

Access Online

**Army
User Guide**

Version 1.4

Resource Manager



All of **us** serving you™



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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® Online](https://access.usbank.com) or by typing the following address into your web browser:

<https://access.usbank.com>

Web-based Training

Make sure you have the most current version of this user guide (and access additional training content) by checking this guide's version number against the user guide on the [web-based training \(WBT\) site](https://wbt.access.usbank.com). You can also type the following address into your web browser:

<https://wbt.access.usbank.com>

Introduction

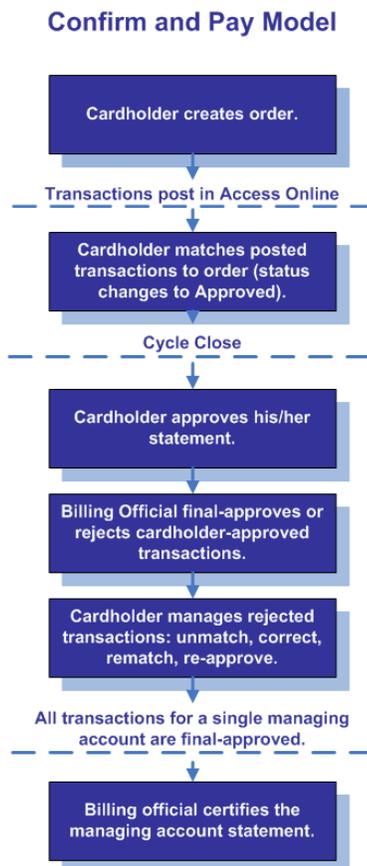
In this user guide, you will learn how to access and complete the key tasks you perform in Access Online. This guide provides you with the basic steps for critical tasks. For field descriptions and additional options, we give you a cross reference to the comprehensive user guide on a specific topic. By presenting your tasks in this way, we hope to provide you with the information you need without overloading you with extraneous detail not relevant to your specific tasks.

Be sure to access and review the web-based training (WBT) lessons, as well as user guides, quick references, guided and hands-on simulations, and recorded training classes available to you on the WBT.

Tip! Bank security policies prohibit us from accessing and using your live site for training purposes. So, to safeguard your account information, we use sample screens throughout this user guide. Your actual user interface in Access Online is customized to meet Army needs and will look slightly different.

Confirm and Pay Payment Model

The tasks in this user guide reflect the Army's Confirm and Pay model, as the diagram below shows.



Get Started

Getting started in U.S. Bank Access® Online is quick and easy. In this section, you will learn how to get started using Access Online, including how to log in, navigate the system, and access and update your personal information.

Log In and Log Off

The screenshot shows the U.S. Bank Access Online login page. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. Below this is the U.S. Bank logo and the text "U.S. Bank Access® Online". The main heading is "Welcome to Access Online!" followed by the instruction "Please enter the information below and login to begin." There are three input fields: "Organization Short Name:", "User ID:", and "Password:". A "Login" button is located below the fields. There are also links for "Forgot your password?", "Register Online", and "Website/Browser Requirements".

Numbered callouts (1, 2, 3, 4) point to the "Organization Short Name" field, the "User ID" field, the "Password" field, and the "Login" button, respectively.

Two yellow callout boxes provide additional information:

- The first callout box, pointing to the three input fields, says: "You must fill in all three fields."
- The second callout box, pointing to the "Forgot your password?" link, says: "After two failed login attempts, click the Forgot Your Password link and then answer your authentication question to reset your password and log in."

To log in:

1. Type your organization short name (**ARMY**) in the *Organization Short Name* field. The organization short name is a code that identifies your organization in Access Online.
2. Type your user ID in the *User ID* field.
3. Type your password in the *Password* field.
4. Click the **Login** button. The Access Online *Client Home* page displays.

Tip! For security reasons, if you do not perform any task in Access Online for 15 minutes, the system will log you out of your session automatically. Also, you must change your password every 60 days. Your password must be 8–20 alpha/numeric characters, and must contain at least one letter and one number. You cannot reuse a password for 12 months. If you forget your password, you can still log in to Access Online using your authentication. Your authentication is an answer to a question that only you know, such as your father's middle name or your mother's maiden name.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
The Star Service Guarantee

ARMY

U.S. Bank Access® Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Travel Expense Management
Account Information
Data Exchange
Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

5 [★ Log Out](#)

5. To log out, on any screen, click the **Log Out** link.

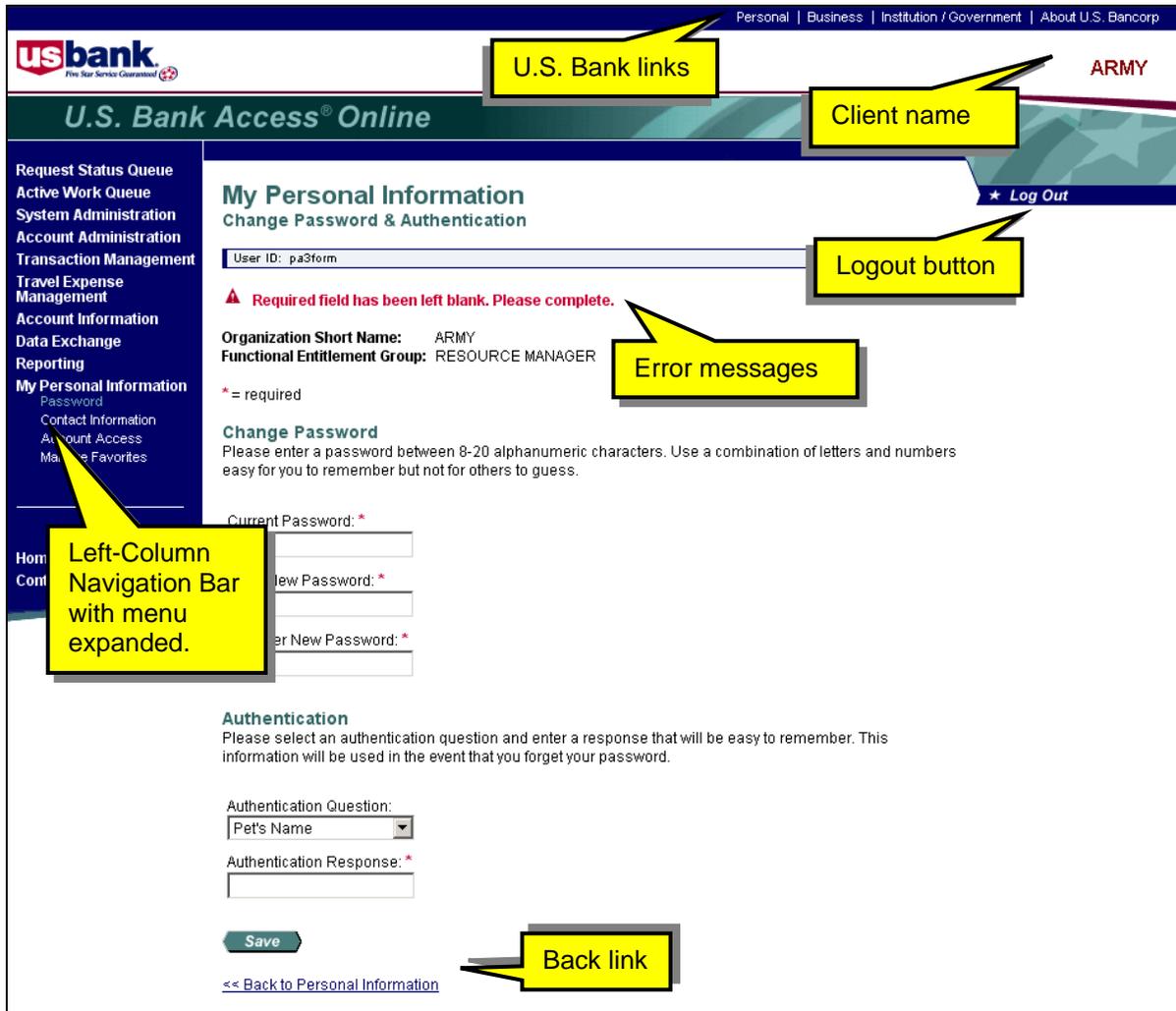
Basic Navigation

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

- **Left-column Navigation Bar**—Provides access to all tasks and functions in Access Online.
- **Messages**—Provides important notices

Tip! Never use your browser's **Back** button.

Learn More: Refer to the *Access Online: Government Glossary* for definitions of terms in Access Online.



The following elements are common to all Access Online screens:

- **U.S. Bank links**—Display other U.S. Bank web sites in new browser windows
- **Client name**—Displays in the right-hand corner of the screen
- **Error message**—Displays in red text at the top of the screen
- **Log Out button**—Ends your Access Online session and displays the *Login* page
- **Left-Column Navigation Bar**—Specific to each user, displays links only to those Access Online functions assigned to your user ID
- **Back link**—Displays a previous screen

Breadcrumbs

Some procedures in Access Online also use breadcrumbs at the top of the screen to let you know which part of the process you are working on. This example is from the managing account setup process.

The screenshot shows a web interface titled "Managing Account" with a "Log Out" button in the top right corner. Below the title is the sub-section "Setup Demographics". A breadcrumb trail is displayed: "Demographics" (active) → "Account Information" → "Extract Information" → "Accounting Code" → "Authorization Limits". Below the breadcrumb trail, there is a prompt: "Enter demographic information, then save and continue." The current "Product" is listed as "PURCHASING" and the "Status" is blank. A note indicates that asterisks (*) denote required fields. The form contains three input fields for "Last Name:", "First Name:", and "MI:". Below these is a "Date of Birth:" section with three dropdown menus for "Month", "Day", and "Year".

My Personal Information

You can easily view and manage your personal information, including your password, authentication question, contact information, and e-mail notifications.

In addition, you can view (but not edit), your organization short name (ARMY), your functional entitlement group (which controls the tasks you have access to), your accounts, and your processing and reporting hierarchies.

The screenshot shows the 'U.S. Bank Access Online' interface. The left navigation bar includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Travel Expense Management, Account Information, Data Exchange, Reporting, My Personal Information (selected), Password, Contact Information, Account Access, and Manage Favorites. The main content area is titled 'My Personal Information' and contains a 'User ID: pa3form' field, a 'Log Out' link, and several sections: 'Password' (with a red callout '1' pointing to the left menu), 'Contact Information' (with a red callout '2a' pointing to the 'Password' link), 'Account Access', and 'Manage Accounting Code Favorites'. A yellow callout box points to the 'Email Notification' link under 'Contact Information' with the text: 'You can click a link on the screen or click a menu option at left.'

To access your personal information:

1. Click the **My Personal Information** high-level task on the *Left-column Navigation Bar*.
2. To change your password or authentication question:
 - a. Click the **Password** link on the screen or the *Left-column Navigation Bar*.

My Personal Information

Change Password & Authentication

User ID: pa3form

Organization Short Name: ARMY
Functional Entitlement Group: RESOURCE MANAGER

* = required

Change Password
Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: * 2b

Enter New Password: *

Re-enter New Password: *

Authentication
Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question: 2c

Pet's Name ▼

Authentication Response: * 2d

teacups

[Save](#)

[<< Back to Personal Information](#)

- b. Specify new password information, if desired.
- c. Specify new authentication information, if desired.
- d. Click the **Save** button.

My Personal Information

User ID: pa3form

Password 3a
Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information
Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

Account Access
View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

3. To update your contact information:
 - a. Click the **Contact Information** link.

My Personal Information

Change Your Contact Information

User ID: pa3form

Organization Short Name: ARMY
Functional Entitlement Group: RESOURCE MANAGER

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

* = required

First Name:* Last Name:* MI:

Jose Sanchez

Address 1:* Address 2:

500 Chestnut Street

City:* State/Province:* Zip/Postal Code:*

Philadelphia PA 19106

Country:*

United States

Phone Number:* Fax Number:

612-123-1234 612-321-4321

Email Address:*

Josesanchez@army.mil

Other:

Resource Manager

3b

3c

Save Reset

[<< Back to Personal Information](#)

Required fields have red asterisks.

- b. Specify new information any field.
- c. Click **Save**.

My Personal Information

User ID: pa3form

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information
Update your user ID contact information (name, address, phone no., etc.).

- o [Email Notification](#)

Account Access
View access rights and user specific information, such as accounts and hierarchy level access.

- o [Add Accounts](#)

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

4. To update your e-mail notification:
 - a. Click the **Email Notification** link.

My Personal Information
Email Notification

User ID: pa3form

To receive an email notification, select the specific process and corresponding scenario's, timing or accounts.
 * = required

Email Address: *
 JoseSanchez@army.mil

Email Notification

Data Exchange
 Hold down the Ctrl key to make multiple selections.

All
 Successful Download
 Unsuccessful Download

Action Pending Travel Expense Report

Daily
 Weekly:
 Send notification only when there is an action pending a travel expense report.

Statement Notification
 Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type

Accounts viewed through assigned hierarchies: [Add Managing Accounts](#)
[Add Cardholder Account](#)

Remove	Account Number	Account Name	Account Type

[<< Back to Personal Information](#)

Do not use this section to enable/disable statement notification or to assign additional accounts.

- b. Specify new information, including new email address or statement notification parameters.
- c. Click **Save**.

Learn More: For additional information on the password, contact information, email notification, and account access tasks, refer to the *Access Online: My Personal Information* user guide and lesson.

Set Up a Managing Account

You can easily set up new managing accounts and modify existing managing accounts.

Depending on how your program is set up, you may also use the workflow and final review functions. The workflow function enables different users to set up different portions of the managing account. The final review function enables a designated A/OPC to review and approve the completed setup before submitting it to U.S. Bank for processing. Below are two sample scenarios: one with workflow and one without.

If your organization does not use the workflow process, then you have no managing account setup tasks to complete. You can skip this section.

Managing Account Setup with Workflow



These are the tasks you perform as a Resource Manager.

You and the A/OPC pick up setup tasks in the active work queue.

Managing Account Setup Without Workflow

If you want to set up managing accounts without using the workflow process, then you need to get approval from Army Level 2.



Complete Your Portion of a New Managing Account Setup

If your organization does not use the workflow process, then you have no managing account setup tasks to complete and you can skip this section and the cardholder account setup section.

The screenshot shows the 'U.S. Bancorp Access Online' interface. The left navigation menu includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Travel Expense Management, Account Information, Data Exchange, Reporting, and My Personal Information. The main content area is titled 'Active Work Queue' and contains the text 'Select a task to work.' and 'Records 1 - 1 of 1'. Below this is a table with the following data:

Task (Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Auth Limits	MANAGING ACCOUNT SETUP	Purchasing	Jones,Terry	07/25 12:15

There are 'Refresh List' links to the right of the table. A 'Log Out' link is visible in the top right corner of the main content area.

To complete your portion of a managing account setup:

1. Select the **Active Work Queue** high-level task.
2. Click the task link for the incomplete managing account setup.

Cardholder Account
Setup Authorization Limits

Client Relationship: United States Army [Switch Relationships](#)

Demographics → Account Information → Accounting Code → **Authorization Limits**

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit: * Single Purchase Limit: *

% Cash: (0-100)

Fiscal First Month:
10

Standard Velocity Limits

Cycle Dollar: * Cycle Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:
Month Day Year

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
Month Day Year

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG008	Approve	1	Custom	View Details
MCCG008A	Approve	1	Custom	View Details
MCCG009	Approve	1	Custom	View Details
MCCG009A	Approve	1	Custom	View Details

Note: 4 controls added out of a maximum of 9.

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 255.
Character count = 0

The breadcrumbs let you know where you are in the process.

3

4

5

Click to save the setup task in your active work queue and return to it later.

3. Type a dollar value for the credit limit, cycle dollar, and any other necessary velocity limits.
4. Type any comments, keeping in mind that other users with access to the setup and the account profile can view your comments.
5. Click the **Save and Continue** button.

Managing Account
Setup Extract Information ★ Log Out

[Demographics](#) → [Account Information](#) → [Extract Information](#) → [Accounting Code](#) → [Authorization Limits](#)

Enter extract information, then save and continue.

Product: PURCHASING
Name: Terry Jones
Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value
<input type="checkbox"/>	Invoice	<input type="text"/> Search for Value
<input type="checkbox"/>	Obligation	<input type="text"/> Search for Value
<input type="checkbox"/>	Cost Transfer	<input type="text"/> Search for Value

Extract information comments:

Note: the maximum amount of characters allowed is 254.
 Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

6. Select a check box in the *Send* column.
7. Click the corresponding **Search for Value** link to search and select the extract value.

Tip! Access Online refers to flags and routers as *extracts*. The *Setup Extract Information* screen is where you set up flags and routers. A router is a value that Access Online needs to send a file electronically to a specific Defense Finance and Accounting Service (DFAS) location for payment. You should know which values to select. If you do not, contact your DFAS representative.

Search & Select EDI Routing Number Value

Type: Invoice

Value:

Description:

Search

Select the Routing Number Value you want to use.

Records 1 - 5 of 5

Value	Description
HQ0105	Army Invoice 1
HQ0105	Army Invoice 2

[<< Back to Managing Account Setup](#)

8. Specify search criteria, including the router number, if you know it.
9. Click the **Search** button.
10. Click the value link from the list of values that match your search criteria.

Managing Account

Setup Extract Information ★ Log Out

[Demographics](#) → [Account Information](#) → **Extract Information** → [Accounting Code](#) → [Authorization Limits](#)

Enter extract information, then save and continue.

Product: PURCHASING

Name: Terry Jones

Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	
<input checked="" type="checkbox"/>	Invoice	<input type="text" value="AIN821"/>	Search for Value
<input checked="" type="checkbox"/>	Obligation	<input type="text" value="HQ0105"/>	Search for Value
<input type="checkbox"/>	Cost Transfer	<input type="text"/>	Search for Value

Extract Information Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Save & Continue
File For Later
Cancel Setup

11

11. Click **Save and Continue**.

Managing Account ★ Log Out

Setup Default Accounting Code

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter segment values, then save and continue.

Product: PURCHASING
Name: Terry Jones
Status:

Account Validation Control (AVC) Name: 0086Training [Switch AVC](#)

Reallocation Method:

No Reallocation
 Reallocate by Accounting Validation Control
 Reallocate by Alternate Accounting Codes

Default Accounting Code

Segment Name (Length)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)
APPROPRIATION (20)						
54540000000000000004	11	23340		123456789012	88888888	

Search for valid value

Associated Alternate Accounting Codes
[Select AACs](#)

Remove	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)

No Alternate Accounting Codes are associated. Use the link Select AACs to associate Alternate Accounting Codes.

[Remove](#)

[Select AACs](#)

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

12a

12b

This screen displays several values already specified.

12. To attach an AVC:

- a. Select the *Reallocate by Accounting Validation Control* radio button.
- b. Review the attached AVC and click the **Switch AVCs** link to attach a new one.

Managing Accounts

Search & Select Account Validation Control ★ Log Out

Product: PURCHASING
Name: Terry Jones
Status:

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

Account Validation Control (AVC) Name:

Accounting Code Structure Name:

AVC Type:

Processing Hierarchy Position:
 Bank: Agent:

Records 1 - 6 of 6

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Hierarchy Position Bank	Agent	Segment(s)
<input type="radio"/>	0066ConversionTraining	DEMO ACS	Child	Demo AVC (Stanfins)	2	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	0066DemoChild	DEMO ACS	Child	Demo AVC (Stanfins)	3	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	0066Demonstration	DEMO ACS	Child	Demo AVC (IAPS/GAFS - O&M)	3	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	0066Training	DEMO ACS	Child	Demo AVC (IAPS/GAFS - O&M)	3	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	Demo AVC (IAPS/GAFS - O&M)	DEMO ACS	Parent		2	3058	0066	APPROPRIATION , OAC , ASN
<input type="radio"/>	Demo AVC (Stanfins)	DEMO ACS	Parent		2	3058	0066	APPROPRIATION , OAC , ASN

Records 1 - 6 of 6

You can attach only one AVC to a managing account.

- c. Specify search criteria.
- d. Click the **Search** button.
- e. Select the radio button for the AVC that you want to attach to this managing account.
- f. Click the **Select** button.

Managing Account ★ Log Out

Setup Default Accounting Code

[Demographics](#) → [Account Information](#) → [Extract Information](#) → **Accounting Code** → [Authorization Limits](#)

Enter segment values, then save and continue.

Product: PURCHASING
Name: Terry Jones
Status:

Account Validation Control (AVC) Name: 0066Training [Switch AVC](#)

14a **Reallocation Method:**
 No Reallocation
 Reallocate by Accounting Validation Control
 Reallocate by Alternate Accounting Codes

13 **Default Accounting Code**

Segment Name (Length)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)
APPROPRIATION (20)						
[54540000000000000004]	[11]	[23340]		[123456789012] *	[88888888]	[2]

14b Search for valid value

Associated Alternate Accounting Codes
[Select AACs](#)

Remove	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)
No Alternate Accounting Codes are associated. Use the link Select AACs to associate Alternate Accounting Codes.											

[Remove](#)

[Select AACs](#)

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
 Character count = 0

[Save & Continue](#) [File For Later](#) [Cancel Setup](#)

13. To specify a default accounting code, specify a value in each required segment (marked with a red asterisk) by typing the value or clicking the **Magnifying Glass** icon to search and select a value from a valid value list.

14. To attach an alternate accounting code:
- a. Select the *Reallocate by Alternate Accounting Codes* radio button.
 - b. Click the **Select AACs** link.

Managing Account

★ Log Out

Setup Default Accounting Code

[Demographics](#) → [Account Information](#) → [Extract Information](#) → **Accounting Code** → [Authorization Limits](#)

Enter segment values, then save and continue.

Product: PURCHASING
Name: Terry Jones
Status:

Account Validation Control (AVC) Name: 0066Demonstration [Switch AVC](#)

Reallocation Method:
 No Reallocation
 Reallocate by Accounting Validation Control
 Reallocate by Alternate Accounting Codes

Default Accounting Code

Segment Name (Length)	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG
	<input type="text" value="23340000000000000000"/> * 🔍	<input type="text" value="16"/> 🔍	<input type="text" value="11222"/> 🔍	<input type="text" value="AFPC11"/> 🔍	<input type="text" value="987654321987"/> *	

🔍 Search for valid value

Associated Alternate Accounting Codes

[Select AACs](#)

Records 1 - 1 of 1

Remove	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG
<input type="checkbox"/>	Office Supplies	54540000000000000000	87	87775	AFPC33	564897231674	65498

Records 1 - 1 of 1

Remove

[Select AACs](#)

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
 Character count = 0

Save & Continue
File For Later
Cancel Setup

15

15. When you are done specifying the default accounting code and/or the alternate accounting code, click the **Save and Continue** button. The managing account setup goes to the next user's active work queue (back to the A/OPC for *Authorization Limits* setup and final review).

Set Up a Non-Electronic Data Interchange Account

To set up a non-electronic data interchange (EDI) managing account, the Army only specifies information on the *Demographics* screen and the *Authorization Limits* screen.

The A/OPC completes the *Demographics* screen portion of the setup, leaves the *Account Information* screen blank and click the **Save and Continue** button to send the rest of the managing account setup to the Resource Manager.

Managing Account ★ Log Out

Setup Demographics

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.
Product: PURCHASING
Status:

* = required

Last Name:* First Name:* MI:

Date of Birth:
 Month Day Year

Identification Number:

Tax Exempt Number:

Optional 1: Third Line Embossing:

Address 1:* Address 2:

City:* State/Province:(* if USA or Canada) Zip/Postal Code:(* if USA or Canada)

Country:*

Work Phone:* Home Phone:

Alternate Phone: Fax:

Email Address:

Demographics Comments:

Note: the maximum amount of characters allowed is 254.
 Character count = 0

Save & Continue **File For Later** **Cancel Setup**

The Resource Manager leaves the *Extract Information* screen blank, clicks the **Save and Continue** button to proceed to the *Accounting Code* screen. The Resource Manager leaves the *Accounting Code* screen blank and clicks **Save and Continue** to proceed to the *Authorization Limits* screen.

Cardholder Account

Setup Authorization Limits

[★ Log Out](#)

Client Relationship: United States Army [Switch Relationships](#)

Demographics → Account Information → Accounting Code → **Authorization Limits**

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit: * Single Purchase Limit: *

% Cash: (0-100)

Fiscal First Month:
10

Standard Velocity Limits

Cycle Dollar: * Cycle Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:
Month Day Year

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
 Month Day Year

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 254.
Character count= 0

Save & Continue
File For Later
Cancel Setup

The Resource Manager then completes the authorization limits screen to finish the non-EDI managing account setup.

Modify an Existing Managing Account

Once a managing account exists in Access Online, you can modify the account at any time. You are only able to modify the portions of the account you have access to: extract information (flags and routers), default accounting code, and authorization limits.

The A/OPC reviews and final-approves the managing account maintenance requests that you make to the managing account's default accounting code, authorization limits (e.g., credit limits), and extract information (e.g., EDI 810/821 routers).

After you update the account, you submit the request. The request displays in the A/OPC's active work queue. After the A/OPC accesses and reviews the request, the A/OPC either approves or rejects the request. If the A/OPC approves the request, the change becomes effective immediately.

If the A/OPC rejects the request, the A/OPC specifies a reject reason and the request returns to your active work queue. You access and fix the rejected request and then resubmit the request to the A/OPC for final review and approval. For more information, refer to *Manage a Rejected Managing Account Maintenance Request* on page 32.

The screenshot shows the U.S. Bank Access Online interface. The top navigation bar includes 'U.S. Bank Access® Online' and a 'Log Out' button. The left sidebar contains a navigation menu with categories like 'Request Status', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Travel Expense Management', 'Account Information', 'Data Exchange', 'Reporting', and 'My Personal Information'. Under 'Account Administration', there are sub-links for 'Cardholder Accounts' and 'Managing Accounts'. The 'Managing Accounts' section is expanded, showing a link for 'Maintain Managing Account'. A red circle with the number 1 points to the 'Account Administration' link in the sidebar, and another red circle with the number 2 points to the 'Maintain Managing Account' link.

To modify a managing account:

1. Select the **Account Administration** high-level task.
2. Click the **Maintain Managing Account** link.

Managing Accounts

Search & Select a Managing Account

Managing Account Search

Search for a Managing Account by Managing Account Number, Name, or Company Number.

Managing Account Number:

Managing Account Name:
OR

Last Name: First Name:

Company Number:
OR

Records 1 - 2 of 2

Account Number	Name
4716304556611542	ARMY MA SAMPLE 1
4716304556606120	ARMY MA SAMPLE 2

Records 1 - 2 of 2

3. Specify search criteria.
4. Click the **Search** button.
5. Click the account number link for the account you want to modify.

Managing Accounts

Summary and Tasks

Managing Account Number: 4716304556606120, ARMY MA SAMPLE 1 [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: Purchasing **Bank:** 3058
Name: ARMY MA SAMPLE 1 **Agent:** 0066
Status: " " -OPEN **Company:** 11790

Task	Description
Extract Information	Input financial extract information assigned to the account.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

The information you have available to modify depends on if you are using the workflow process or not. As a Resource Manager, you have only the extract information (flags and routers), default accounting code, and authorization limits (yearly and quarterly limits) available to modify. Your A/OPC has the remaining portions of the account available to modify, including demographics, account information, and other authorization limits.

6. In all cases, simply click a link to modify that information. The steps to modify a screen follow the same basic steps as the set-up process. Once you submit the requested change, the request goes to the A/OPC for final review and approval. If the A/OPC does not approve the request, then the request displays in your active work queue with a rejected status.

Learn More: Refer to *Complete Your Portion of a New Managing Account Setup* on page 17. For additional information, refer to the *Access Online: Managing Account Setup and Maintenance* user guide and lesson.

Manage a Rejected Managing Account Maintenance Request

If the A/OPC does not approve the request, then the request displays in your active work queue with a rejected status.

Active Work Queue ★ Log Out

Client Relationship: account admin test 3058 Switch Relationships

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 23 of 23 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
Data Entry-Acct Info	CARDHOLDER SETUP	Purchasing	Sanchez, John	09/08 10:49
Reject-Auth Limits	MANAGING ACCT AUTHLIMITS MAINTENANCE	Purchasing	Anderson, Mary	10/07 12:34
Data Entry-Default Acct Code	CARDHOLDER SETUP	Purchasing	Smith, Margaret	10/07 12:41
Reject-Auth Limits	MANAGING ACCT AUTHLIMITS MAINTENANCE	Purchasing	Garcia, Juan	10/07 16:01
Data Entry-Acct Info	CARDHOLDER SETUP	Purchasing	Montelli, Joan	10/08 10:47

To manage a rejected managing account maintenance request:

1. Select the **Active Work Queue** high-level task.
2. Click the link for the request with a rejected status.

Managing Accounts

Maintain Authorization Limits

Client Relationship: account admin test 3058
Managing Account Number: 4716123412341234, JANE SMITH

[Switch Relationships](#)
[Switch Accounts](#)

Maintain authorization limits, then send the request.

Product: Purchasing **Bank:** 3058
Name: JANE SMITH **Agent:** 0060
Status: " " -OPEN **Company:** 13244

* = required

Reject Fields: Credit Limit, Yearly Limits, Other Limits

Reject Reason: Please adjust to meet established standards.

Authorization Limits

Credit Limit: Single Purchase Limit:

% Cash: (0-100)

Available Credit:
1

Fiscal First Month:
10

Standard Velocity Limits

	Total		Total
Daily Dollar: <input type="text" value="1"/> 0.00		Daily Transaction: <input type="text" value="1"/>	0
Cycle Dollar: * <input type="text" value="1"/> 0.00		Cycle Transaction: * <input type="text" value="1"/>	0
Yearly Dollar: <input type="text" value="2"/> 0.00		Yearly Transaction: <input type="text" value="2"/>	0

Custom Velocity Limits

	Total		Total
Other Dollar: <input type="text" value="2"/>		Other Transaction: <input type="text" value="2"/>	

Refresh From Date:
Month: Day: Year:

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
Month: Day: Year:

Days in Refresh Cycle:

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

[Send Request](#)

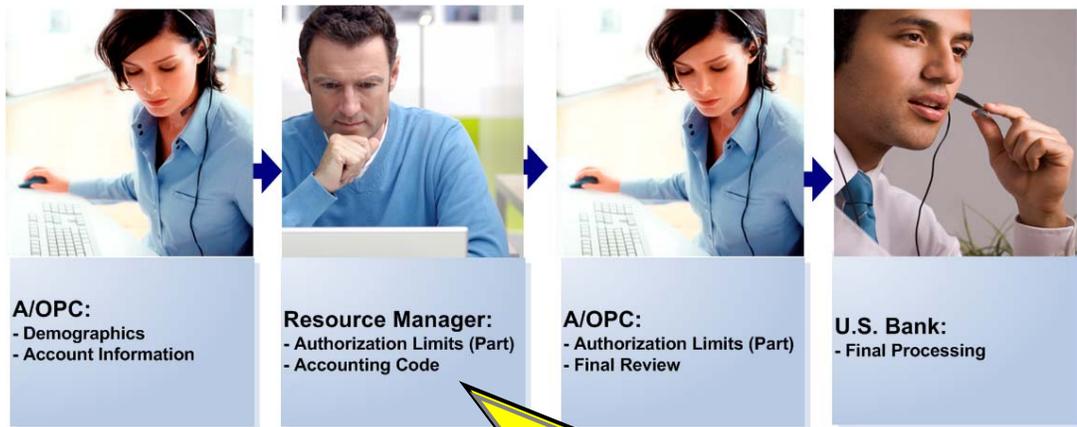
[<< Back to Active Work Queue](#)

3. Review the rejected fields and reject reasons.
4. Make any required adjustments.
5. Click the **Send Request** button. The request returns to the active work queue of the A/OPC for final review and approval.

Complete Your Portion of a New Cardholder Account Setup

If your organization does not use the workflow process, then you have no cardholder account setup tasks to complete and you can skip this section. The workflow function enables different users to set up different portions of the cardholder account. The final review function enables a designated A/OPC to review and approve the completed setup before submitting it to U.S. Bank for processing. Below are two sample scenarios: one with workflow and one without.

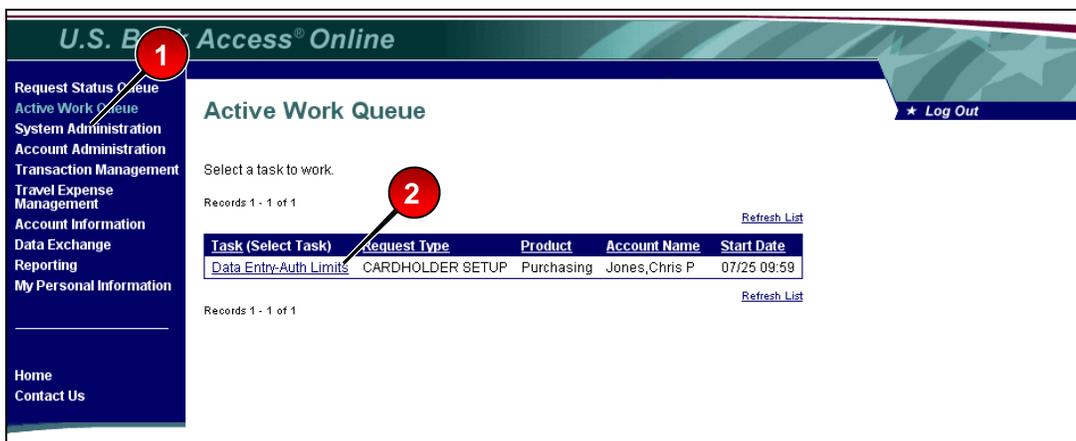
Cardholder Account Setup with Workflow



You and the A/OPC pick up setup tasks in the active work queue.

Cardholder Account Setup Without Workflow





To complete your portion of a cardholder account setup:

1. Select the **Active Work Queue** high-level task.
2. Click the task link for the incomplete cardholder account setup.

Cardholder Account
Setup Authorization Limits

Demographics → Account Information → Accounting Code → Authorization Limits

Enter authorization limits, then Save & Continue.

Product: PURCHASING
Name: Chris P Jones
Status:

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:

% Cash:

Fiscal First Month:

Standard Velocity Limits

Daily Dollar: Daily Transaction:

Cycle Dollar: * Cycle Transaction:

Monthly Dollar: Monthly Transaction:

Quarterly Dollar: Quarterly Transaction:

Yearly Dollar: Yearly Transaction:

Custom Velocity Limits

Other Dollar: Other Transaction:

Refresh From Date:
Month: Day: Year:

Note: If the Refresh From Date is entered, Refresh to Date or Days in Refresh Cycle is required.

Refresh To Date:
Month: Day: Year:

Days in Refresh Cycle:

Refer to Managing Account:
 Single Purchase Limit

Merchant Authorization Controls

[Manage Controls](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG008	Approve	1	Custom	View Details
MCCG008A	Approve	1	Custom	View Details
MCCG009	Approve	1	Custom	View Details
MCCG009A	Approve	1	Custom	View Details

Note: 4 controls added out of a maximum of 9.

Authorization Limits Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

3

The A/OPC specifies the single purchase limit.

The credit limit equals the cycle limit.

The Army does not currently use the Custom Velocity Limits feature. Leave these fields blank.

4

Click to save the setup task in your active work queue and return to it later.

5

- Type a dollar value for the credit limit, cycle dollar and any other required velocity limits. (The A/OPC should have specified the single purchase limit.)
- Type any comments, keeping in mind that other users with access to the setup and the account profile can view your comments.
- Click the **Save and Continue** button.

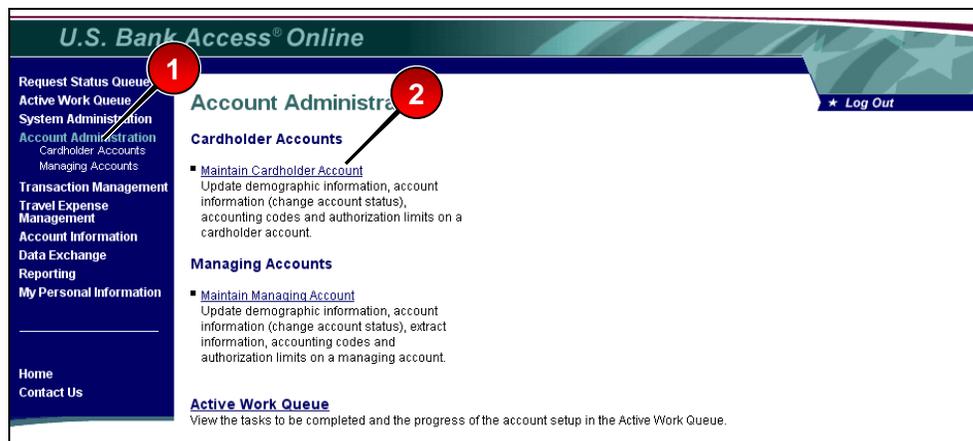
Maintain a Cardholder Account

Once an account exists in the system, you can modify the account at any time. For example, you can modify the account's default accounting code or the yearly or quarterly limits.

The A/OPC reviews and final-approves the cardholder account maintenance requests that you make to the cardholder account's default accounting code or authorization limits (e.g., credit limits).

After you update the account, you submit the request. The request displays in the A/OPC's active work queue. After the A/OPC accesses and reviews the request, the A/OPC either approves or rejects the request. If the A/OPC approves the request, the change becomes effective immediately.

If the A/OPC rejects the request, the A/OPC specifies a reject reason and the request returns to your active work queue. You access and fix the rejected request and then resubmit the request to the A/OPC for final review and approval. For more information, refer to *Manage a Rejected Cardholder Account Maintenance Request* on page 41.



To modify a cardholder account:

1. Select the **Account Administration** high-level task.
2. Click the **Maintain Cardholder Account** link.

Cardholder Accounts
Summary and Tasks

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: Purchasing **Bank:** 3058
Name: ROSEANNE BUTLER **Agent:** 0066
Status: "" -OPEN **Company:** 11790

Task	Description
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.



Your A/OPC has the remaining portions of the account available to modify, including demographics, account information, and other authorization limits.

3. In all cases, simply click a link to modify that information. The steps to modify a screen follow the same basic steps as the set up process.

Manage a Rejected Cardholder Account Maintenance Request

Your A/OPC reviews and final-approves each separate cardholder account maintenance request. Each request is listed separately in the active work queue, even if there are multiple changes on the same account. For example, the demographics change on Bob Smith (account 4321432143214321) displays separately from a request to change the same account’s default account code. Check your active work queue for rejected maintenance requests.

Active Work Queue ★ Log Out

Client Relationship: Army [Switch Relationships](#)

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 25 of 41
Page: 1 | 2 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Extract Info	MANAGING ACCOUNT SETUP	Purchasing	Sanchez, John	10/07 12:34
Data Entry-Acct Info	CARDHOLDER SETUP NANCE	Purchasing	Davis, Mary	10/07 12:41
Reject-Accounting Code	CARDHOLDER DAC MAINTENANCE	Purchasing	Smith, Ann	10/08 10:47
Data Entry-Acct Info	CARDHOLDER SETUP CE	Purchasing	Jones, Mike	10/09 14:41
Reject-Extract Info	MANAGING ACCOUNT SETUP	Purchasing	Antonini, Joan	10/09 14:56
Data Entry-Acct Info	CARDHOLDER SETUP	Declining Balance	Jefferson, Tyrone	10/13 11:29
MA Data Entry-Acct Info	MANAGING ACCOUNT SETUP	Declining Balance	Butler, Sean	10/14 12:16

[Refresh List](#)

Note the maintenance requests with Reject statuses. Click the link, review the reject reason, make any necessary changes to the request, and resubmit for final approval.

Learn More: Refer to *Complete Your Portion of a New Cardholder Account Setup* on page 34. For additional information, refer to the *Access Online: Cardholder Account Setup and Maintenance* user guide and lesson.

Work with Queues

Your active work queue lists tasks that have been passed to you to work on via the workflow process or that you have selected to file for later. Before you begin any setup work, we recommend that you check your active work queue to take care of tasks that are waiting for you to complete.

U.S. Bank Access®

Active Work Queue

Select a task to work.

Records 1 - 1 of 1 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
MA Data Entry-Auth Limits	MANAGING ACCOUNT SETUP	Purchasing	Jones,Terry	07/25 12:15

Records 1 - 1 of 1 [Refresh List](#)

Callouts:

- Access both queues on the Left-Column Navigation Bar.
- Your active work queue has tasks you selected to save and work on later, as well tasks that other users have sent to you.
- Click a task to open and work on the task.

Simply click on a task to access the task and complete your work.

Once your A/OPC final-approves the account setup, the setup comes to us for final processing. You can see which setups your organization has sent to us by accessing the request status queue.

Request Status Queue

Account Requests

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a request to view the details.

Records 1 - 1 of 1 [Refresh List](#)

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Pending-Setup CH Acct	5555072508115918	CARDHOLDER SETUP	07/25 09:59	JONES,CHRIS P	07/25 11:59	Online

Records 1 - 1 of 1 [Refresh List](#)

[Delete Request](#)

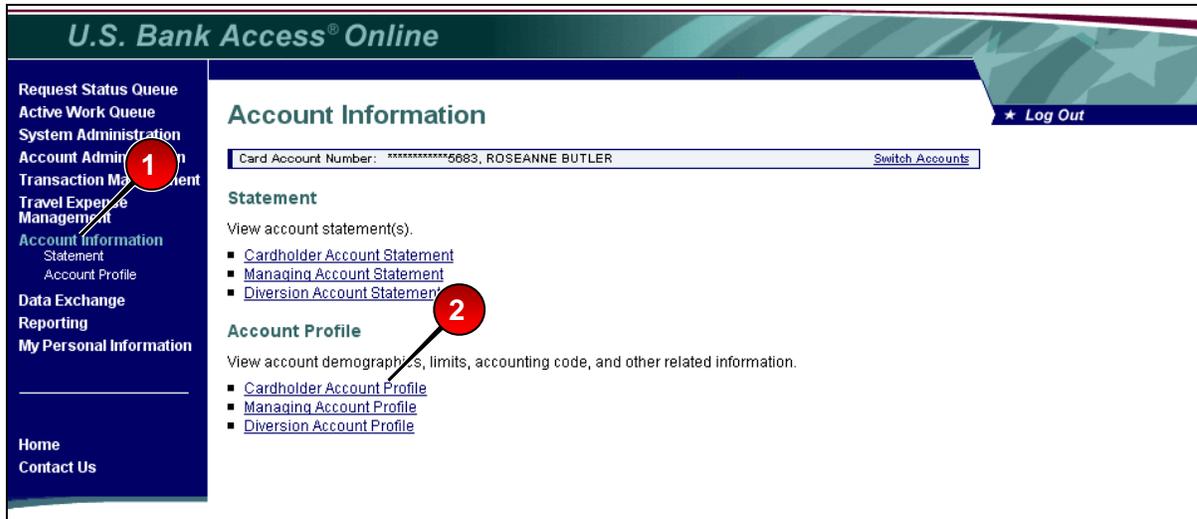
Callout:

- The request status queue has tasks you have sent to us.

Simply click a link to review the detail.

View an Account Profile

You can easily view a cardholder, managing, or diversion account profile. The account profile reflects the information your A/OPC and/or you specified during the account's setup. Your cardholders can view their own account profiles, as well as the profile of any other account they have access to. In our example, we cover viewing a cardholder account profile's default accounting code and financial history. The steps for viewing a managing or diversion account profile are the same.



To view an account profile:

1. Select the **Account Information** high-level task.
2. Click the **Cardholder Account Profile** link.

Cardholder Account Profile
Account Summary

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Select an item below to view its contents. You can also [View a Managing Account](#)

Demographic Information View account name, address, and contact information.	Authorization Limits View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.
Account Information View other account information such as Account Status, Hierarchy Position, Card Day, and Open Date.	Account Authorizations View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.
Default Accounting Code View the default accounting code assigned to the account.	Financial History View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

- Click a link (e.g., **Default Accounting Code, Account Information**) to view the information on that aspect of the account. In our example, we view the default accounting code.

Cardholder Account Profile ★ [Log Out](#)
Default Accounting Code

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

Default Accounting Code

Segment Name (Length)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC
23340000000000000000	11	54544	AFPC33	777777777777	88888888	23	44444444	4	122348	2	333

Default Accounting Code Comments:
 UPDATED DAC WITH NEW UIC VALUE.

[<< Back to Cardholder Account Summary](#)

The *Default Accounting Code* screen displays the account's default accounting code.

- To return to the summary screen to view additional data, click the **Back to Cardholder Account Summary** link.

Cardholder Account Profile ★ Log Out

Account Authorizations

Card Account Number: , ROSEANNE BUTLER [Switch Accounts](#)

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
7/17/2007	04:42 PM ET	Approved	074354	Mail/Phn Ord	\$341.95	5399	MISCELLANEOUS GENERAL MER
7/17/2007	03:34 PM ET	Declined		Mail/Phn Ord	\$2613.60	5399	MISCELLANEOUS GENERAL MER

[<< Back to Cardholder Account Summary](#)

The *Account Authorizations* screen lets you view transaction authorization information, flagged as approved or declined. The table also includes the request date, request type, transaction amount, MCC, and MCC description. Click a link in the *Auth Time* column to view additional detail.

Cardholder Account Profile ★ Log Out

Account Authorizations

Client Relationship: [Switch Relationships](#)
 Card Account Number: *****2345 [Switch Accounts](#)

Auth Date: 7/17/2007 **Auth Number:** **MCC:** 5399
Auth Time: 03:34 PM ET **Type of Request:** Mail/Phn Ord **MCC Description:** MISCELLANEOUS GENERAL MER
Response: Declined **Transaction Amount:** \$2613.60

Decline Account Merchant Parent Diversion Process

The Request was declined due to 0805 Exceeded account single trans limit
 The Request was declined at the INDIVIDUAL
 The velocity type for the decline was NOT DECLINED FOR VELOCITY
 The following reasons would also have declined the request:
 1. 0805 Exceeded account single trans limit

[<< Back to Account Authorizations List](#)

Declines display in Access Online in nearly real time.

The detail screen displays a series of six tabs that provide details about the authorization. This information can help you assess and analyze the reasons for authorizations and declines on an account. Select each tab to view the associated detail.

Learn More: For information on account profiles, including descriptions of each field available on each screen, refer to the *Access Online: Account Profiles* user guide and lesson.

The 12 Month History tab contains financial history data for the past 12 months.

Cardholder Account Profile

Financial History

Card Account Number: *****5600 ***** COYLER [Switch Accounts](#)

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information for 12 previous billing cycles. Each page includes four billing cycles of history.

Page: [1](#) | [2](#) | [3](#)

	Current	07/10/2008	06/10/2008	05/10/2008	04/10/2008
Number of Payments	0	0	0	0	0
Total Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Payment: 00/00/00)					
Minimum Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	0	0	2	0	0
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Purchase: 05/29/08)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Cash Advance: 00/00/00)					
Number of Credits	0	0	0	0	0
Total Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Credit: 05/29/08)					
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Limit	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Adv Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Past Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases and Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00

Page: [1](#) | [2](#) | [3](#)

[<< Back to Cardholder Account Summary](#)

The *Financial History* screen displays information about the history of the account, including 12-month history, seven-year historical analysis, and seven-year history.

Cardholder Account Profile
Financial History

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	12	9	0	0	0	0	33
Times Statement Generated	3	3	1	0	0	0	0	7
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written Off	0	0	0	0	0	0	0	0

<< [Back to Cardholder Account Summary](#)

The *7 Year History Analysis* tab lists the number of times listed events occurred during each year (grouped by month).

Cardholder Account Profile ★ Log Out
Financial History

Card Account Number: *****5683, ROSEANNE BUTLER [Switch Accounts](#)

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History indicates with a 'Y' if the listed condition occurred on the account during that billing cycle and 'N' if it did not.

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

	07/08	06/08	05/08	04/08	03/08	02/08	01/08	12/07	11/07	10/07	09/07	08/07
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	N	Y	N	N	Y	N	N	N	Y	N	N	N
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written Off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

<< [Back to Cardholder Account Summary](#)

The *7 Year History* tab provides a yes/no indication of the listed events by month/year.

Tip! If you are viewing a managing account, then you can also view the extract (flag and router) information.

Set Up Accounting Validation Controls

In this section, you will learn how to:

- Create a child accounting validation control (child AVC), including a subset valid values list (VVL) and a custom VVL.
- Create an alternate accounting code (AAC)

You create child AVCs and AACs to establish rules to manage how users assign accounting codes in Access Online (e.g., when they create a manual order).

Key Concepts

Below we have summarized some key concepts you need to know before you begin to create a child AVC or an AAC.

Accounting Code Structure

During the implementation of your program, we worked with you to set up your accounting code structure in Access Online, including the number of segments, segments names and segment lengths.

Parent Accounting Validation Controls

We then worked with you to set up the parent accounting validation controls (parent AVCs) in Access Online. AVCs help ensure that cardholders reallocate transactions to valid accounting codes.

The rules in an AVC determine:

- If a value for a specific segment is required
- If a value for a specific segment must be numeric
- If a value for a specific segment is on the list of valid values
- If a value in one segment is dependent on the value in another segment
- If any of the above rules should be combined

Valid Values Lists

As part of setting up the parent AVCs, we created VVLs. A VVL is a list of valid accounting codes for a specific segment in the accounting code. You can use the parameters of a parent AVC, including the VVLs, to create a child AVC. A child AVC is a subset of parameters based on an AVC. A child AVC inherits all the parameters of the AVC you based the child AVC on, but is at least as restrictive as the original AVC. For example, if the parent AVC has 600 values in the *Appropriation* segment VVL, you can create a child AVC that allows only 50 of those 600 values.

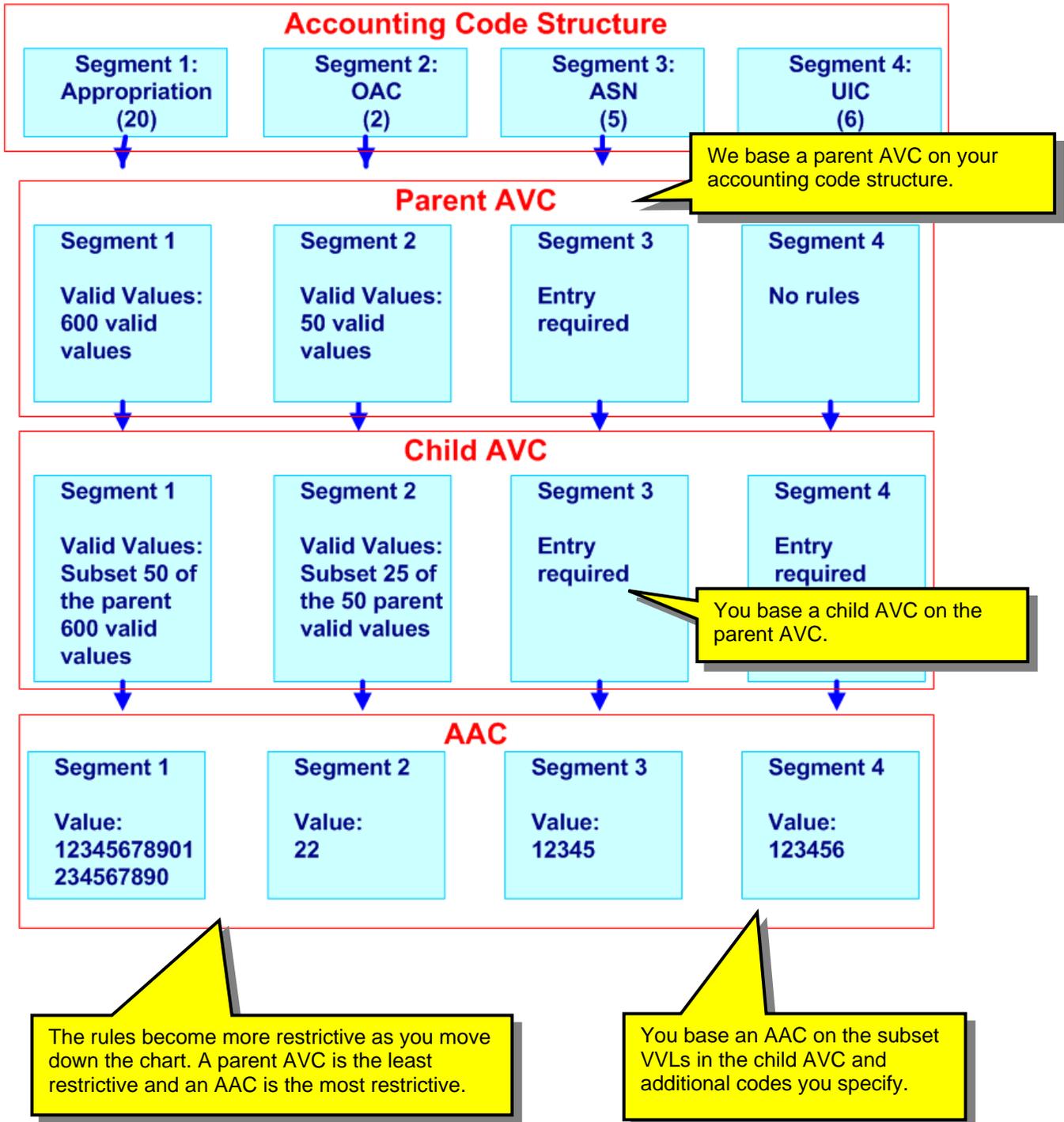
Alternate Accounting Codes

You can use the parameters in the child AVC to create an AAC. An AAC is a complete, valid line of accounting (accounting code). You build an AAC based on the parameters you set in a child AVC.

Tip! Before you begin, make sure that you know your organization's naming convention for child AVCs and AACs.

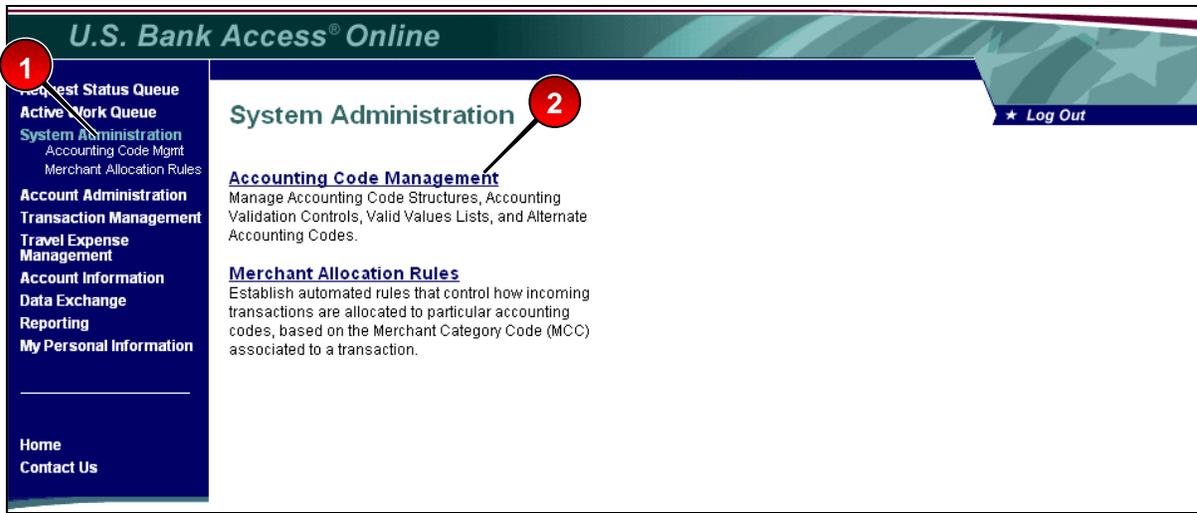
Accounting Validation Control Illustration

The illustrations below show these concepts.



Learn More: Refer to the *Access Online: Accounting Code Structures* user guide and lesson for additional information on accounting code structures. Refer to the *Access Online: Accounting Validation Controls* user guide and lesson for information on all aspects of parent and child AVCs and AACs. Be sure to also review the *Accounting Code Management* recorded class.

Create a Child Accounting Validation Control



To create a child AVC:

1. Select the **System Administration** high-level task on the *Left-Column Navigation Bar*.
2. Select the **Accounting Code Mgmt** sub task.

Accounting Code Management

Accounting Code Structure

Create or modify structures for viewing, entering, and changing accounting codes throughout the system.

Accounting Validation Controls

Create, view, modify and delete the rules for accounting code validation.

- [Create New Accounting Validation Control](#)
- [Create / Modify / Delete Child Accounting Validation Control](#)
- [Modify / Delete Accounting Validation Control](#)

Note: The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

Valid Values Lists

Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

- [Create New Valid Values List](#)
- [Modify / Delete Valid Values List](#)

Alternate Accounting Codes

Create, view, modify and delete the full lines of accounting that can be used for reallocation.

3

3. Click the **Create/Modify/Delete Child Accounting Validation Control** link.

Accounting Validation Controls ★ Log Out
Search & Select Accounting Validation Control

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

Please use the list below if you wish to create a Child **4a**

Account Validation Control (AVC) Name:

Accounting Code Structure Name:

AVC Type:

Hierarchy Type: Processing Hierarchy Position: Bank: Agent: Company: Division: Department:

4b

Records 1 - 2 of 2

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Bank	Agent	Company	Division	Department	Segment(s)
<input type="radio"/>	Demo AVC (IAPS/GAFS - O&M)	DEMO ACS	Parent		2	3058	0066				APPROPRIATION , OAC , ASN
<input type="radio"/>	Demo AVC (Stanfins)	DEMO ACS	Parent		2	3058	0066				APPROPRIATION , OAC , ASN

Records 1 - 2 of 2

You must base a child AVC on an existing parent AVC. You cannot base a child AVC on another child AVC.

4. Search for an existing AVC to base the new child AVC on, if needed:
 - a. Specify search criteria.
 - b. Click the **Search** button.
5. Select the parent AVC to base the new child AVC on.
6. Click the **Create Child AVC** button.

Accounting Validation Control

Create a Child Access Online Validated Accounting Validation Control

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

* = required

General Parameters

Parent Accounting Validation Control Name: Demo AVC (Stanfins)

Defined at:
 Bank: Agent: Company:
 3058 0066 [Select...](#)

Assigned at:
 Do not assign
 Bank: Agent: Company: Division: Department:
 3058 0066 [Search for Position or Add Multiple](#)

Accounting Validation Control (AVC) Name: *

AVC Status:
 AVC Enabled
 AVC Disabled

[+] Validation Triggers [Return to top](#) | [Go to Save](#)

[Save & Continue](#)

[<< Back to Search & Select Accounting Validation Control](#)

Your screen will be set with a specified Bank/Agent values that you should not change.

The validation triggers are not editable, so do not open or attempt to modify the validation triggers.

7

8

9

10

7. Leave the *Assigned at* setting at the *Do Not Assign* radio button.
8. Type a name for the child AVC using your organization's naming convention.
9. Select the *AVC Enabled* radio button.
10. Click the **Save and Continue** button.

Accounting Validation Control

★ Log Out

Modify a Child Access Online Validated Accounting Validation Control

Client Relationship: ACME04 CP Organization
[Switch Relationships](#)

i AVC Child AVC 1 successfully saved.

* = required

General Parameters

Parent Accounting Validation Control Name: Demo AVC (Stanfins)
 Number of Created Alternate Accounting codes (AAC): 0 [Manage Alternate Accounting Codes](#)

Defined at:^{*}

Bank: Agent: Company:
 3058 0066 [Select Position](#)

Assigned at:^{*}

Do not assign
 Bank: Agent: Company: Division: Department:
 3058 0066 [Search for Position or Add Multiple](#)

Accounting Validation Control (AVC) Name:^{*}

AVC Status:
 AVC Enabled
 AVC Disabled

[+] **Validation Triggers**
[Return to top](#) | [Go to Save](#)

[+] **Validation Settings**
[Return to top](#) | [Go to Save](#)

[Save AVC](#)
[Delete AVC](#)

[<< Back to Search & Select Accounting Validation Control](#)

11

11. Open the *Validation Settings* area.

AVC Status:
 AVC Enabled
 AVC Disabled

[\[+\] Validation Triggers](#) [Return to top](#) | [Go to Save](#)

[\[-\] Validation Settings](#) [Return to top](#) | [Go to Save](#)

Current Validation Method: **Access Online** [Switch to Client System Validation](#)

Validation Rules
 The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION	OAC	ASN	UIC	ORG	MFP	SAR	IFS	TT	FMS
No Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validate Numeric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VVL						
Validate Against a VVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Current VVLs Used For Validation Within This AVC
 To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The value next to the VVL is the number of VVL values in the VVL.

Select	VVL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC	GPS
<input checked="" type="checkbox"/>	Appropriation (6) Create Subset VVL	<input checked="" type="checkbox"/>														
<input type="checkbox"/>	OAC (8) Create Subset VVL		<input checked="" type="checkbox"/>													
<input type="checkbox"/>	ASN (8) Create Subset VVL			<input checked="" type="checkbox"/>												

No Error - OK

[<< Back to Search & Select Accounting Validation Control](#)

12. Select the additional restrictions on the child AVC:

- a. To validate that the value the cardholder specifies is a number, select the segment's *Validate Numeric* radio button.
- b. To create a subset VVL for the child AVC (a smaller list pulled from the larger list already in the parent AVC), see *Create a Subset Valid Values List* on page 57.
- c. To create a custom VVL of values not already in the parent AVC, see *Create a Custom Valid Values List* on page 62.
- d. To require the cardholder to specify a value, select the *Entry Required* check box.

13. Click the **Save AVC button and then click **OK** on the confirmation message.**

Create a Subset Valid Values List

While you are creating a child AVC, you can create a subset VVL based on the values of the parent AVC's VVL.

AVC Status:
 AVC Enabled
 AVC Disabled

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

[-] **Validation Settings** [Return to top](#) | [Go to Save](#)

Current Validation Method: **Access Online** [Switch to Client System Validation](#)

Validation Rules
 The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
No Validation				<input checked="" type="radio"/>					
Validate Numeric				<input type="radio"/>					
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VVL					
Validate Against a VVL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Enter or Select from List without Validation	<input type="radio"/>								
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Current VVLs Used For Validation Within This AVC
 To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The number next to the VVL is the number of VVLs in the VVL.

Select	VVL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC	GPS
	Appropriation (6) Create Subset VVL	<input checked="" type="checkbox"/>														
	OAC (8) Create Subset VVL															
	ASN (8) Create Subset VVL			<input checked="" type="checkbox"/>												

No Error - OK

[<< Back to Search & Select Accounting Validation Control](#)

Note that the parent AVC has a VVL for the Appropriation segment.

1

If a subset VVL exists, a link with the name of the subset VVL displays instead of the Create Subset VVL link.

To create a subset VVL:

1. Click the **Create Subset VVL** link.

Valid Values Lists ★ Log Out

Create a Subset Valid Values List

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

To create a Subset Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save & Continue" button.

* = required

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1
Parent Valid Values List Name: Appropriation

New Subset Valid Value List

Segment (Length) *
Subsegment 1 (20) * <input type="text" value="APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JG"/>
Subsegment 2 (2) * <input type="text" value=""/>
Subsegment 3 (2) * <input type="text" value=""/>
Subsegment 4 (2) * <input type="text" value=""/>
Subsegment 5 (2) * <input type="text" value=""/>
Subsegment 6 (2) * <input type="text" value=""/>
Subsegment 7 (2) * <input type="text" value=""/>
Subsegment 8 (2) * <input type="text" value=""/>
Subsegment 9 (2) * <input type="text" value=""/>
Subsegment 10 (2) * <input type="text" value=""/>
Subsegment 11 (2) * <input type="text" value=""/>
Subsegment 12 (2) * <input type="text" value=""/>
Subsegment 13 (2) * <input type="text" value=""/>
Subsegment 14 (2) * <input type="text" value=""/>
Subsegment 15 (2) * <input type="text" value=""/>
Subsegment 16 (2) * <input type="text" value=""/>
Subsegment 17 (2) * <input type="text" value=""/>
Subsegment 18 (2) * <input type="text" value=""/>
Subsegment 19 (2) * <input type="text" value=""/>
Subsegment 20 (2) * <input type="text" value=""/>
Subsegment 21 (2) * <input type="text" value=""/>
Subsegment 22 (2) * <input type="text" value=""/>
Subsegment 23 (2) * <input type="text" value=""/>
Subsegment 24 (2) * <input type="text" value=""/>
Subsegment 25 (2) * <input type="text" value=""/>
Subsegment 26 (2) * <input type="text" value=""/>
Subsegment 27 (2) * <input type="text" value=""/>
Subsegment 28 (2) * <input type="text" value=""/>
Subsegment 29 (2) * <input type="text" value=""/>
Subsegment 30 (2) * <input type="text" value=""/>
Subsegment 31 (2) * <input type="text" value=""/>
Subsegment 32 (2) * <input type="text" value=""/>
Subsegment 33 (2) * <input type="text" value=""/>
Subsegment 34 (2) * <input type="text" value=""/>
Subsegment 35 (2) * <input type="text" value=""/>
Subsegment 36 (2) * <input type="text" value=""/>
Subsegment 37 (2) * <input type="text" value=""/>
Subsegment 38 (2) * <input type="text" value=""/>
Subsegment 39 (2) * <input type="text" value=""/>
Subsegment 40 (2) * <input type="text" value=""/>
Subsegment 41 (2) * <input type="text" value=""/>
Subsegment 42 (2) * <input type="text" value=""/>
Subsegment 43 (2) * <input type="text" value=""/>
Subsegment 44 (2) * <input type="text" value=""/>
Subsegment 45 (2) * <input type="text" value=""/>
Subsegment 46 (2) * <input type="text" value=""/>
Subsegment 47 (2) * <input type="text" value=""/>
Subsegment 48 (2) * <input type="text" value=""/>
Subsegment 49 (2) * <input type="text" value=""/>
Subsegment 50 (2) * <input type="text" value=""/>
Subsegment 51 (2) * <input type="text" value=""/>
Subsegment 52 (2) * <input type="text" value=""/>
Subsegment 53 (2) * <input type="text" value=""/>
Subsegment 54 (2) * <input type="text" value=""/>
Subsegment 55 (2) * <input type="text" value=""/>
Subsegment 56 (2) * <input type="text" value=""/>
Subsegment 57 (2) * <input type="text" value=""/>
Subsegment 58 (2) * <input type="text" value=""/>
Subsegment 59 (2) * <input type="text" value=""/>
Subsegment 60 (2) * <input type="text" value=""/>
Subsegment 61 (2) * <input type="text" value=""/>
Subsegment 62 (2) * <input type="text" value=""/>
Subsegment 63 (2) * <input type="text" value=""/>
Subsegment 64 (2) * <input type="text" value=""/>
Subsegment 65 (2) * <input type="text" value=""/>
Subsegment 66 (2) * <input type="text" value=""/>
Subsegment 67 (2) * <input type="text" value=""/>
Subsegment 68 (2) * <input type="text" value=""/>
Subsegment 69 (2) * <input type="text" value=""/>
Subsegment 70 (2) * <input type="text" value=""/>
Subsegment 71 (2) * <input type="text" value=""/>
Subsegment 72 (2) * <input type="text" value=""/>
Subsegment 73 (2) * <input type="text" value=""/>
Subsegment 74 (2) * <input type="text" value=""/>
Subsegment 75 (2) * <input type="text" value=""/>
Subsegment 76 (2) * <input type="text" value=""/>
Subsegment 77 (2) * <input type="text" value=""/>
Subsegment 78 (2) * <input type="text" value=""/>
Subsegment 79 (2) * <input type="text" value=""/>
Subsegment 80 (2) * <input type="text" value=""/>
Subsegment 81 (2) * <input type="text" value=""/>
Subsegment 82 (2) * <input type="text" value=""/>
Subsegment 83 (2) * <input type="text" value=""/>
Subsegment 84 (2) * <input type="text" value=""/>
Subsegment 85 (2) * <input type="text" value=""/>
Subsegment 86 (2) * <input type="text" value=""/>
Subsegment 87 (2) * <input type="text" value=""/>
Subsegment 88 (2) * <input type="text" value=""/>
Subsegment 89 (2) * <input type="text" value=""/>
Subsegment 90 (2) * <input type="text" value=""/>
Subsegment 91 (2) * <input type="text" value=""/>
Subsegment 92 (2) * <input type="text" value=""/>
Subsegment 93 (2) * <input type="text" value=""/>
Subsegment 94 (2) * <input type="text" value=""/>
Subsegment 95 (2) * <input type="text" value=""/>
Subsegment 96 (2) * <input type="text" value=""/>
Subsegment 97 (2) * <input type="text" value=""/>
Subsegment 98 (2) * <input type="text" value=""/>
Subsegment 99 (2) * <input type="text" value=""/>
Subsegment 100 (2) * <input type="text" value=""/>

*

[Save & Continue](#)

[<< Back to Modify a Child Access On](#)

Note the auto-generated name. Type a name based on your organization's naming convention.

2. Type a new name for the subset VVL in the *Subset Valid Values List Name* field, if desired.
3. Click the **Save and Continue** button.

Valid Values Lists

Manage a Subset Valid Values List

[★ Log Out](#)

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

i Request has been successfully completed.

To change the name of a Subset Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Subset VVL, click the "Delete VVL" button.

You can also manage the values of this Subset VVL by [selecting values](#) from the Parent VVL, [typing values](#) that exist on the Parent VVL, or [uploading a file](#) with values that exist on the Parent VVL.

* = required

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1
Parent Valid Values List Name: Appropriation

Subset Valid Values List Name	Segment (Length) *
APPROPRIATION	(20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) J
Appropriation Subset 1 *	✓

Save
Export VVL
Delete VVL

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)

Learn More: From this screen, you can select values for the subset, type values for the subset, or upload a subset file.

4. To select values for the subset VVL:
 - a. Click the **selecting values** link.

Valid Values Lists
Select Subset Valid Values
★ Log Out

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

To add values to the subset valid values list (VVL), search and select Values(s) from the parent VVL, then click "Select >>". To delete values, check the Delete check box. To complete management of the subset valid values list, click the "Save" button.

You can also [manually enter values](#) that match its parent's VVL values.

Accounting Code Structure Name: STANFINS
Parent Accounting Validation Control Name: Demo AVC (Stanfins)
Valid Values List Name:
Accounting Validation Control Name: Child AVC 1
Subset Valid Values List Name: Appropriation Subset 1

Search for Valid Values

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

4b

APPROPRIATION (20)
Value: <input style="width: 80%;" type="text"/>
Description: <input style="width: 80%;" type="text"/>
Search Type: Begins with

Display 25 Values per page

Search

To add a value to the Selected Subset Valid Value(s) list, select the value in the list to the left and click "Select >>". To delete a selected value from the list, mark the value in the list to the right. When you are satisfied with your selection(s), click "Save".

Found Valid Values

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

Records 1 - 6 of 6

Select	APPROPRIATION	Value Description
<input type="checkbox"/>	11220000000000000000	
<input type="checkbox"/>	23340000000000000000	
<input type="checkbox"/>	54540000000000000004	
<input type="checkbox"/>	56560000000000000001	
<input type="checkbox"/>	77770000000000000003	
<input type="checkbox"/>	87770000000000000005	

Records 1 - 6 of 6

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

Save

Selected Subset Valid Value(s)

4d
Select >>

Delete	APPROPRIATION	Value Description
<input type="checkbox"/>	23340000000000000000	
<input type="checkbox"/>	54540000000000000004	
<input type="checkbox"/>	56560000000000000001	

To delete a selected value, select the value's Delete column check and click Save.

[<< Back to Manage a Subset Valid Values List](#)

- b. Search for a specific value, if needed.
- c. In the *Found Valid Values* list, select the check box in the *Select* column for each value you want to include in your subset VVL.
- d. Click the **Select** button. The values move to the *Selected Subset Valid Values* list.
5. Click the **Save** button. A confirmation message displays.

AVC Disabled

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

[-] **Validation Settings** [Return to top](#) | [Go to Save](#)

Current Validation Method: **Access Online** [Switch to Client System Validation](#)

Validation Rules
 The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR
No Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Validate Numeric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VVL						
Validate Against a VVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current VVLs Used For Validation Within This AVC
 To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The value next to the VVL is the number of VVL values in the VVL.

Select	VVL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC
<input type="checkbox"/>	Appropriation (6) Subset: Appropriation Subset 1 (3)	<input checked="" type="checkbox"/>													
	OAC (8) Create Subset VVL		<input checked="" type="checkbox"/>												
	ASN (8) Create Subset VVL			<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>

No Error - OK
 Delete VVL

<< [Back to Search & Select Accounting Validation Control](#)

Note the subset name and number of values.

6. When you are done, no matter which method you chose to add values to the subset VVL, click the **Save AVC** button.

7 **Are You Sure?**

You have chosen to modify AVC: Child AVC 1. Changing this AVC means that the Accounting Code Validation for the Managing Accounts and Cardholder Accounts using this AVC will change.

8 Are you sure you want to change this AVC?

7. Review the parameters of the changes.

8. Click the **Yes** button.

Create a Custom Valid Values List

You can create a custom VVL for a segment that does not have a VVL in the parent AVC.

AVC Disabled

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

[-] **Validation Settings** [Return to top](#) | [Go to Save](#)

Current Validation Method: **Access Online** [Switch to Client System Validation](#)

Validation Rules
 The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR
No Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Validate Numeric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VVL						
Validate Against a VVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that the parent AVC does not have a VVL for UIC.

Current VVLs Used For Validation Within This AVC
 To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The value next to the VVL is the number of VVL values in the VVL.

Select	VVL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC
<input type="checkbox"/>	Appropriation (6) Subset: Appropriation Subset 1 (3)	<input checked="" type="checkbox"/>													
	OAC (8) Create Subset VVL		<input checked="" type="checkbox"/>												
	ASN (8) Create Subset VVL			<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>

No Error - OK

[Delete VVL](#)

[Save AVC](#) [Delete AVC](#)

[<< Back to Search & Select Accounting Validation Control](#)

To attach a custom VVL to the child AVC:

1. Click the **Custom VVL** link. On the screen that displays, you can either upload a file or manually type in values to create the list.

Valid Values Lists

Create a Custom Valid Values List

[★ Log Out](#)

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

To create a Custom Valid Values List (VWL), type a unique VWL Name for this Accounting Validation Control (AVC) and select at least one unassigned segment that will be associated to this VWL. Then click the "Save & Continue" button.

* = required

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1

New Custom Valid Value List

Custom Valid Values List Name	Unassigned Segment (Length) *						
	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)
Child AVC 1104780 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save & Continue

Existing Valid Value List(s) within AVC DEMO ACS

Valid Values List Name	Segment (Length)						
	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)
AI							
OC							
Appropriation	✓						

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)

2. Type a new name for the custom list using your naming convention.
3. Ensure you have the correct segment check box selected.

Valid Values Lists

Manage a Custom Valid Values List

★ Log Out

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

i Request has been successfully completed.

To change the name of a Custom Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Custom VVL, click the "Delete VVL" button.

You can manage the values of this Custom VVL by [typing values](#) or [uploading a file](#).

* = required

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1

Custom Valid Values List Name	Segment (Length)	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO
UIC Custom VVL *					✓				

Save
Export VVL
Delete VVL

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)

4. To upload values, click the **uploading a file** link.

Upload Valid Values List

Start Upload

Client Relationship: ACME04 CP Organization
[Switch Relationships](#)

To begin the upload process, type the desired file path and filename or click "Browse..." to select the file. Click the "Continue" button to continue to final step of the upload process.

* = required

Valid Values List Information

Valid Values List: Child AVC 1104780
 Accounting Code Structure:
 Child Accounting Validation Control: Child AVC 1
 String Length: 2
 Segments (Length): UIC (6)

Upload File Requirements:

Required File Format: Tab Delimited File (.txt)
 For a Single-Segment Row: "Valid Value" [tab] "Segment Value Description" [return]
 OR
 For a Multi-Segment Row: "Value1 Value 2" [tab] "Segment Value 1 Description" [tab] "Segment Value 2 Description" [return]

Note: You do not need quotation marks (" ") around the descriptions.

File to Upload:*

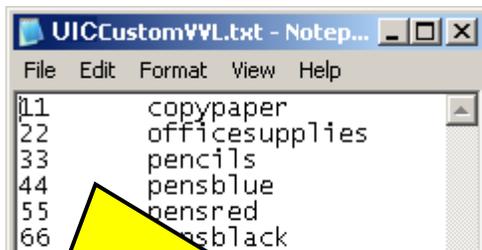
5

6

5. Search and select a file.
6. Click **Continue**. The system attaches the custom VVL to the child AVC.

Tip! Your file name cannot contain any spaces or special characters. The file structure must be in a tab-delimited text file with the value separated from the description with a tab, as shown below.

Value<TAB>Description<RETURN>
Value<TAB>Description<RETURN>
Value<TAB>Description<RETURN>



The <TAB> is between these two fields.

Upload Valid Values List

Verify Upload

Verify the Valid Value List information and select the desired File Action you would like to perform. If the destination information and the upload preview appears correct, click the "Finish" button. If any of the information or preview is incorrect, click the "Cancel" button to return to the Start Upload screen.

* = required

Destination Information

Valid Values List: Child AVC 1104780
 Accounting Code Structure:
 Child Accounting Validation Control: Child AVC 1
 WL String Length: 2
 Current # of WL Records: 0

7

File Action:*

- Add values in upload file to selected WL
- Replace all values in the WL with the values in the upload file
 If dependencies exist:
 - Cancel upload
 - Skip dependencies & continue upload
- Delete the values in the WL that match the values in the upload file
 If dependencies exist:
 - Cancel upload
 - Skip dependencies & continue upload

Upload Preview

First 5 values of 7 values

Please note: All Segment descriptions will be truncated to 40 characters.

8

Row #	Valid Value (2)	OAC Description (40)
1	11	copypaper
2	22	officesupplies
3	33	pencils
4	44	pensblue
5	55	pensred

9

Finish **Cancel**

7. Select the radio button for the *File Action* option you want.
8. Review the preview.
9. Click the **Finish** button.

Upload Valid Values List

Upload Confirmation

Upload Status

The Upload process completed successfully with no errors. A WL upload status log has been sent to your Data Exchange Mailbox with details.

File Upload Process Summary

Valid Values List: Child AVC 1104780
Upload File Name: C:\Upload Files\OAC 10 nmWL.txt
File Action: Add

Number of Values in the WL prior to upload:	0
Number of Values in the Upload file:	7
Number of Values added successfully:	7
Number of Values that were not added:	0
Total Number of Values in the WL after upload:	7

10. Review the upload information.

AVC Disabled

[+] Validation Triggers [Return to top](#) | [Go to Save](#)

[-] Validation Settings [Return to top](#) | [Go to Save](#)

Current Validation Method: **Access Online** [Switch to Client System Validation](#)

Validation Rules
 The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VWL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP
No Validation				<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Validate Numeric					<input type="radio"/>	<input type="radio"/>	
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VWL	Custom VWL	Custom VWL
Validate Against a WL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Enter or Select from List without Validation	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>			
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Current VWLs Used For Validation Within This AVC
 To remove a VWL, click the checkbox next to the appropriate VWL and click the "Delete VWL" button. The value next to the VWL is the number of VWL values in the VWL.

Select	VWL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
<input type="checkbox"/>	Appropriation (6) Subset: Appropriation Subset 1 (3)	<input checked="" type="checkbox"/>								
	OAC (8) Create Subset VWL		<input checked="" type="checkbox"/>							
	ASN (8) Create Subset VWL			<input checked="" type="checkbox"/>						
<input type="checkbox"/>	Custom: Child AVC 1104780 (7)				<input checked="" type="checkbox"/>					

No Error - OK

[Delete VWL](#)

[Save AVC](#) [Delete AVC](#)

[<< Back to Search & Select Accounting Validation Control](#)

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11. Click the **Save AVC** button.

Type Accounting Code Values for a Child AVC

If you are creating a custom VVL for a child AVC, you can also type values. Typing values is useful if you need to modify an existing value or you have only a small number of values to add to a custom VVL. You can also type values for subset VVL for a child AVC, but since the subset VVL must have values that are already in the VVL, we recommend selecting the values from the existing parent VVL. If you need to add a value to a parent AVC's VVL, contact your relationship management team.

Valid Values Lists

★ Log Out

Manage a Custom Valid Values List

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

i Request has been successfully completed.

To change the name of a Custom Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Custom VVL, click the "Delete VVL" button.

You can manage the values of this Custom VVL by [typing values](#) or [uploading a file](#).

* = required

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1

Custom Valid Values List Name	Segment (Length)	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO
UIC Custom VVL *					✓				

Save
Export VVL
Delete VVL

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)

To type values, click the **typing values** link on the *Valid Values List: Manage Custom Valid Values List* screen. Specify the number of values you want to add, click the **Add** button, and then type the value and description. Click **Save** when you are done.

Valid Values

Manage Valid Values

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

Valid Values List Name: ASN Custom VWL
 Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

ASN (5)

Value:

Description:

Search Type:

Display Values per page

Search

To **add** new Valid Value(s), select the number of new values you wish to create and click the "Add" button.

To **delete** Valid Value(s), check the "Delete" checkbox on the corresponding row you wish to delete.

To complete management of Valid Value(s) (add, modify, delete), click the "Save" button.

Add New Valid Value(s)

Records 1 - 5 of 5

Delete	Segment Value	Segment Description
	ASN	ASN
<input type="checkbox"/>	12345	copypaper
<input type="checkbox"/>	22345	toner
<input type="checkbox"/>	32345	pens
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Records 1 - 5 of 5

Save [Back to Search, Select](#)

Use these fields to search for a specific value. You can edit values on this screen, as well as type new values.

Type the number of values to add and then click the Add button.

Type the new values and descriptions in the blank fields.

Edit any existing values and/or descriptions.

Click Save when you are done.

Create an Alternate Accounting Code

You can create a valid, complete line of accounting, called an *alternate accounting code* (AAC). You create an AAC based on a child AVC.

Accounting Code Management

Accounting Code Structure
Create or modify structures for viewing, entering, and changing accounting codes throughout the system.

Accounting Validation Controls
Create, view, modify and delete the rules for accounting code validation.

- [Create New Accounting Validation Control](#)
- [Create / Modify / Delete Child Accounting Validation Control](#)
- [Modify / Delete Accounting Validation Control](#)

Note: The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

Valid Values Lists
Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

- [Create New Valid Values List](#)
- [Modify / Delete Valid Values List](#)

Alternate Accounting Codes
Create, view, modify and delete the full lines of accounting that can be used for reallocation.



To create an AAC:

1. On the *Accounting Code Management* screen, click the **Alternate Accounting Codes** link.

Accounting Validation Controls ★ Log Out
Search & Select Accounting Validation Control

Client Relationship: ACMED4 CP Organization [Switch Relationships](#)

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#).

Account Validation Control (AVC) Name:

Accounting Code Structure Name: [Select Accounting Code Structure](#)

AVC Type:

Hierarchy Type: Processing Hierarchy Position: Bank: Agent: Company: Division: Department: [Select Position](#)

Records 1 - 4 of 4

AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position	Segment(s)
0066DemoChild	STANFINS	Child	Demo AVC (Stanfins)	3	3058	APPROPRIATION , OAC , ASN ,
0066Demonstration	STANFINS	Child	Demo AVC (Stanfins)	3	3058	APPROPRIATION , OAC , ASN ,
0066Training	STANFINS	Child	Demo AVC (Stanfins)	3	3058 0066	APPROPRIATION , OAC , ASN ,
Child AVC 1	STANFINS	Child	Demo AVC (Stanfins)	0	3058 0066	APPROPRIATION , OAC , ASN ,

Records 1 - 4 of 4

You can leave all the fields blank to return a complete list.

2a

2b

3

2. Search for a child AVC to base the new AAC on:
 - a. Specify search criteria.
 - b. Click the **Search** button.
3. Click the number link in the # Alternate Accounting Codes column.

Tip! You can also click the AVC name link to create an AAC. Simply click the **Manage Alternate Accounting Codes** link to continue.

Accounting Validation Control
 Modify a Child Access Online Validated Accounting Validation Control

Client Relationship: ACMED4 PC Organization [Switch Relationships](#)

* = required

General Parameters
 Parent Accounting Validation Control Name: IAP8-GAFS O&M
 Number of Created Alternate Accounting codes (AAC): 0 [Manage Alternate Accounting Codes](#)

Defined at*
 Bank: Agent: Company:
 3058 0064 [Select Position](#)

Assigned at*
 Do not assign
 Bank: Agent: Company: Division: Department:
 3058 0064 [Search for Position or Add Multiple](#)

Accounting Validation Control (AVC) Name:*

AVC Status:
 AVC Enabled
 AVC Disabled

[\[+\] Validation Triggers](#) [Return to top](#) | [Go to Save](#)

[\[+\] Validation Settings](#) [Return to top](#) | [Go to Save](#)

[<< Back to Search & Select Accounting Validation Control](#)

Alternate Accounting Codes
Manage Alternate Accounting Codes

★ Log Out

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1

Search for an Alternate Accounting Code by typing a full or partial Name and/or typing a full or partial Segment Value and optionally selecting whether to search in all segments, one specific segment, or many segments. Select whether to search for the Name and/or Segment Value only at the beginning of the field or anywhere within the field. Be aware that searching for a contained phrase may slow down the search. Then click the "Search" button.

Alternate Accounting Code Name:

Segment Value: contained anywhere within

Segment Name(s): Note: Hold down the Ctrl key to make multiple selections.

- All
- APPROPRIATION
- OAC
- ASN
- UIC
- PEC

Search Type:

You will use these search fields to modify an alternate accounting code.

Alternate Accounting Code List

To **add** an Alternate Accounting Code (AAC), select the number of AACs desired and click "Add". Type a unique AAC Name and supply segment values.
 Single segment values may be typed or selected by clicking the Search icon (if the segment is associated to a Valid Values List).
 Multiple values for a segment may be entered by clicking the "Details" link or selected by clicking the Search icon.

To **modify** an AAC, change the AAC Name or segment values as described above.

To **delete** an AAC, check the Delete checkbox.

To complete management of the AACs (add, modify, delete), click the "Save" button.

New Alternate Accounting Code(s)

* = required

Accounting Code - Segment Name(Length)							
Delete	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)
No Alternate Accounting Codes currently exist. Click "Add" to create Alternate Accounting Codes.							

[<< Back to Search & Select Accounting Validation Control](#)

Existing alternate accounting codes display here.

4. Select the number of alternate accounting codes you want to create from the *New Alternate Accounting Code(s)* drop-down list.
5. Click the **Add** button. Fields display that let you create an AAC.

Search Type:

Alternate Accounting Code List

To **add** an Alternate Accounting Code (AAC), select the number of AACs desired and click "Add". Type a unique AAC Name and supply segment values.
 Single segment values may be typed or selected by clicking the Search icon (if the segment is associated to a Valid Values List)
 Multiple values for a segment may be entered by clicking the "Details" link or selected by clicking the Search icon.

To **modify** an AAC, change the AAC Name or segment values as described above.

To **delete** an AAC, check the Delete checkbox.

To complete management of the AACs (add, modify, delete), click the "Save" button.

New Alternate Accounting Code(s)

* = required
 Records 1 - 1 of 1

6	Accounting Code - Segment Name (Length)		8a			7	
Delete	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> Details	<input type="text"/>	<input type="text"/>			

Records 1 - 1 of 1

[<< Back to Search & Select Accounting Validation Control](#)

6. Type a name for the new alternate accounting code in the *Alternate Accounting Code Name* field using your naming convention.
7. If you know the exact values for each segment, simply type them in the appropriate segment fields.
8. To select values from a valid values list:
 - a. Click the **Magnifying Glass** option and search and select a value.

Tip! You can click a **Details** link to view details about a specific segment. You can manually add values from this screen or select to select from a VVL. You can also require entry for a segment not already set at the parent AVC to have required entry.

Alternate Accounting Codes

Manage Segment Details

Client Relationship: ACME04 CP Organization
[Switch Relationships](#)

When you are finished managing the details of this segment, you may return to the Manage AAC screen by clicking "Hold Details & Return" or manage the next segment of this AAC by clicking "Hold Details & Manage Next Segment" (unless you're already on the last segment).

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1
Alternate Accounting Code Name: Sample AAC 1
Segment Name(Length): APPROPRIATION (20)
Valid Values List Name: Appropriation Subset 1

Segment Values

To add a Segment Value, type it in the Segment Value text box and click "Add>>". To add multiple values, repeat this action for each additional Segment Value. Or you can [Search & Select Valid Values](#).

To remove a Segment Value, select it in the Segment Value(s) table and click "<<Remove".

Segment Value:

Add >>

<< Remove

Segment Value(s):

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

--

Entry Required

Entry is NOT Required for this Segment based on the Accounting Validation Control, do you want to make it required when reallocating to this Alternate Accounting Code?

Yes No

Hold Details & Return **Hold Details & Manage Next Segment**

[<< Back to Manage Alternate Accounting Codes](#)

Manage Alternate Accounting Codes

★ Log Out

Search & Select Valid Values

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1
Alternate Accounting Code Name: Sample AAC 1
Segment Name(Length): APPROPRIATION (20)
Valid Values List Name: Appropriation Subset 1

Search for Valid Values

Enter full or partial segment values, segment descriptions, or leave blank to view all valid values. Then click the "Search" button.

APPROPRIATION (20)

Value:

Description:

Search Type: Begins with

Display 25 Values per page

Search

To add a value to the Selected Valid Value(s) list, select the value in the list to the left and click "Select>>". To remove a selected value from the list, mark the value in the list to the right and click "<<Remove". When you are satisfied with your selection(s), click "Accept Value(s)".

Found Valid Values **Selected Valid Value(s)**

[Check All Shown](#) | [Uncheck All Shown](#)
Records 1 - 3 of 3

Select	APPROPRIATION	Value Description	Select >>	Remove	APPROPRIATION	Value Description
<input type="checkbox"/>	23340000000000000000		>>	<<	<input type="checkbox"/>	23340000000000000000
<input checked="" type="checkbox"/>	54540000000000000004		>>	<<	<input type="checkbox"/>	
<input type="checkbox"/>	56560000000000000001		>>	<<	<input type="checkbox"/>	

Records 1 - 3 of 3

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

Accept Value(s)

[<< Back to Manage Alternate Accounting Codes](#)

- b.** Search for a specific value, if needed.
- c.** Select a value.
- d.** Click the **Select** button.
- e.** Click the **Accept Values** button.

Alternate Accounting Codes

Manage Alternate Accounting Codes

★ Log Out

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

Accounting Code Structure Name: STANFINS
Accounting Validation Control Name: Child AVC 1

Search for an Alternate Accounting Code by typing a full or partial Name and/or typing a full or partial Segment Value and optionally selecting whether to search in all segments, one specific segment, or many segments. Select whether to search for the Name and/or Segment Value only at the beginning of the field or anywhere within the field. Be aware that searching for a contained phrase may slow down the search. Then click the "Search" button.

Alternate Accounting Code Name:

Segment Value: contained anywhere within

Segment Name(s): Note: Hold down the Ctrl key to make multiple selections.

Search Type: Begins with ▼

Search

Alternate Accounting Code List

To **add** an Alternate Accounting Code (AAC), select the number of AACs desired and click "Add". Type a unique AAC Name and supply segment values.

Single segment values may be typed or selected by clicking the Search icon (if the segment is associated to a Valid Values List).

Multiple values for a segment may be entered by clicking the "Details" link or selected by clicking the Search icon.

To **modify** an AAC, change the AAC Name or segment values as described above.

To **delete** an AAC, check the Delete checkbox.

To complete management of the AACs (add, modify, delete), click the "Save" button.

Add
1 ▼
New Alternate Accounting Code(s)

* = required

Accounting Code - Segment Name(Length)				
Delete	Alternate Accounting Code Name	APPROPRIATION (20)	OAC (2)	ASN (5)
<input type="checkbox"/>	Sample AAC 1	23340000000000000000	11	33333
		Details	Details	Details

🔍 Search for valid value

Save

[<< Back to Search & Select Accounting Validation Control](#)

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9. When you are done and have a value for every segment, click the **Save** button.

Tip! You can see the number of AACs associated with a child AVC.

Accounting Validation Controls ★ Log Out

Search & Select Accounting Validation Control

Client Relationship: ACME04 CP Organization [Switch Relationships](#)

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#).

Account Validation Control (AVC) Name:

Accounting Code Structure Name: [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:
 Hierarchy Type: Bank: Agent: Company: Division: Department: [Select Position](#)

Defined at: [Select Position](#)

Records 1 - 4 of 4

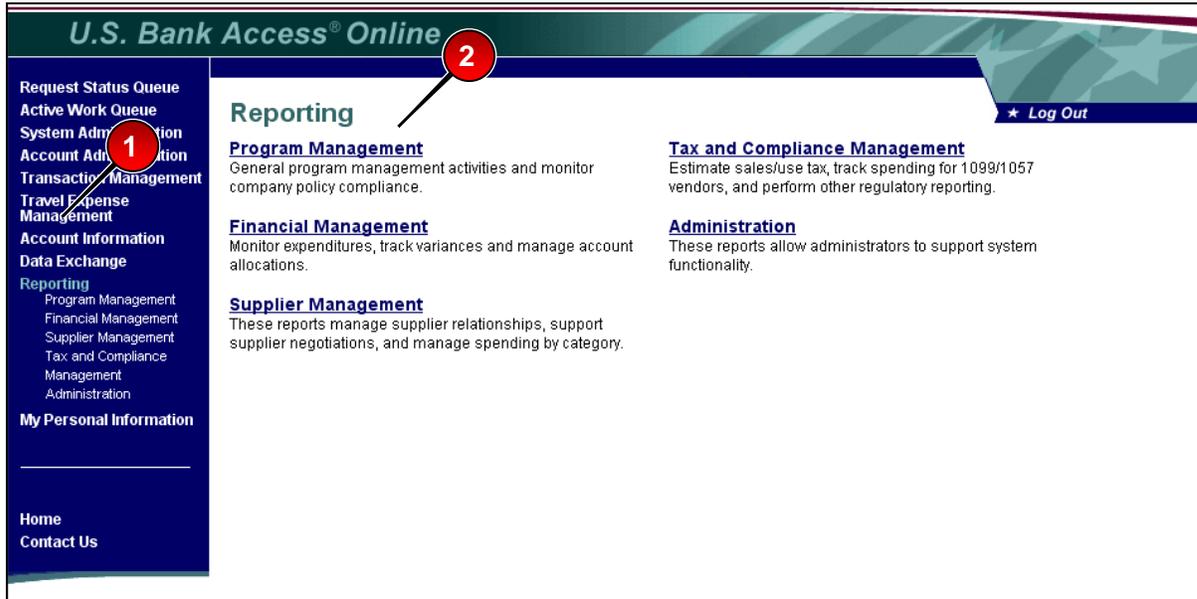
AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position					Segment(s)
					Bank	Agent	Company	Division	Department	
0066DemoChild	STANFINS	Child	Demo AVC (Stanfins)	3	3058	0066				APPROPRIATION , OAC , ASN , UIC , PE
0066Demonstration	STANFINS	Child	Demo AVC (Stanfins)	3	3058	0066				APPROPRIATION , OAC , ASN , UIC , PE
0066Training	STANFINS	Child	Demo AVC (Stanfins)	3	3058	0066				APPROPRIATION , OAC , ASN , UIC , PE
Child AVC 1	STANFINS	Child	Demo AVC (Stanfins)	1	3058	0066				APPROPRIATION , OAC , ASN , UIC , PE

Records 1 - 4 of 4

Note the number of AACs associated with the child AVC.

Run a Standard Report

You have a full range of standard reports available to you that cover every aspect of your program. For our example, we run an *Account List* report. You run a report in three basic steps: select the report, set the report parameters, and run the report.



To run a standard report:

1. Select the **Reporting** high-level task.
2. Select a report category. For our example, we will pick **Program Management**.

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.

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.

[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.

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.

Allocation Rules Management

[Merchant Allocation Rule Sets](#)
Summary of merchant allocation rules sets and detail of associated allocation rules.

3. Click the report name link. For our example, we will click the **Account List** link to run the *Account List* report.

Program Management ★ Log Out

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:
Hold down the Ctrl key to make multiple selections.

All
Open
Closed
Blank

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 [v] Account Status [v] No Sort [v] No Sort [v]

Ascending Order Ascending Order Ascending Order Ascending Order
 Descending Order Descending Order Descending Order Descending Order

Report Output

PDF

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

End [v]

Group Report By

Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: [3058] Agent: [66] Company: [] Division: [] Department: [] [Search for Position or Add Multiple](#)

Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: [3058] Level 1: [47163] Level 2: [00009] Level 3: [01001] Level 4: [50231] Level 5: [] Level 6: [] Level 7: [] [Search for Position or Add Multiple](#)

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

[<< Back to Program Management](#)

For this report, you can select the method of setup or maintenance from the *Method* scroll box.

4. Specify a date range.
5. Specify account information (which accounts to include in your report).
6. Select which additional detail to include in your report.
7. Specify how you want to sort the report information by selecting a field and then selecting to sort the data in that field in ascending or descending order.
8. Select the report's output.
9. Specify how to group the report data:
 - a. Select a radio button.
 - b. Type the value or click the **Search for Position or Add Multiple** link.

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:
 Level 5 ▾

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

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 - 2 of 2

Select	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input type="checkbox"/>	3058	11790	22222	33333	44444	55555		
<input type="checkbox"/>	3058	11791	22222	33333	44444	55555		

Selected Hierarchy Position(s)

Remove	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
<input type="checkbox"/>	3058	11790	22222	33333	44444	55555		
<input type="checkbox"/>	3058	11791	22222	33333	44444	55555		

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

Records 1 - 2 of 2

[Back to Account List](#)

- c. Specify search criteria.
 - d. Click the **Search** button.
 - e. Select the check boxes for the positions to include.
 - f. Click the **Select Position** button.
 - g. Click the **Accept Hierarchy** button.
10. When you are done, click the **Run Report** button.

Report Date: 09/09/2008

Account List - Summary

<u>Account Status</u>	<u>Status Description</u>	<u>Product Type</u>	<u>Setup Method</u>	<u>Update Method</u>
Account Name:	ROSEANNE BUTLER		Account Number: *****0005905683	
	Open	Purchasing	Manual	Manual
Account Name:	ANTHONY CARLISLE		Account Number: *****0005937678	
	Open	Purchasing	Manual	Manual
Account Name:	MARTIN DANIELS		Account Number: *****0005905667	
	Open	Purchasing	Manual	Manual
Account Name:	PETER EDGARS		Account Number: *****0005937736	
	Open	Purchasing	Manual	Manual
Account Name:	FRANK GUARDADO		Account Number: *****0005937702	
	Open	Purchasing	Manual	Manual
Account Name:	JOSEPH HANCOCK		Account Number: *****0005905717	
	Open	Purchasing	Manual	Manual
Account Name:	DOUGLAS JOHNSON		Account Number: *****0005905709	
	Open	Purchasing	Manual	Manual
Account Name:	SERGE KOSTAS		Account Number: *****0005937744	
	Open	Purchasing	Manual	Manual
Account Name:	TOBY MANKALA		Account Number: *****0005937710	
	Open	Purchasing	Manual	Manual
Account Name:	DAMITA MARALDO		Account Number: *****0005905691	
	Open	Purchasing	Manual	Manual
Account Name:	DOREE MARKS		Account Number: *****0005937660	
	Open	Purchasing	Manual	Manual
Account Name:	JAKE PEDERSEN		Account Number: *****0005937694	
	Open	Purchasing	Manual	Manual
Account Name:	LYNETTE PRICE		Account Number: *****0005905725	
	Open	Purchasing	Manual	Manual
Account Name:	GILBERTO RODRIGUEZ		Account Number: *****0005905675	
	Open	Purchasing	Manual	Manual

Learn More: The parameters that you need to set for your report depend on which report you are running. For another example, you can see the more complex parameters for a *Transaction Detail* report. For information on how to set each possible parameter, refer to the *Access Online: Running Standard Reports* user guide and lesson. To review a description and sample of each standard report, refer to the *Access Online: Standard Report Samples* user guide.

Financial Management
Log Out

Transaction Detail

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

Cycle Close Date Range:
 Calendar Month Range:
 Posting Date Range:
 Transaction Date Range:

Enable Cycle Day

Begin Month	Begin Day	Begin Year	to	End Month	End Day	End Year
Jul	-	2008		Jul	-	2008

Transactions Included

Transaction Status:

Reviewed Status:

Approval Status: Hold down the Ctrl key to make multiple selections.

All
 Pending Approval
 Approved
 Final Approved

Disputed:

Transaction Amount:

or = \$

Posting Type:

All

Payments: Exclude Include

Fees: Exclude Include

Additional detail

Display Transaction Comments Display Allocation Detail

Merchants

Merchant Category Code Group: Hold down the Ctrl key to make multiple selections.

All
 AIRLINE
 AUTOMV DEALERS
 BUILDING SERVIC

Merchant Category Codes: To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

[Search for Codes](#)

Merchant Names: To limit the results from the default of "all" enter a full or partial "begins with" merchant name and add it to the list.

Select By

To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).

Accounting Code:

Alternate Accounting Code Name*:

Sort Report By

Account Name	Trans Date	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.

Group Report By

Processing Hierarchy Position.* If selected, a processing hierarchy position is required.

Bank	Agent	Company	Division	Department
3058	06			

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
3058	11790	02222	03333	44444	55555		

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

Break/Subtotal Level

Page Break:

Yes No

Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

[-- Back to Financial Management](#)

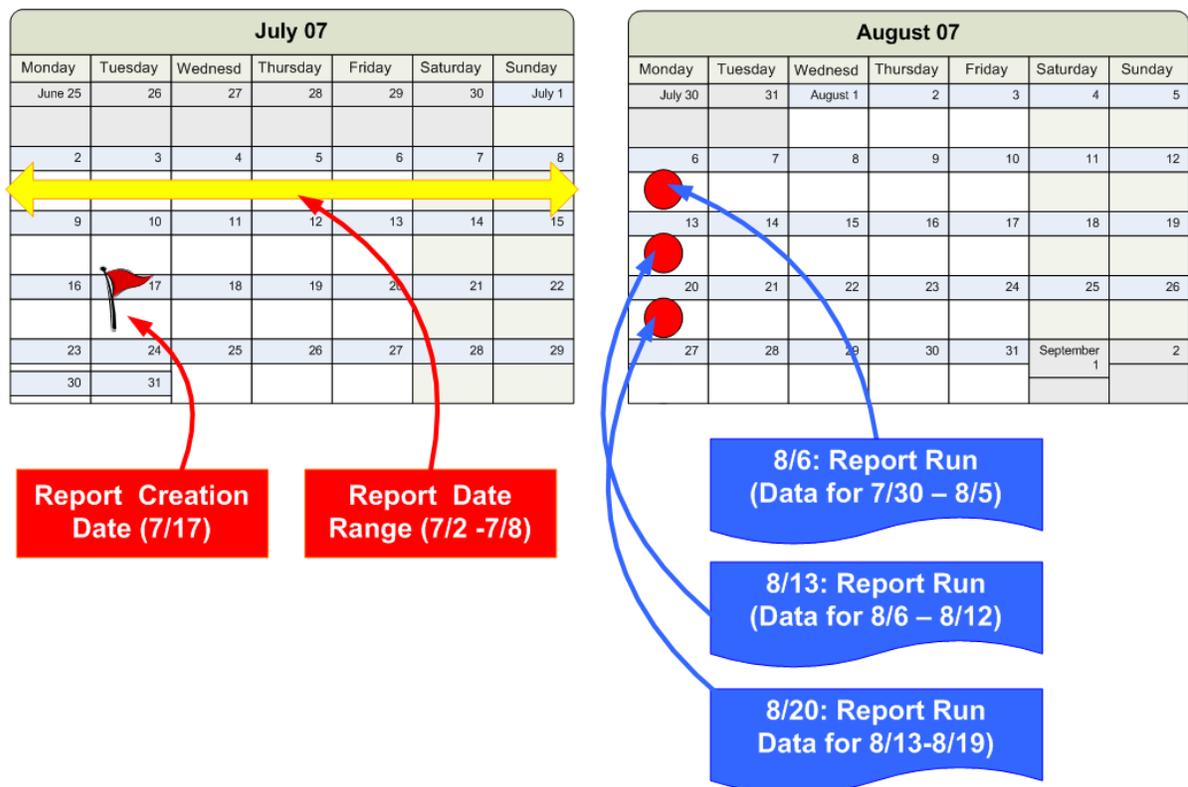
Schedule a Standard Report

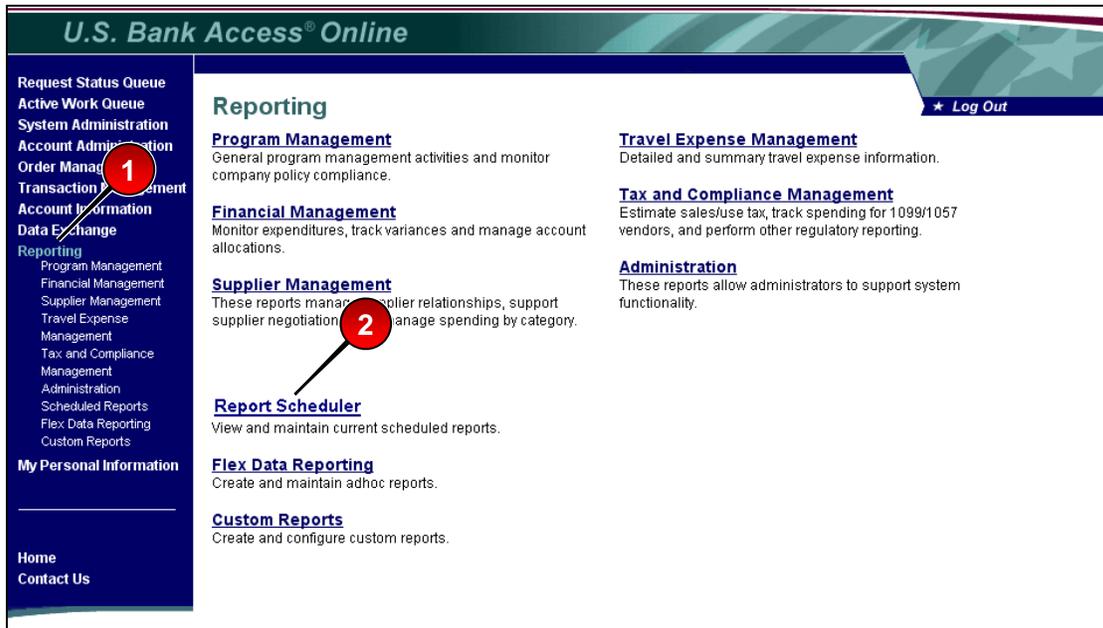
Scheduling a report is simple and quick. After you access the scheduled reports function, you simply select a report to schedule, specify the report's parameters (e.g., date range, sorting, filtering, grouping, etc.), and then specify the scheduling parameters (e.g., report description, schedule, and recipients). Then, once you save the report, Access Online automatically runs the report on your scheduled day and sends the report to your designated recipients' Data Exchange mail boxes.

Keep in mind the difference between the report date range and the scheduled date range.

- **Report date range**—The report date range sets a time period filter to control which data the scheduled report includes when the report runs in the future (e.g., include a week's worth of data, include a month's worth of data).
- **Schedule date range**—The schedule date range establishes a future time period during which your report will run automatically.

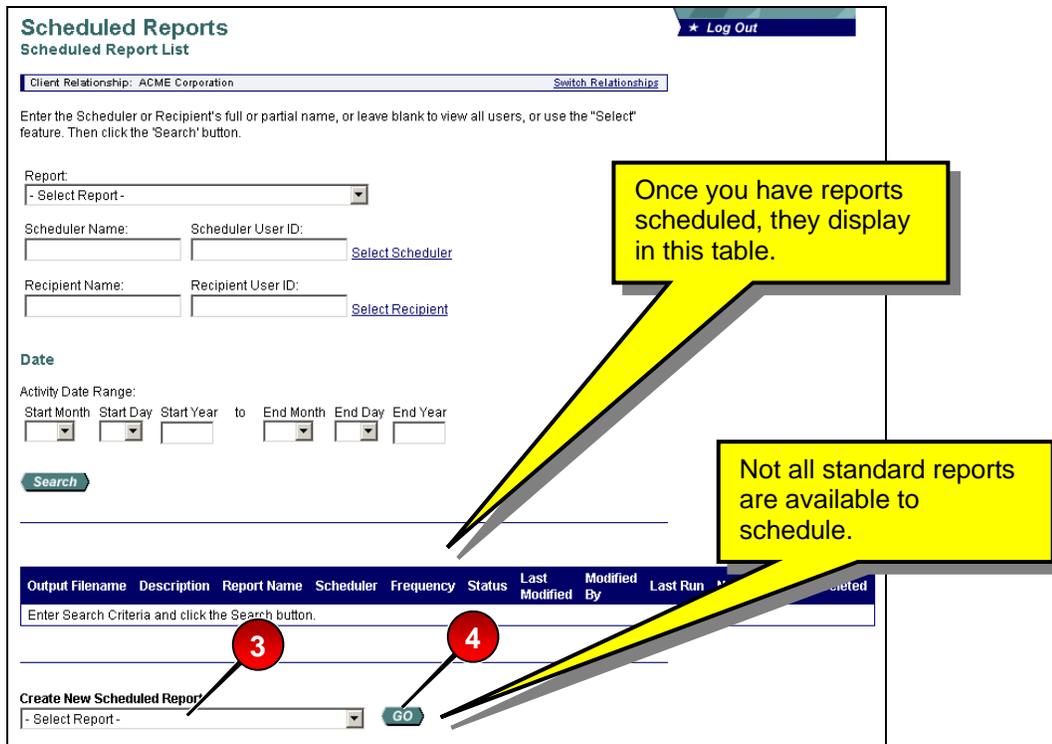
The illustration shows how a report date range and schedule date range work together.





To schedule a report:

1. Select the **Reporting** high-level task.
2. Click the **Report Scheduler** link.



3. Select a report from the *Create New Scheduled Report* drop-down list.
4. Click the **Go** button.

Financial Management
Account Allocation

Client Relationship: ACME Corporation [Switch Relationships](#)

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

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range

Enable Cycle Day

Begin Month: Jul, Begin Day: --, Begin Year: 2007 to End Month: Jul, End Day: --, End Year: 2007

To improve performance, this report must be run for no more than 3 months at a time.

Transactions Included

Allocation Status: All

Accounting Code

To limit the results from the default of "all" enter a full or partial "begins with" accounting code (at least 3 characters).

Custom: [Define Custom](#)

Sort Report By

Accounting Code: No Sort, No Sort, No Sort, No Sort

Ascending Order, Descending Order

Report Output

Summary Output: Selection defines the output format for the summary report. PDF

Detail Output: Selection defines the output format for the detail report when links are chosen from the summary report. PDF

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

Group Report By

To limit the results from the default of "all" enter a value or search.

Processing Hierarchy Position:

Bank: Agent: Company: Division: Department: [Search for Position or Add Multiple](#)

Reporting Hierarchy Position:

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](#)

Break/Subtotal Level

- No Break/Subtotal -

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

[Back to Financial Management](#)

Callout 1: Keep in mind that Access Online moves the report date range forward in time for you, if you schedule the report to run repeatedly in the future.

Callout 2: Each report has unique filtering options.

Callout 3: You can select a data element to sort ascending or descending.

Callout 4: You can specify the report's output file type.

Callout 5: You can filter by one or more processing or reporting hierarchy positions. You may also be able to filter by account number.

Callout 6: You can specify where the report should have page breaks and subtotals.

Callout 7: You can run the report to review it before you save it as a scheduled report.

5. Set the parameters for your report, paying careful attention to the date range.
6. Click the **Create Scheduled Report** button.

Create Schedule Parameters
Create Schedule Parameters

Client Relationship: ACME Corporation

Edit the information below, and click the Submit button.

Report Name: Account Allocation
 Scheduler Email: None
 Scheduler Notification Preferences: None

Output Filename: * **7**

Report Description: * Account Allocation **8**

Schedule **9**

Report Frequency: Monthly Month of Period: Day of Period: Last Day For the previous: 1 Month **10**

Scheduled Start Date: Start Month: Jul Start Day: 26 Start Year: 2007
 Scheduled End Date: End Month: Jul End Day: 26 End Year: 2007

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

[<< Back to Account Allocation](#)

7. Type a name (without any spaces or special characters) for the output file in the *Output Filename* field.
8. Modify the report description in the *Report Description* field, if desired.
9. Select a frequency from the *Report Frequency* drop-down list.
10. Specify the period's parameters, if needed (e.g., select a month from the *Month of Period* drop-down list).

Create Schedule Parameters
Create Schedule Parameters

Client Relationship: ACME Corporation [Switch Relationships](#)

Edit the information below, and click the Submit button.

Report Name: Account Allocation
Scheduler Email: None
Scheduler Notification Preferences: None

Output Filename: *
Weekly Allocation

Report Description: *
Account Allocation for Weekly Meeting

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Scheduled End Date:

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

[<< Back to Account Allocation](#)

11. Specify a date range for the scheduled report to run.

Create Schedule Parameters
Create Schedule Parameters

Client Relationship: ACME Corporation [Switch Relationships](#)

Edit the information below, and click the Submit button.

Report Name: Account Allocation
Scheduler Email: None
Scheduler Notification Preferences: None

Output Filename: *

Report Description: *

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Start Month: Start Day: Start Year: Scheduled End Date: End Month: End Day: End Year:

Recipients 

[Search for Users](#) Include Me

No Users Currently Selected

[<< Back to Account Allocation](#)

12. To add recipients:

- a. Click the **Search for Users** link.

Create Schedule Parameters
★ Log Out

Search & Select Report Recipients

Enter full or partial user ID, or leave blank to view all users. Then click the "Search" button.

User Id:

Last Name: First Name:

Search

Records 1 - 5 of 5

Select	User Name	User ID	Can Download From Data Exchange	Email Address	Data Exchange Email Notification Preference
<input type="checkbox"/>	, Ann	anndoe25	No	anndoe@acme.com	No
<input type="checkbox"/>	Doe, Bill	billdoe50	No	billdoe@acme.com	No
<input type="checkbox"/>	Doe, Jane	janedoe75	Yes	janedoe@acme.com	Yes
<input type="checkbox"/>	Doe, John	johndoe10	Yes	johndoe@acme.com	No
<input type="checkbox"/>	Doe, Pat	patdoe30	No	patdoe@acme.com	No

Records 1 - 5 of 5

Select User(s)

[<< Back to Create Schedule Parameters](#)

Select checkboxes display only for recipients with Data Exchange download capability. Also note the Data Exchange Yes/No settings.

- b. Specify search criteria.
- c. Click the Search button.
- d. Select the check box for each recipient. The recipient must have Data Exchange download capability.
- e. Click the **Select User(s)** button.

Account Allocation

★ Log Out

Create Schedule Parameters

Client Relationship: ACME Corporation
Switch Relationships

Edit the information below, and click the Submit button.

Report Name: Account Allocation
Scheduler Email: None
Scheduler Notification Preferences: None

Output Filename: *

Report Description: *

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:

Scheduled Start Date: Scheduled End Date:
Start Month Start Day Start Year End Month End Day End Year

Recipients

[Search for Users](#) Include Me

Remove	User Name	Email Address	Notification Preferences
<input type="checkbox"/>	Doe, Jane	janedoe@acme.com	Yes
<input type="checkbox"/>	Doe, John	johndoe@acme.com	Yes

Remove Selected Users

Submit
Reset

[<< Back to Account Allocation](#)

13

14

You can remove a recipient at any time by selecting the user and clicking the Remove Selected Users button.

13. Select to include yourself on the distribution list, if desired, by selecting the *Include Me* check box.

14. Click the **Submit** button. A confirmation message displays.

Are You Sure?

Do you want to change the following fields in the Weekly Allocation report:

Field	Old Value	New Value
EMAIL PREFERENCE		INACTIVE
START MONTH		7
OUTPUT FILENAME	15	Weekly Allocation
START YEAR		2007
START DAY		9
END DAY		31
RUN INTERVAL		W
OUTPUT FORMAT		PDF
RECIPIENT	ADDED	Doe, Jane: janedoe75
RECIPIENT	ADDED	Doe, John: johndoe10
END MONTH		12
SCHEDULE DESCRIPTION		Account Allocation for Weekly Meeting
SCHEDULER		marysmith45
RUN DAYS		1
INCLUDE ME		Y
END YEAR		2010
DATAX PREFERENCE		N

16 **Yes, Save Report** **No**

15. Review the report's parameters.

16. Click the **Yes, Save Report** button. The system saves your scheduling parameters and delivers the report to the recipients' Data Exchange mailboxes on the scheduled day.

Scheduled Reports * Log Out

Scheduled Report List

Client Relationship: ACME Corporation [Switch Relationships](#)

Your report has been scheduled, and will be delivered on the scheduled day(s).

Enter the Scheduler or Recipient's full or partial name, or leave blank to view all users, or use the "Select" feature. Then click the "Search" button.

Report:

Scheduler Name: Scheduler User ID: [Select Scheduler](#)

Recipient Name: Recipient User ID: [Select Recipient](#)

Date

Activity Date Range:

Start Month: Start Day: Start Year: to End Month: End Day: End Year:

Search

Output Filename	Description	Report Name	Scheduler	Frequency	Status	Last Modified	Modified By	Last Run	Next Run	End	Deleted
Enter Search Criteria and click the Search button.											

Create New Scheduled Report

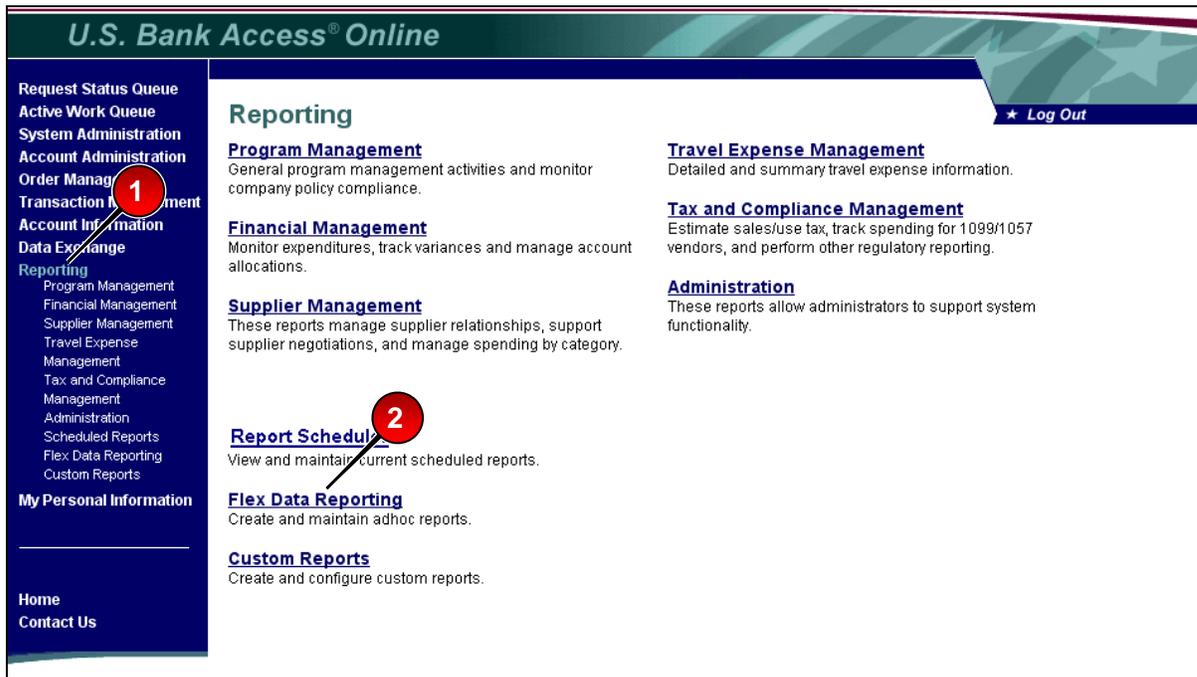
GO

Learn More: For information on scheduled reports, refer to the *Access Online: Report Scheduler* user guide and lesson.

Create a Flex Data Report

You can easily create and save customized ad hoc reports in Access Online using the flex data function. By setting up a report exactly as you need, organized the way you want, with only the data you need, you can pinpoint the information you need to manage your unique program. You create a report in three major steps:

- **One**—Select the report’s primary template and/or additional data template.
- **Two**—Specify report parameters.
- **Three**—Preview, save and run the report.



To create a flex data report:

1. Select the **Reporting** high-level task.
2. Click the **Flex Data Reporting** sub-task or link on the screen.

Flex Data Reporting
Please select a report from the list below. ★ Log Out

Client Relationship: ACME Corporation [Switch Relationships](#)

My Saved Reports Create a New Report

List of My Saved Reports
Select a saved template to modify and run a report.

Delete	Name	Template	Last Modified
<input type="checkbox"/>	Quarterly Transaction Report Quarterly Transaction Detail Report for Management Review Meeting	Transaction	04/11/2007 10:54

Delete Select check box(es) and click the DELETE button to permanently delete saved reports.

[<< Back to Reporting](#)

3. Select the *Create a New Report* tab.

Flex Data Reporting
Please select a report from the list below. ★ Log Out

Client Relationship: ACME Corporation [Switch Relationships](#)

My Saved Reports Create a New Report

Create a New Report
Select a 'base report' data template and up to one additional data template (optional) from the list below to Create a new report.

PRIMARY REPORT DATA	ADDITIONAL DATA
<p><input checked="" type="radio"/> Transaction Create a report based on transaction information.</p> <p><input type="radio"/> Order Create a report based on order information.</p>	<p><input type="checkbox"/> Allocation Include additional transaction allocation information.</p> <p><input type="checkbox"/> Merchant Supplemental Include additional supplemental merchant information.</p> <p><input type="checkbox"/> Order Include additional order information.</p> <p><input type="checkbox"/> Transaction Include additional transaction information.</p>

Create Click CREATE button to begin building a new report.

[<< Back to Reporting](#)

4. Select a report template radio button from the *Primary Report Data* column.
5. If desired, select one additional data template from the *Additional Data* column.
6. Click the **Create** button.

Flex Data Reporting ★ Log Out

Transaction w/ Merchant, Merchant w/...

Report Name:
Transaction-Merchant,Merchant w/ESI, 13Nov2007

Report Description:
Transaction w/ Merchant, Merchant w/ESI

Report Output:
Output Type: Output Parameter Page Placement: Optional for PDF only.

Select Report Data | Filter for Content | Sort By Criteria | Set Report Layout

- Select the check box(es) next to the desired column names for the report. Column names are listed in the RENAME field.
- Select the TOTAL check box(es) to indicate that you want totals calculated for that column.
- Select the desired FILTER check box(es) to determine report content, then continue with the next step.
- WRAP DATA: Enter a desired column width (in) to format data wrapping in the output report, leave field blank to allow default column width.

Select Report Columns Rename Report Columns | Wrap Data | Total | Filter

Check All Show Only Selected

Hierarchy

Account Number

Processing Hierarchy

Reporting Hierarchy

[-] Account

Account Name

Lost Stolen

Managing Account Name

Managing Account Name Line 2

Managing Account Number

Optional 1

Project Number

Replacement Account Number

7. Type a new report name and/or description if desired.

8. Select an output type and/or parameter page placement (PDF output only).

9. Click the checkbox for each column to include in your report.

10. To use the *Select Report Columns* feature:

a. Select the *Check All* check box to include all the listed data elements in your report.

–And/Or–

b. Select the *Show Only Selected* check box to display only your selected data elements on the screen as you work.

Some data elements and filtering options are already selected for you as part of the template.

<input type="checkbox"/>	Posting Date	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Posting Type	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Purchase ID	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Purchase Method	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reference Number	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sales Tax	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Source Currency	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Source Currency Amount	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transaction Amount	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Comment 1	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Comment 2	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Comment 3	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Comment 4	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Comment 5	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transaction Date	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Transaction Reviewed Status	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Transaction Type	<input type="text"/>	<input type="checkbox"/>

[<< Back to Flex Data Reporting](#)

11. Type a new column label, if desired.
12. Type the number of column inches to wrap the field in the *Wrap Data* field.
13. Select a quantitative data element's *Total* check box to total that element's column.
14. Select an element's *Filter* radio button or check box to filter by that data element.

Flex Data Reporting
★ Log Out

Transaction w/ Merchant, Merchant w/ESI

Report Name:
Transaction-Merchant,Merchant w/ESI November 2007

Report Description:
Transaction and ESI Merchant Data

Report Output:
Output Type: PDF Output Parameter Page Placement: End Optional for PDF only.

Save
15 **Filter for Content**
Preview Layout
Run Report

Select Report Data **Filter for Content** Sort By Criteria Set Report Layout

- Select the check box(es) next to the desired column names for the report. Column titles can be abbreviated or renamed; type the new title in the RENAME field.
- Select the TOTAL check box(es) to indicate that you want totals calculated for that column on the report.
- Select the desired FILTER check box(es) to determine report content, then continue to FILTER FOR CONTENT tab to define criteria. Only one hierarchy filter can be selected. It is required that you select at least one Date Filter.
- WRAP DATA: Enter a desired column width (in) to format data wrapping in the output report; leave field blank to allow default column width.

Select Report Columns	Rename Report Columns	Wrap Data	Total	Filter
Hierarchy				
<input checked="" type="checkbox"/> Account Number	Cardholder or Managing Account Number			<input type="radio"/>
<input checked="" type="checkbox"/> Processing Hierarchy				<input checked="" type="radio"/>
<input type="checkbox"/> Reporting Hierarchy				<input type="radio"/>
[-] Account				
<input checked="" type="checkbox"/> Account Name	Account Owner's Name			
<input type="checkbox"/> Lost Stolen				
<input type="checkbox"/> Managing Account Name		<input type="checkbox"/>		
<input type="checkbox"/> Managing Account Name Line 2		<input type="checkbox"/>		
<input type="checkbox"/> Managing Account Number				
<input type="checkbox"/> Optional 1		<input type="checkbox"/>		
<input type="checkbox"/> Project Number		<input type="checkbox"/>		
<input type="checkbox"/> Replacement Account Number				
<input type="checkbox"/> Short Name				

15. Select the *Filter for Content* tab.

Flex Data Reporting ★ Log Out
Transaction and ESI Merchant Data

Report Name:
Transaction-Merchant,Merchant w/ESI November 2007

Report Description:
Transaction and ESI Merchant Data

Report Output:
Output Type: PDF Output Parameter Page Placement: End Optional for PDF only.

[Save](#) [Revert to Last Saved](#) [Preview Layout](#) [Run Report](#)

[Select Report Data](#) [Filter for Content](#) [Sort By Criteria](#) [Set Report Layout](#)

Filtering allows you to set limits for the content of the report. Below are the data fields you elected to filter on. To limit the results from the default of "all", select, search & select, or fill in the criteria box(es) to define the report output.

Selected Filters	Filter Criteria
Processing Hierarchy	Bank: <input type="text"/> Agent: <input type="text"/> Company: <input type="text"/> Division: <input type="text"/> Department: <input type="text"/> Search for Position or Add Multiple
Transaction Amount	<input type="text" value="0.0"/> to <input type="text" value="0.0"/>
Transaction Date	<input type="text" value="11/01/2007"/> to <input type="text" value="11/13/2007"/>

[<< Back to Flex Data Reporting](#)

The screen updates with your new report description.

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16. Type processing hierarchy positions to filter by typing exact values or clicking the **Search for Position or Add Multiple** to search and select positions.

Flex Data Reporting
★ Log Out

Transaction and ESI Merchant Data

Report Name:

Report Description:

Report Output:
 Output Type: Output Parameter Page Placement: Optional for PDF only.

Filtering allows you to set limits for the content of the report. Below are the data fields you can filter on. To limit the results from the default of "all", select, search & select, or fill in the criteria box(es) to define the report.

Selected Filters	Filter Criteria																																								
	Processing Hierarchy Position(s): Edit																																								
Processing Hierarchy	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Bank</th> <th>Agent</th> <th>Company</th> <th>Division</th> <th>Department</th> </tr> </thead> <tbody> <tr><td>1423</td><td>0716</td><td>10010</td><td></td><td></td></tr> <tr><td>1423</td><td>0716</td><td>10328</td><td></td><td></td></tr> <tr><td>1423</td><td>0716</td><td>10716</td><td></td><td></td></tr> <tr><td>1423</td><td>1348</td><td>10267</td><td></td><td></td></tr> <tr><td>3046</td><td>1366</td><td>10901</td><td></td><td></td></tr> <tr><td>3046</td><td>1367</td><td>10900</td><td></td><td></td></tr> <tr><td>3046</td><td>1371</td><td>10148</td><td></td><td></td></tr> </tbody> </table>	Bank	Agent	Company	Division	Department	1423	0716	10010			1423	0716	10328			1423	0716	10716			1423	1348	10267			3046	1366	10901			3046	1367	10900			3046	1371	10148		
	Bank	Agent	Company	Division	Department																																				
	1423	0716	10010																																						
	1423	0716	10328																																						
	1423	0716	10716																																						
	1423	1348	10267																																						
	3046	1366	10901																																						
3046	1367	10900																																							
3046	1371	10148																																							
Transaction Amount	<input type="text" value="0.0"/> to <input type="text" value="0.0"/>																																								
Transaction Date	<input type="text" value="11/01/2007"/> to <input type="text" value="11/13/2007"/>																																								

[<< Back to Flex Data Reporting](#)

Click the Edit link to change your selected hierarchy positions.

- 17. To filter by transaction amount, specify a dollar values.
- 18. To filter by date range, specify beginning and end dates.
- 19. Select the *Sort By Criteria* tab.

Tip! For sample purposes, we have included only a few of the possible filtering options in our sample report. For information on additional filtering options, refer to the *Access Online: Creating Flex Data Reports* user guide and lesson.

Flex Data Reporting
Transaction and ESI Merchant Data

★ Log Out

Report Name:
Transaction-Merchant.Merchant w/ESI November 2007

Report Description:
Transaction and ESI Merchant Data

Report Output:
Output Type: PDF
Output Parameter Page Placement: End Optional for PDF only.

Save Revert to Last Saved Preview Layout **24** Set Report

Select Report Data Filter for Content Sort By Criteria **20** Set Report Layout

Sorting allows you to arrange the data records in a logical order that suits your purpose. In the drop-down SORT boxes below are the header labels you defined for this report. Select from the available options to determine how the report will be sorted. Then choose whether the records are to display in Ascending or Descending order. Check the Break/Subtotal box to indicate that the report should break for the subtotals on the Sort option selected.

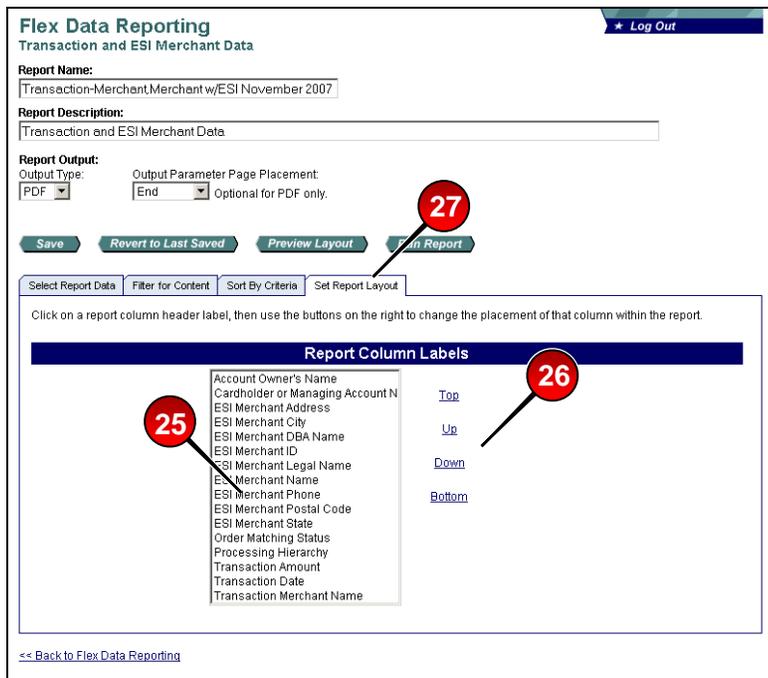
When you elect to Break/Subtotal **20** sort field, the output report will also break/subtotal on all sort and hierarchy levels as well.

Sort 1	Sort 2	Sort 3	Sort 4
<input type="radio"/> NONE	<input type="radio"/> NONE	<input type="radio"/> NONE	<input type="radio"/> NONE
<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order
<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order
<input type="radio"/> Break/Subtotal Level	<input type="radio"/> Break/Subtotal Level	<input type="radio"/> Break/Subtotal Level	<input type="radio"/> Break/Subtotal Level
<input checked="" type="radio"/> No Break/Subtotal 22			

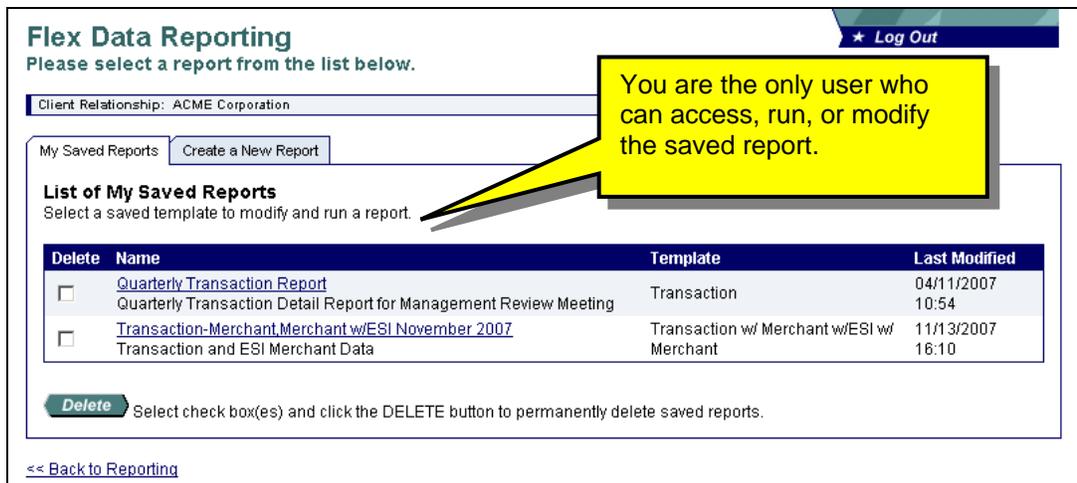
<< [Back to Flex Data Reporting](#)

Select the No Break/Subtotal radio button if you do not want any breaks or subtotals.

20. Select a field to sort by in the *Sort 1* drop-down list.
21. Select the *Ascending* or *Descending* radio button.
22. Select the *Break/Subtotal Level* radio button to have your report include a page break and a subtotal after the each change in the selected sort field.
23. Repeat Steps 20–22 to set additional sorts.
24. Select the *Set Report Layout* tab.



- 25. Review the order of the columns. The fields listed from top to bottom display from left to right in your report, with the bottom-most column displayed on the far right.
- 26. To move a column’s display, select the column and click the **Top**, **Up**, **Down**, or **Bottom** link.
- 27. From this screen, you can save, preview or run the report by clicking the appropriate button.



You are the only user who can access, run, or modify the saved report. From this screen, you can modify the report as and run the report.

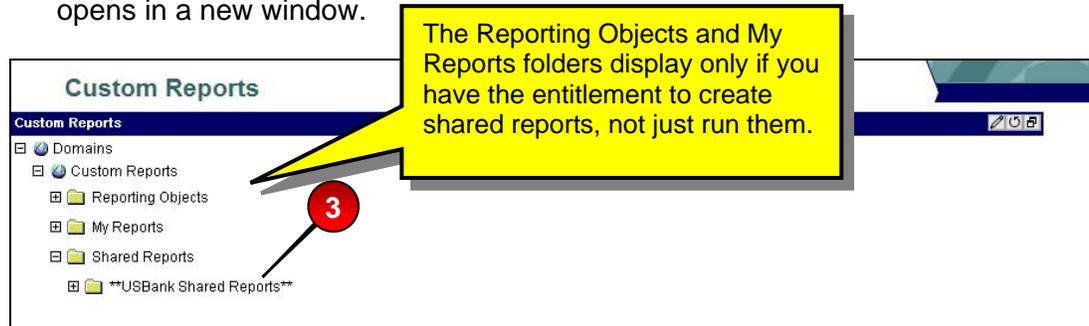
Access and Run a Shared Custom Report

In addition to the standard reports that we have created for all our clients to access and run, you may have shared custom reports available to you. We created these shared custom reports with the Department of Defense (DOD) Purchase Card Program Management office.

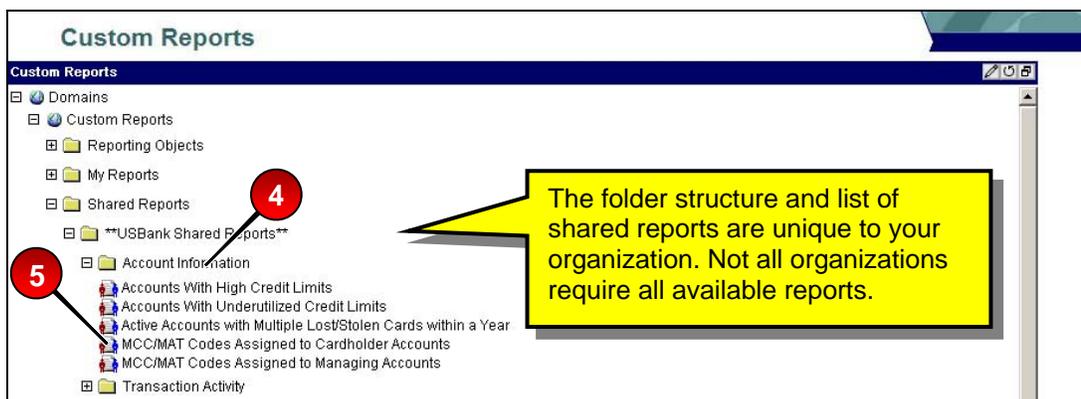


To run a shared report:

1. Select the *Reporting* high-level task.
2. Click the **Custom Reports** link. The custom and shared reporting function opens in a new window.



3. Open the **USBank Shared Reports** folder. The two subfolders that house all the shared reports display the *Account Information* subfolder and the *Transaction Activity* subfolder.



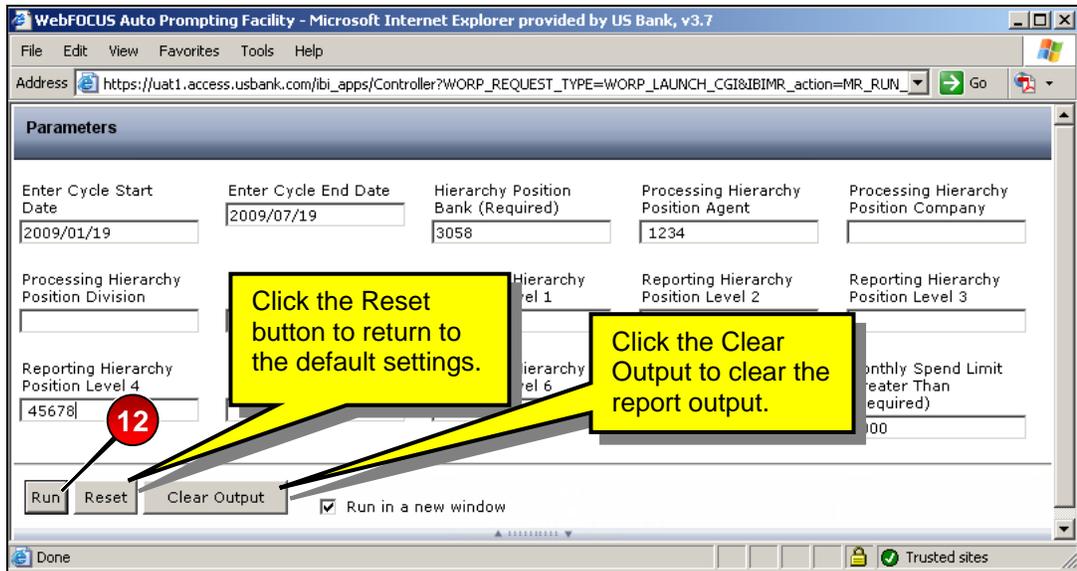
4. Navigate through the list of reports until you find the report you want to run.
5. Click the report name link or report icon for the report you want to run (e.g., *Accounts with High Credit Limits*). A new window opens with the report parameters.

Each report has unique parameters, which are normally on the lower portion of the parameter screen.

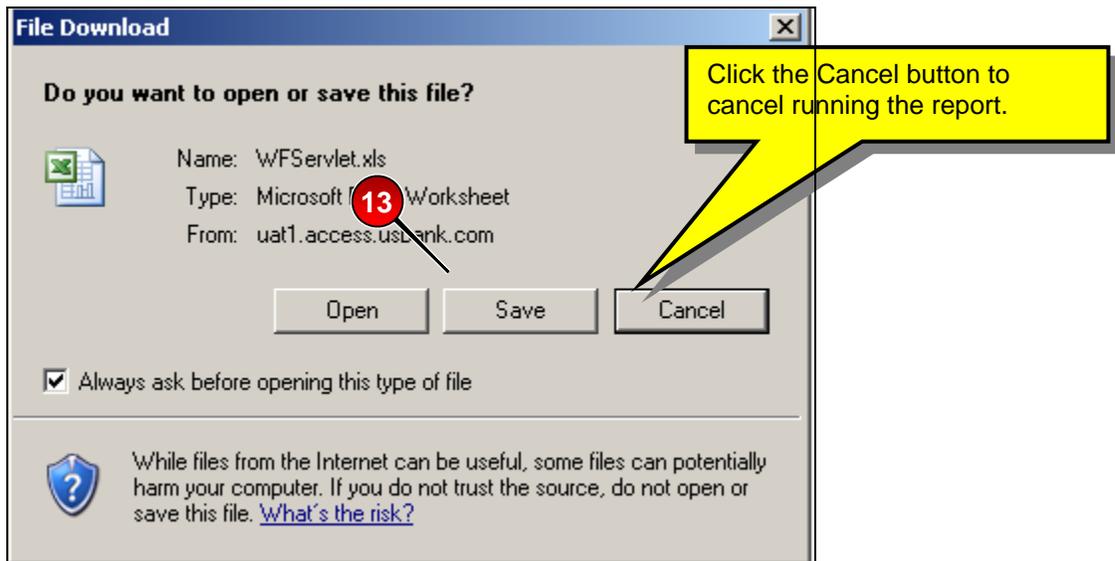
To filter the report by hierarchy, you need to type only the value for the lowest position (not all positions above as well).

6. Type a start date (e.g., a cycle start date, a post date start date) in **YYYY/MM/DD** format (type **2009/01/19** for a cycle start date of January 19, 2009) in the start date field (if needed).
7. Type an end date in **YYYY/MM/DD** format in the end date field (if needed).
8. Type a bank number in the *Hierarchy Position Bank (Required)* field.
9. To filter the report by a specific processing or reporting level position, type the value in the field for the lowest level you want to report by (e.g., type **45678** in the *Reporting Hierarchy Position Level 4* field to report by level 4, value 45678 and above).
10. Specify additional optional or required report parameters in the format indicated. For example, type a monthly spend limit of **50000** to filter the report to include only accounts with a specific monthly spend limit of \$50,000 or more.
11. Select the *Run in a new window* check box to have the report display in a new window.

Learn More: Each report has unique parameters. For detailed steps on each report's parameters, refer to the user guide. *Access Online: Run a Shared Custom Report* user guide.



12. Click the **Run** button. A *File Download* dialog box displays on which you can select to open the report immediately or save the report to your computer and then open later.



13. Select to open or save the report to your computer.

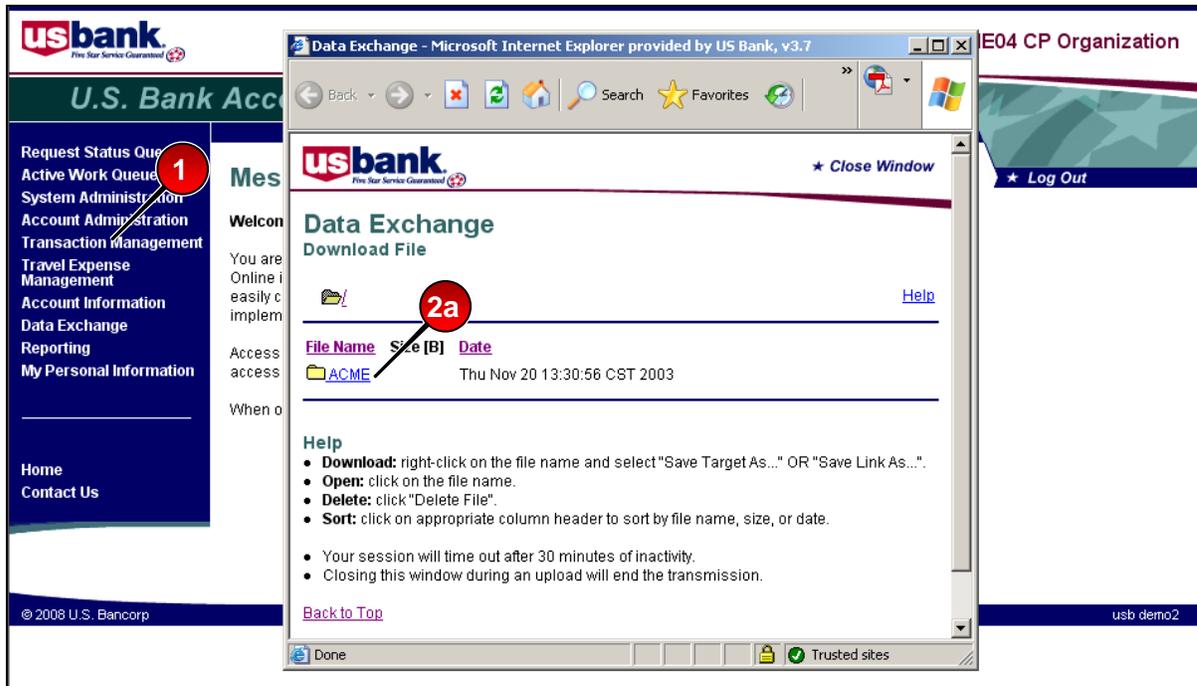
Army Resource Manager User Guide

	A	B	C	D	E	F	G	H	I	J
1	All Convenience Check Transactions Report Created: 20090818									
2	Bank: 3058 Agent: Company: Division: Department:									
3	Reporting Hierarchy: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:									
4	Start: 2009/01/01 End: 2009/08/15									
5	Report Name	Report Date	Ma Bank	Ma Agent	Ma Company	Ma Division	Ma Department	Reporting Level 1	Reporting Level 2	Reporting Level 3
6	All Convenience Check Transactions	8/18/2009	3058	6692	12345			11111	22222	33333
7		8/18/2009	3058	6692	12345			11111	22222	33333
8		8/18/2009	3058	6692	12345			11111	22222	33333
9		8/18/2009	3058	6692	12345			11111	22222	33333
10		8/18/2009	3058	6692	12345			11111	22222	33333
11		8/18/2009	3058	6692	12345			11111	22222	33333
12		8/18/2009	3058	6692	12345			11111	22222	33333
13		8/18/2009	3058	6692	12345			11111	22222	33333
14		8/18/2009	3058	6692	12345			11111	22222	33333
15		8/18/2009	3058	6692	12345			11111	22222	33333
16		8/18/2009	3058	6692	12345			11111	22222	33333
17		8/18/2009	3058	7890	223456			11111	22222	33333
18		8/18/2009	3058	7890	223456			11111	22222	33333
19		8/18/2009	3058	7890	223456			11111	22222	33333
20		8/18/2009	3058	7890	223456			11111	22222	33333
21		8/18/2009	3058	7890	223456			11111	22222	33333
22		8/18/2009	3058	7890	223456			11111	22222	33333
23		8/18/2009	3058	7890	223456			11111	22222	33333
24		8/18/2009	3058	7890	223456			11111	22222	33333
25		8/18/2009	3058	7890	223456			11111	22222	33333
26		8/18/2009	3058	7890	223456			11111	22222	33333
27		8/18/2009	3058	7890	223456			11111	22222	33333
28		8/18/2009	3058	7890	223456			11111	22222	33333
29		8/18/2009	3058	7890	223456			11111	22222	33333
30		8/18/2009	3058	7890	223456			11111	22222	33333
31		8/18/2009	3058	7890	223456			11111	22222	33333
32		8/18/2009	3058	7890	223456			11111	22222	33333
33		8/18/2009	3058	7890	223456			11111	22222	33333
34		8/18/2009	3058	7890	223456			11111	22222	33333

Learn More: For information, refer to the *Access Online: Run a Shared Custom Report* user guide and the *Access Online: Shared Custom Report Samples* user guide.

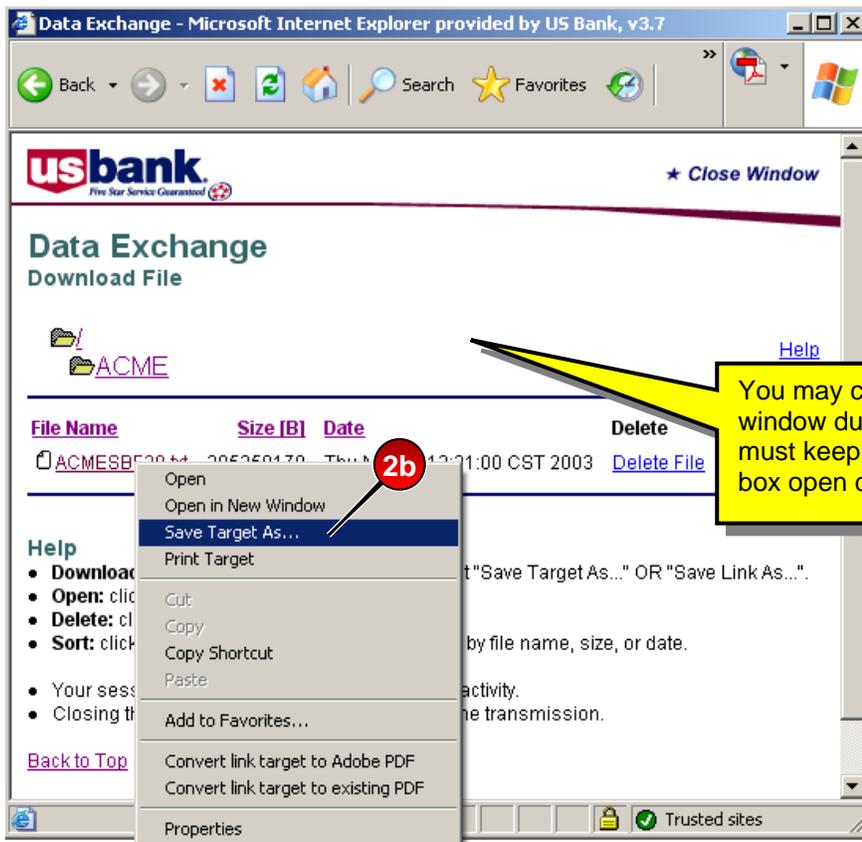
Download a File Using Data Exchange

You can use the Data Exchange function to exchange files with U.S. Bank. As a Resource Manager, you can download files from U.S. Bank. The Data Exchange function accommodates files of any type, including text files, spreadsheets, compressed files, PDF files, and graphics files.

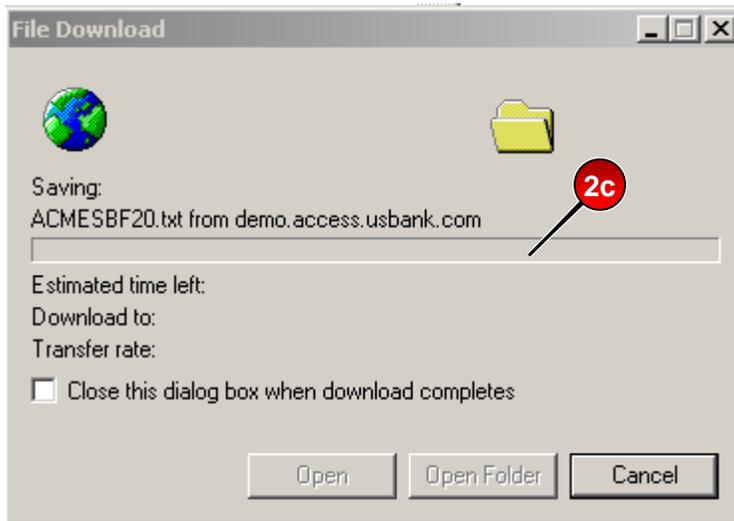


To use the Data Exchange function:

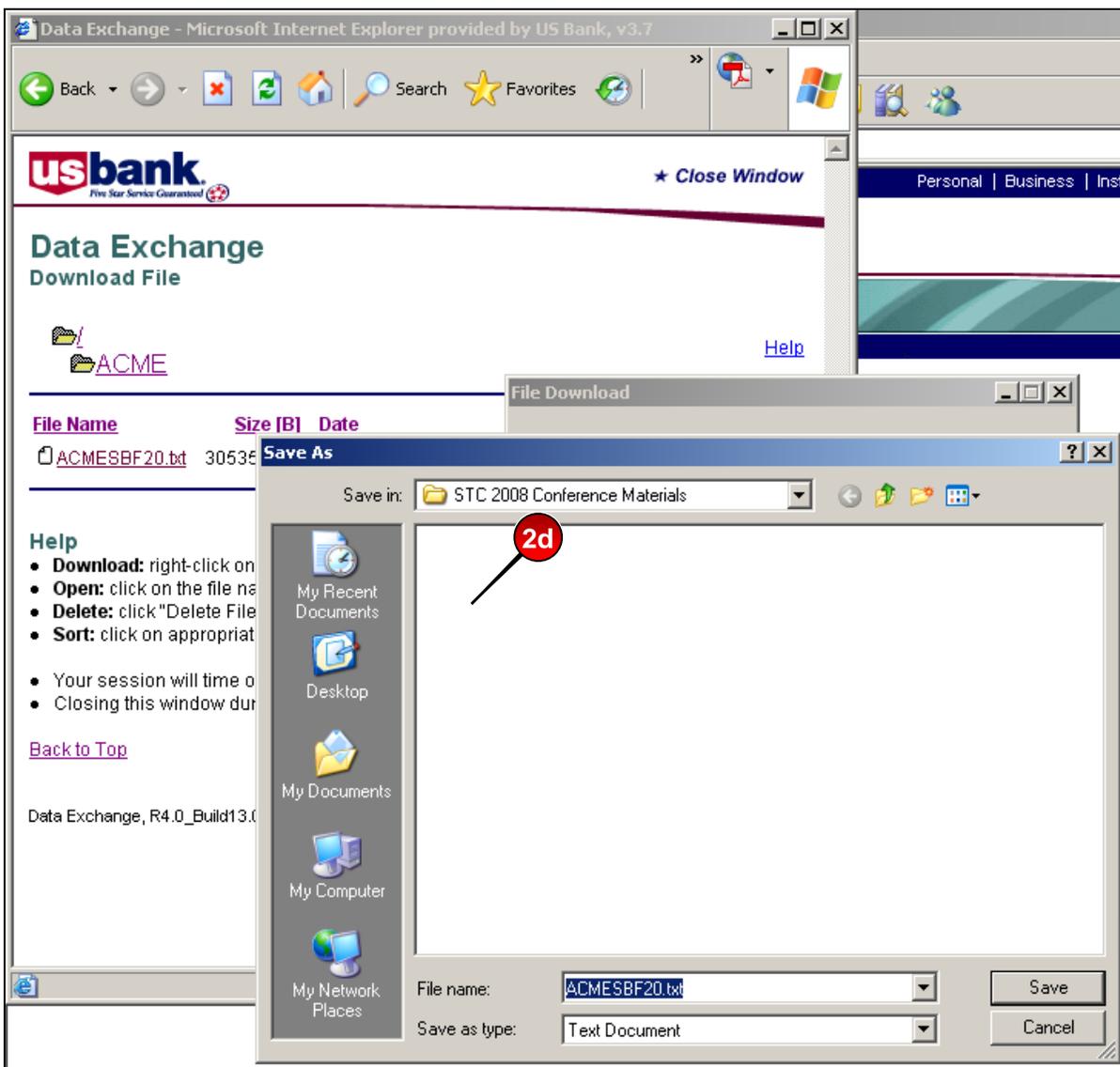
1. Select the **Data Exchange** high-level task. The *Data Exchange* function opens in a new window.
2. To download a file:
 - a. Navigate to the file you want to download and right-click the file name.



b. Right-click the file name and select **Save Target As....**



c. Wait for the download to complete.



- d. Select a location and new name (if desired) for the file and then click the **Save** button.

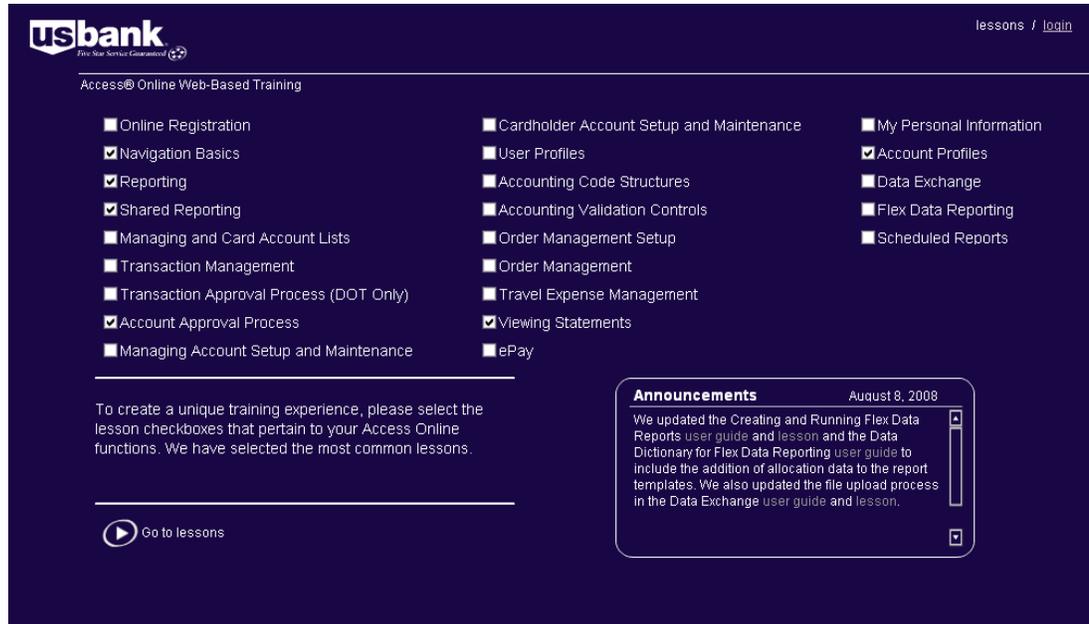
Additional Roles and Tasks

You can review the task that the other roles in your organization perform, including A/OPCs, Billing Officials, and Cardholders.

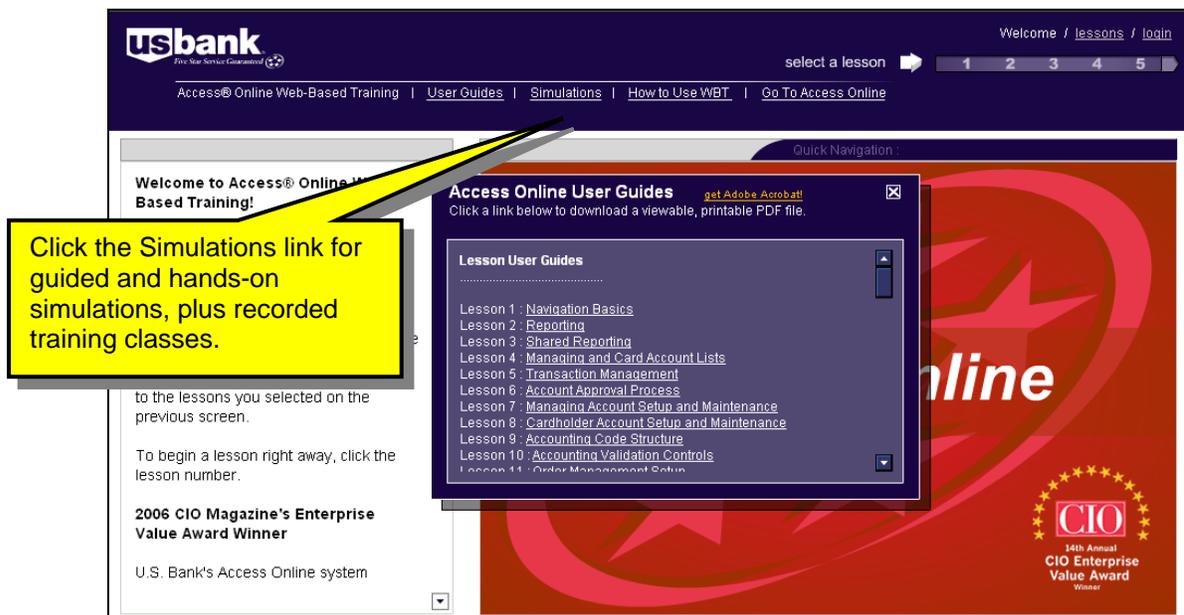
- For A/OPC tasks, including their portion of managing and cardholder account setup and maintenance and accounting validation control creation, refer to the *Access Online: A/OPC* user guide.
- For Billing Official tasks, including managing account certification and statement approval, refer to the *Access Online: Billing Official* user guide.
- For Cardholder tasks, including order creation, transaction management, and order and transaction matching, refer to the *Access Online: Cardholder* user guide. You can log in to the web-based training as a cardholder and review cardholder lessons and training material.

Additional Resources

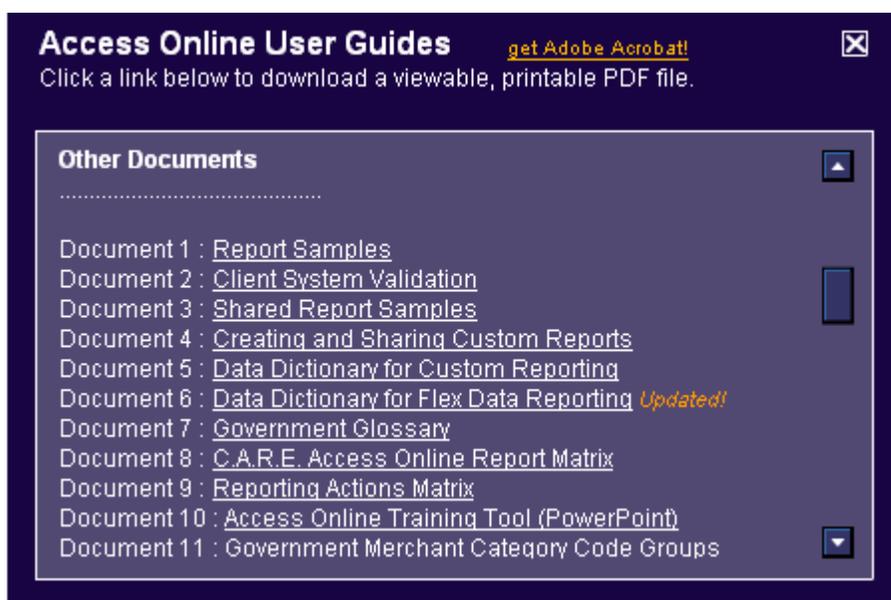
You can easily access topic-specific lessons on the WBT.



Each lesson provides step-by-step instructions on completing tasks.



To access the topic-specific user guides (with information on each field and each step in the task), click the **User Guide** link and then navigate to the guide you want to read.



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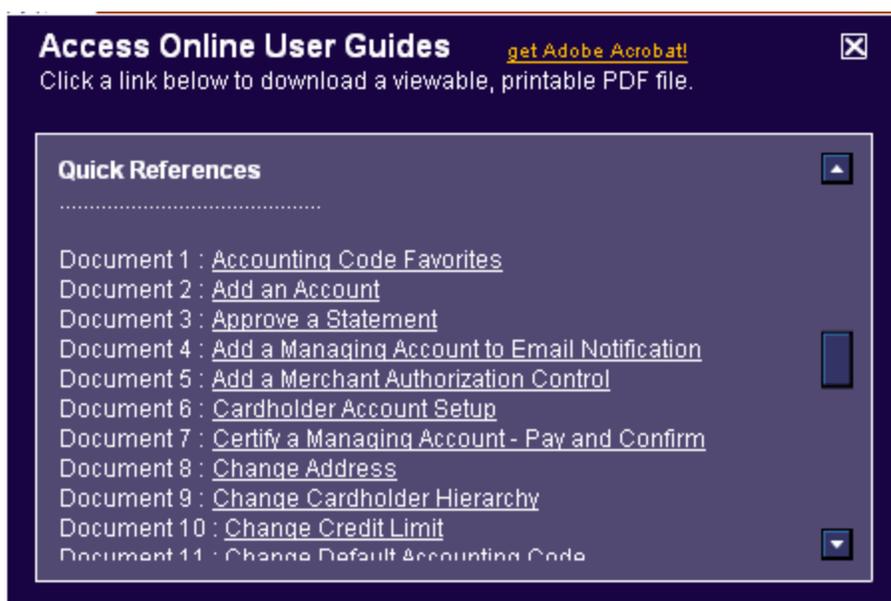
Click a link below to download a viewable, printable PDF file.

Other Documents ▲

.....

- Document 1 : [Report Samples](#)
- Document 2 : [Client System Validation](#)
- Document 3 : [Shared Report Samples](#)
- Document 4 : [Creating and Sharing Custom Reports](#)
- Document 5 : [Data Dictionary for Custom Reporting](#)
- Document 6 : [Data Dictionary for Flex Data Reporting](#) *Updated!*
- Document 7 : [Government Glossary](#)
- Document 8 : [C.A.R.E. Access Online Report Matrix](#)
- Document 9 : [Reporting Actions Matrix](#)
- Document 10 : [Access Online Training Tool \(PowerPoint\)](#)
- Document 11 : [Government Merchant Category Code Groups](#) ▼

You also have additional documents available to you, including a glossary specifically for our government clients.



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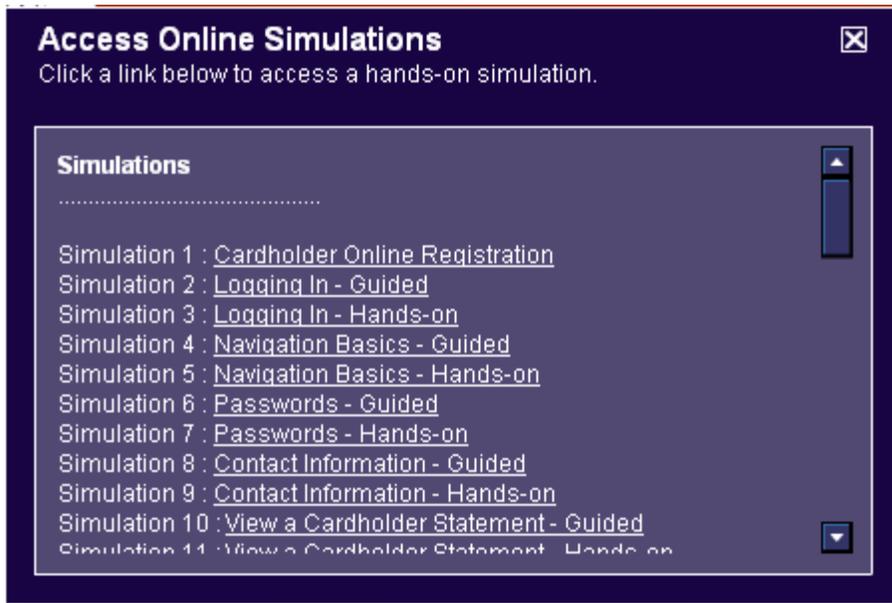
Click a link below to download a viewable, printable PDF file.

Quick References ▲

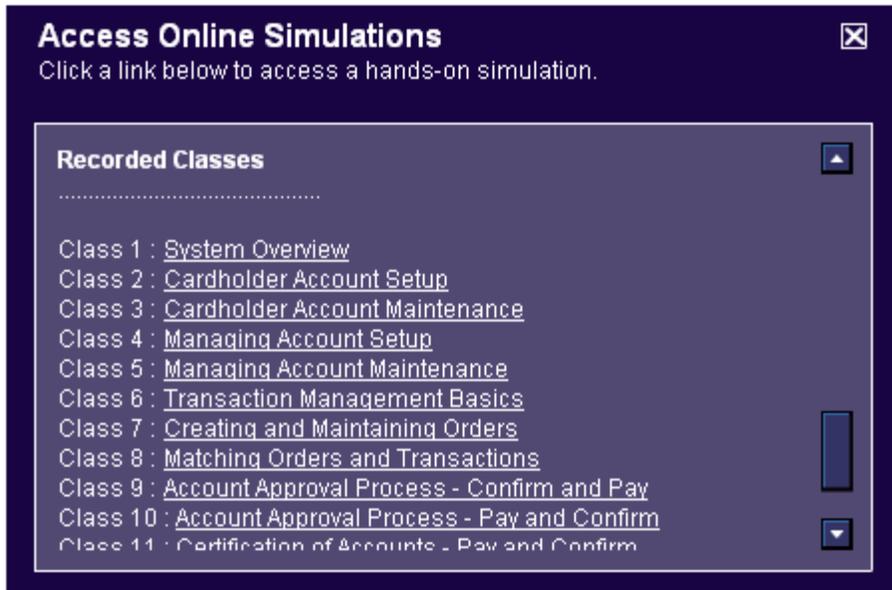
.....

- Document 1 : [Accounting Code Favorites](#)
- Document 2 : [Add an Account](#)
- Document 3 : [Approve a Statement](#)
- Document 4 : [Add a Managing Account to Email Notification](#)
- Document 5 : [Add a Merchant Authorization Control](#)
- Document 6 : [Cardholder Account Setup](#)
- Document 7 : [Certify a Managing Account - Pay and Confirm](#)
- Document 8 : [Change Address](#)
- Document 9 : [Change Cardholder Hierarchy](#)
- Document 10 : [Change Credit Limit](#)
- Document 11 : [Change Default Accounting Code](#) ▼

You also have access to quick references, which provide a fast reminder of how to complete a specific task.



Be sure to click the **Simulations** link on the WBT to access and use the guided and hands-on simulations. These interactive simulations let you get a chance to actually practice completing key tasks



You can also scroll down the simulations list to access and review recorded training classes geared toward our government clients.

Army Resource Manager User Guide

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