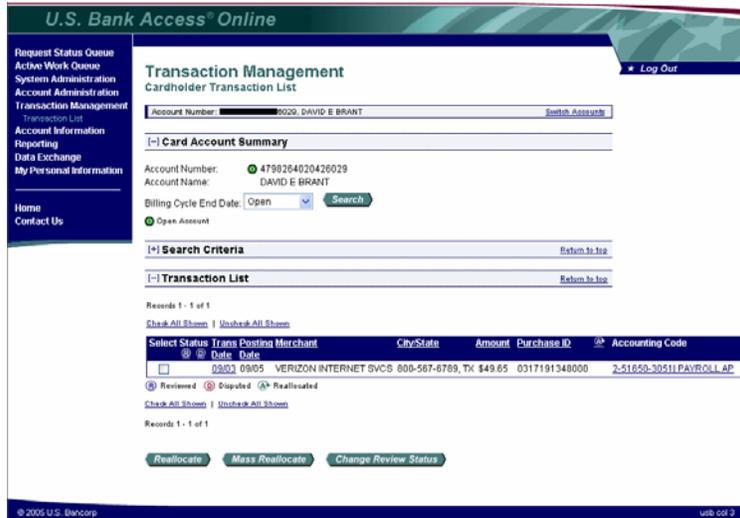
Read the explanation under each dispute reason until you find the one that is most appropriate for your dispute. The *Additional Items Required* column tells you what additional information you will need to provide when you submit your dispute request. These requirements are based on Visa's dispute rules.

5. Enter the appropriate information in the required fields.
6. Click the **Continue** button. The *Transaction Management: Dispute Reason* screen displays with a message at the top confirming that your request has been completed.
7. Follow the instructions on the screen to print, sign and fax or mail this form to the US Bank location in Fargo.
8. When finished, click the **Transaction Detail** link to return to the *Transaction Management: Transaction Detail* screen. The **D** symbol displays in the *Status* column for the transaction.

Reallocating Transactions

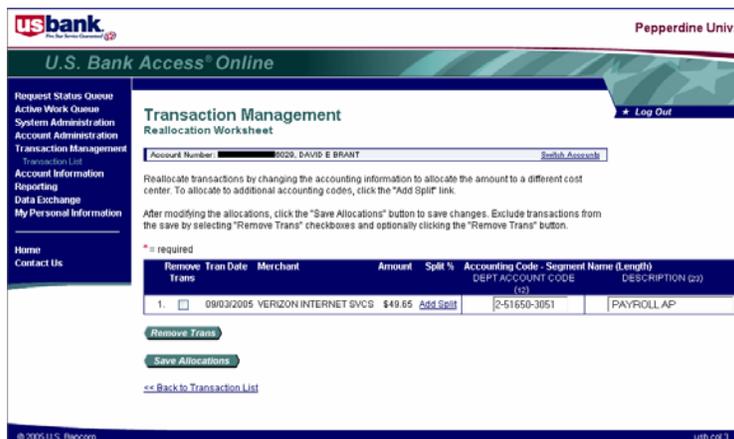
You can view transaction lists and details for the current cycle and the past six cycles. However, you only have until the last day of the month of the cycle to reallocate transactions. Once the last day of the month has passed, you cannot reallocate the transaction.

When you reallocate a transaction, you change the accounting information to allocate the transaction to a different account number and/or sub-code. The reallocation can be to one accounting code or to multiple accounting codes. For example, if you purchase office supplies for your department and another department, you can reallocate that transaction to be shared between your department and the other department. However, total allocation amounts must always equal 100% of the transaction.



To reallocate a transaction:

1. Select a transaction to reallocate:
 - a. On the *Transaction Management: Cardholder Transaction List* screen, click the accounting code link next to the transaction you wish to reallocate. The *Transaction Management: Transaction Detail* screen displays with the *Allocations* tab open.
 - Or-
 - b. On the *Transaction Management: Transaction Detail* screen, click the *Allocations* tab. The *Allocations* tab displays.



2. Change the allocation information:
 - a. If you wish to change the accounting code to which the transaction amount is allocated, then type the new segment code(s) in the *Accounting Code Segment Name* fields.
 - b. If you wish to split the transaction amount between multiple accounting codes, then type a number in the *Number of split lines to add* field and click the **Add** button. The system adds an additional *Accounting Code Segment Name* row to the transaction.

Cardholder Account Profile
Reporting
My Personal Information
Home
Contact Us

Account Number: 4246040009598774, CHASTIN J DORDING [Switch Accounts](#)

Transaction Summary

Status	Tran Date	Posted Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
	10/06/2003	10/07/2003	UNITED ELECTRIC #7649	651-582-3900, MN	170.04	03-0218	649

Reviewed
 Disputed
 ReAllocated

Summary Allocations

Transaction Allocations

You can allocate amounts by dollar amount or percentage below. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click "Add Split."

After adding, modifying or deleting allocations, click on the "Save Allocations" button to save changes.

Delete	Amount	Percent	Accounting Code - Segment Name (Length)
1. <input type="checkbox"/>	\$ 100.00 or	58.81 %	649
2. <input type="checkbox"/>	\$ 70.04 or	41.19 %	700

Total Allocated: \$ 170.04 100.00 % [Add Split](#)

Amount Remaining: \$ 0.00 0.00 %

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[Save Allocations](#)

[<< Back to Transaction List](#)

- c. If you wish to change the allocation amount, then type either a new dollar amount or a new percentage amount in the *Amount* or *Percent* field. When you enter a new dollar amount, AccessOnline automatically recalculates the allocation percentage and *Amount Remaining* values. When you enter a percentage, AccessOnline automatically recalculates the dollar amount and *Amount Remaining* values. Total reallocation amounts must equal 100% of the transaction amount.
3. When you have finished reallocating the transaction, click the **Save Allocations** button to save your changes. A message displays at the top of the screen confirming that the allocation was successful.

Cardholder Account Profile
Reporting
My Personal Information
Home
Contact Us

Account Number: 4246040009598774, CHASTIN J DORDING [Switch Accounts](#)

Transaction Summary

Status	Tran Date	Posted Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
	10/06/2003	10/07/2003	UNITED ELECTRIC #7649	651-582-3900, MN	170.04	03-0218	649
							700

Reviewed
 Disputed
 ReAllocated
 Split

Summary Allocations

Transaction Allocations

You can allocate amounts by dollar amount or percentage below. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click "Add Split."

After adding, modifying or deleting allocations, click on the "Save Allocations" button to save changes.

Delete	Amount	Percent	Accounting Code - Segment Name (Length)
1. <input type="checkbox"/>	\$ 100.00 or	58.81 %	649
2. <input type="checkbox"/>	\$ 70.04 or	41.19 %	700

Total Allocated: \$ 170.04 100.00 % [Add Split](#)

Amount Remaining: \$ 0.00 0.00 %

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[Save Allocations](#)

[<< Back to Transaction List](#)

4. Click the **Back to Transaction List** link to return to the *Transaction Management: Transaction List* screen.

NOTE:

The *Transaction Management: Cardholder Transaction Detail* screen is also updated to reflect your reallocation.

Introduction

As a cardholder, you can access information on your account through the Reporting function. Currently, you have access to three reports. The *Transaction Detail* report provides you with detailed transaction information, including merchant detail data and allocation (accounting code) information.

To run any report, you will perform three basic steps:

- Select a report to run
- Choose the report parameters
- Run the report

Selecting a Report to Run

To select a report to run:

1. On the *Left-Column Navigation Bar*, click the **Reporting** high-level task. The *Reporting* screen displays.



2. On the *Reporting* screen, click the report name link (i.e. **Transaction Detail**). The screen displays on which you set up your report (referred to as the *report parameter screen*).

Setting Report Parameters

To set up your report, you must set parameters in three main areas:

- **Criteria** - Criteria for the report, such as the date range, merchant name, account criteria, and transaction amount that filter transactions to include in or exclude from your report
- **Sorting parameters** - The sorting fields for the data elements you wish to include
- **Output parameters** - Your options for viewing, printing, or exporting the report

Setting Date Criteria

To set the date criteria, select an option from among the radio buttons available. You have four options:

1. Select the *Cycle End Date Range* radio button to include transactions within the billing cycle you choose in the next step. The cycle date is based on the cycle end date.

-Or-

2. Select the *Calendar Month Range* button to include transactions within a specific month that you choose in the next step.

-Or-

3. Select *Posting Date Range* radio button to include transactions with a posting date in the range you choose in the next step. The posting date is the date the transaction posted in US Bank's payment processing system.

-Or-

4. Select the *Transaction Date Range* radio button to include transactions with a transaction date in the range you choose in the next step. The transaction date is the date on which the transaction occurred.

Setting the Date Range

To set the date range:

1. Select the month for the report's beginning date from the drop-down list.
2. Select the day of the month for the report's beginning date (if available).
3. Select the year for the report's beginning date.
4. Select the month for the report's ending date.
5. Select the day of the month for the report's ending date (if available).
6. Select the year for the report's ending date.

TIP!

To select a single cycle, select the same month and year for the report's beginning date and ending date. Since the cycle selection is based on cycle end date, this action will give you one cycle.

Transaction Detail Criteria

The *Transaction Detail* report includes information on the merchant and allocation (accounting code) information. When running a *Transaction Detail* report, you need to set additional criteria as follows:

1. If you want to filter your report by merchant name, then type the merchant name in the *Merchant Name* field.
 - a. Type the complete merchant name or at least three letters of the merchant name in the *Merchant Name* field.
 - b. Click the **Add** button. The report will include all merchants with the first three letters that match the letters you typed. For example, if you type **uni**, than all merchants with **uni** as the first three letters of their name will display in your report.

2. If you want to filter your report by accounting code, then type the full or partial accounting code associated to the transaction in the *Accounting Code* field.
3. If you want to filter your report by transaction amount, then, in the *Transaction Included* field, select the <, =, or > symbol and type the corresponding dollar figure. For example, if you want your report to include transactions greater than \$500, you would select the > symbol and type 500.

NOTE:

Do not include commas in your amount. For example, do not type **2,000**, type **2000**. If you want to include cents, then type a decimal point and numbers.

Setting Sorting Parameters

AccessOnline displays default sorting parameters. If you want to change these defaults, you can select the sorting parameters you want.

AccessOnline has a number of data elements available for you to use in your report. You have four sorting fields to use that contain the data elements available for your report. The sorting fields exist so that you can select a data element and choose to have the data element sort in ascending or descending order.

To set your sorting parameters:

1. In the left-most sort field, select your desired data element from the drop-down list.
2. Select the *Ascending* or *Descending* radio button.
3. Repeat Steps 1 and 2 to set additional sorting parameters in the other three sort fields.

Setting Output Parameters

Once you have selected the criteria and sorting parameters for your report, you are ready to select the output parameters. To select the output parameters, you have three options:

1. From the *Report Output* drop-down menu, select the **Browser** option. Choose this option if you want only to view the data in a new browser window.
-Or-
2. From the *Report Output* drop-down menu, select the **Excel** option. Choose this option if you want to export the report information to a Microsoft Excel workbook for formatting and/or manipulation. If you choose this option, then your report will reside on your computer for later manipulation, formatting, viewing, and printing.
-Or-
3. From the *Report Output* drop-down menu select the **PDF** option. Choose this option if you want to create a ready-to-print Adobe Acrobat copy of your report. If you choose this option, then your report will reside on your computer for later viewing and printing.
4. If you have only one account number, then it will appear in the *Group the Report By: Account Number* field. If you have multiple accounts, then select the correct account number from the *Group the Report By: Account Number* drop-down menu.

Running the Report

To run your report:

1. Review your report parameters.
2. Make any changes you wish.
3. Click the **Run Report** button. Your report displays in the output format you have selected.

NOTE:

If no data is available for the parameters you have chosen, then AccessOnline displays a message screen. If this message screen displays, then click the **X** in the upper right corner of the message window to close the window and reset your report parameters.