

Access Online

Army Cardholder *User Guide*

Version 1.2



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

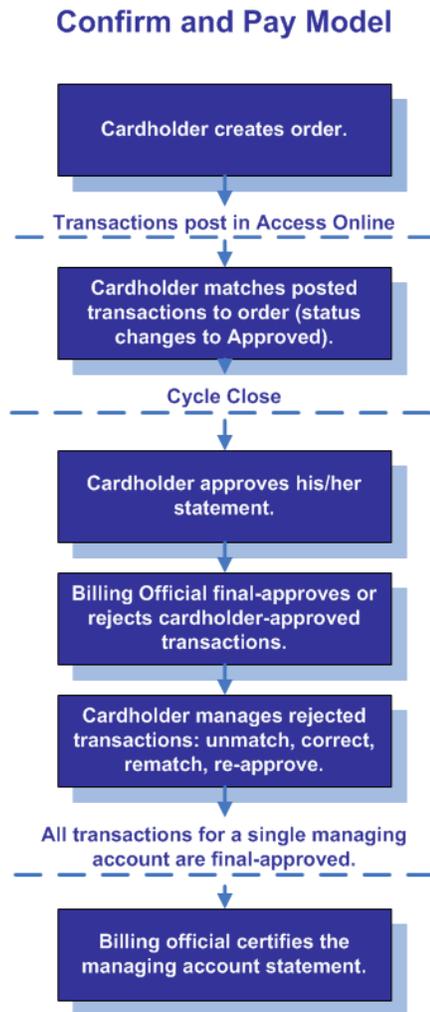
In this user guide, you will learn how to access and complete the key tasks you perform in Access Online. This guide provides you with the basic steps for critical tasks. For field descriptions and additional options, we give you a cross reference to the comprehensive user guide on a specific topic. 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

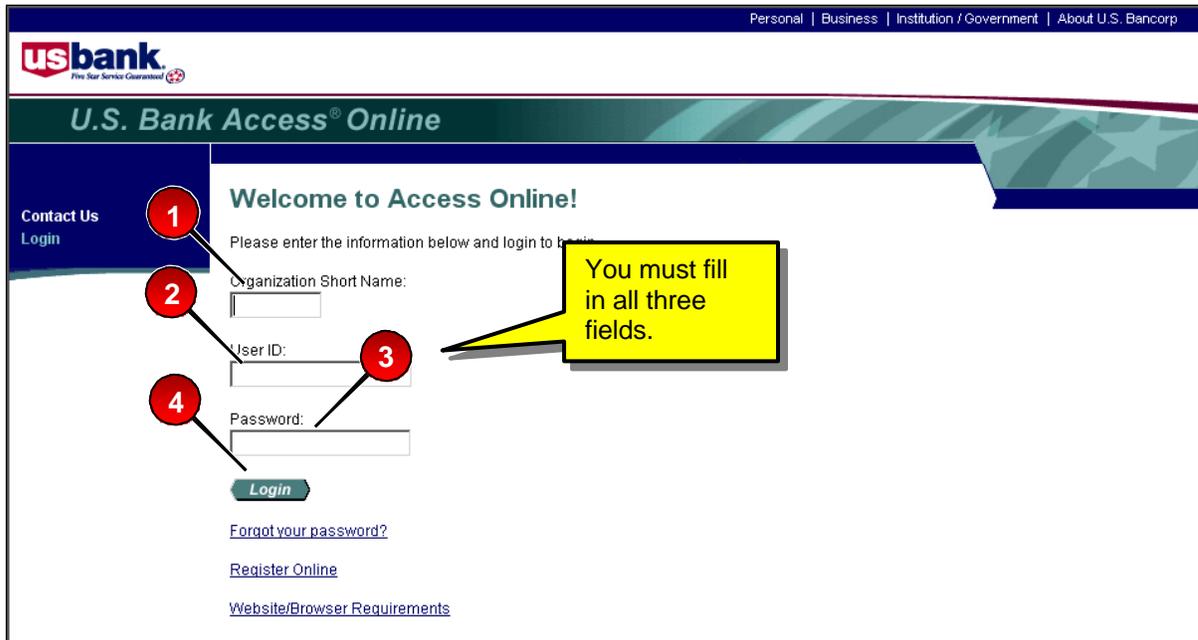
The tasks in this user guide reflect the Army's Confirm and Pay model, as the diagram below shows.



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.

Login/Logoff



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.

The screenshot shows the U.S. Bank Access Online interface. At the top left is the USbank logo with the tagline 'Five Star Service Guaranteed'. At the top right, it says 'ARMY'. Below the logo is a green banner with 'U.S. Bank Access® Online'. On the left is a dark blue navigation menu with links: Order Management, Transaction Management, Travel Expense Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area has a title 'Message from U.S. Bank' and a 'Welcome!' message. Below the message is a 'Log Out' link with a star icon. On the right, there is an 'Account Activity' section with a 'Select an Account' dropdown menu showing 'CP Organization *****5891'. A red circle with the number '5' is positioned over the 'Log Out' link.

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

Basic Navigation

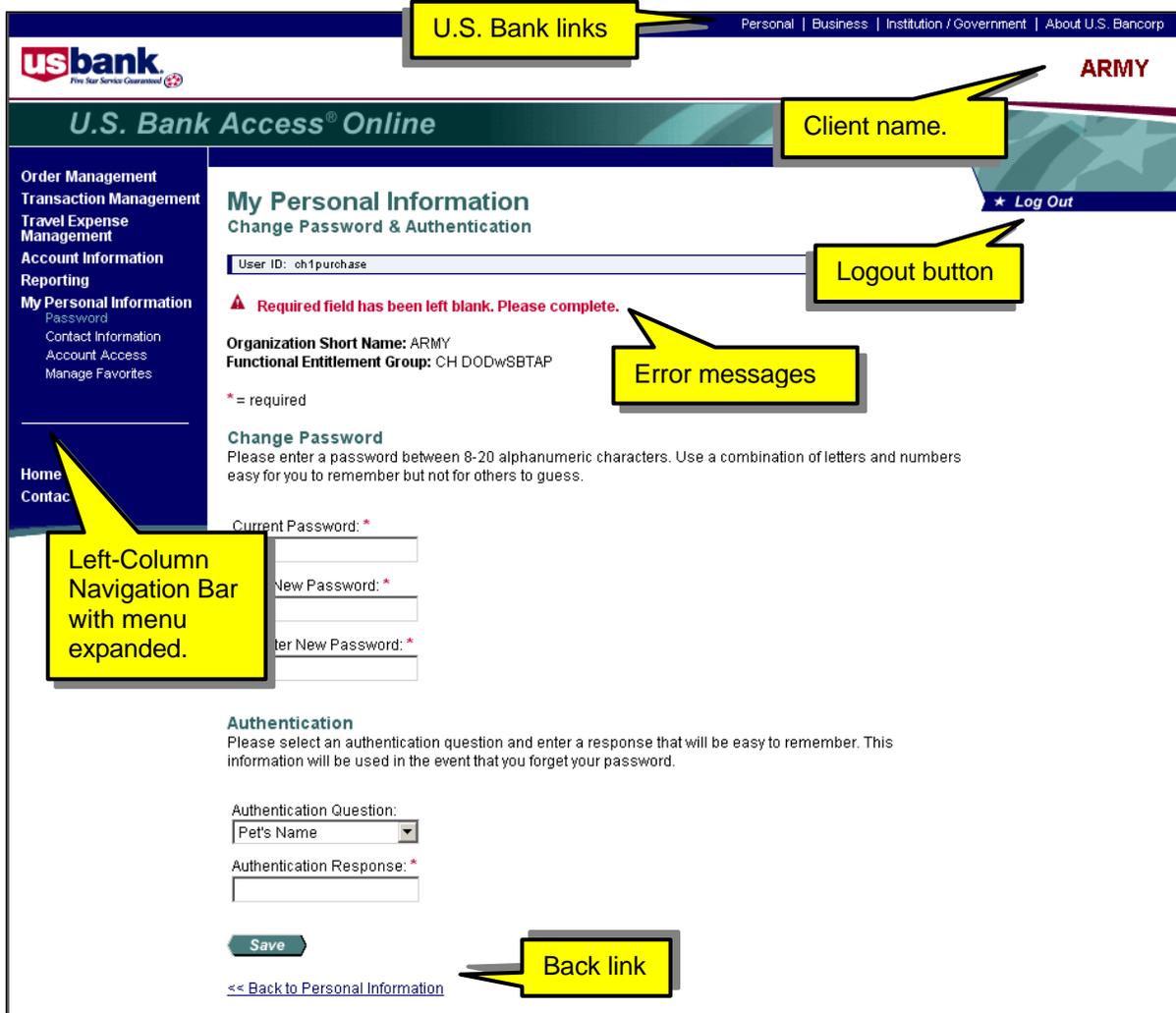
The screenshot shows the U.S. Bank Access Online interface for an ARMY user. The top left features the U.S. Bank logo and the text "U.S. Bank Access Online". The top right displays "ARMY" and a "Log Out" button. A central message area titled "Message from U.S. Bank" contains a welcome message. On the left is a "Left-column Navigation Bar" with links for Order Management, Transaction Management, Travel Expense Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. On the right is an "Account Activity" box with a "Select an Account" dropdown menu. Three yellow callout boxes provide instructions: one points to the "Account Activity" box, another points to the "Home" link in the navigation bar, and a third points to the "Transaction Management" link in the navigation bar.

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
- **Account Activity box**—Provides one-click access to transaction information for the your account

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

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. 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'. A left-column navigation bar contains several menu items: Order Management, Transaction Management, Travel Expense Management, Account Information Reporting, My Personal Information (with a red circle '1' next to it), Password, Contact Information, Account Access, and Manage Favorites. Below these are Home and Contact Us links. The main content area is titled 'My Personal Information' (with a red circle '2a' next to it) and contains a user ID field, a Password section with a description, a Contact Information section with an Email Notification link, an Account Access section with an Add Accounts link, and a Manage Accounting Code Favorites section.

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: ch1purchase

Organization Short Name: ARMY
Functional Entitlement Group: CH DODwSBTAP

* = required

Change Password
Please enter a password between 8-30 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not **2b** to guess.

Current Password: *

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**

Authentication Response: *

2d

[<< 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: ch1purchase

Password
Change your system **3a** 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.

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

My Personal Information

Change Your Contact Information

User ID: ch1purchase

Organization Short Name: ARMY
Functional Entitlement Group: CH DODwSBTAP

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:

Address 1: * Address 2:

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

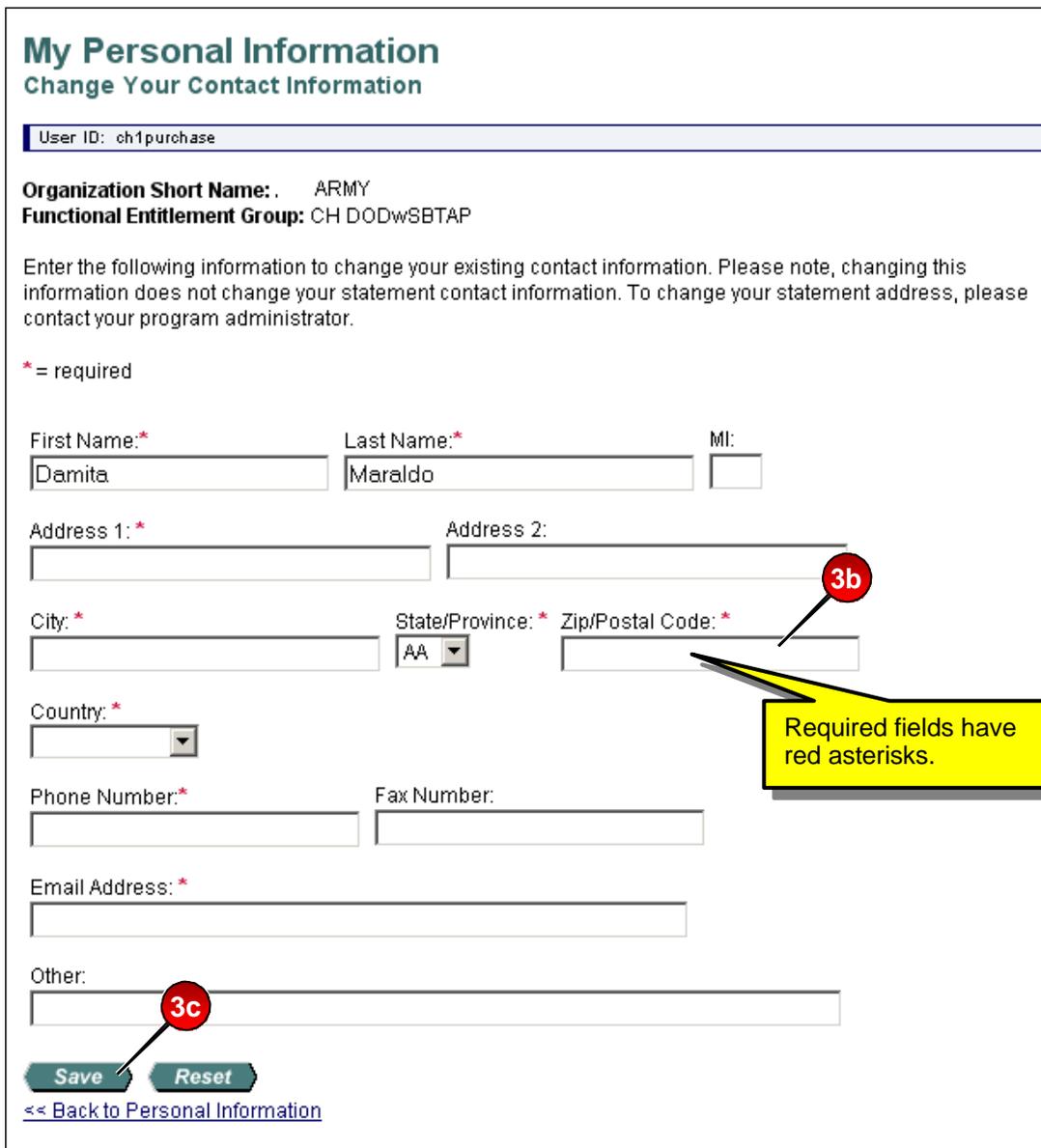
Country: *

Phone Number:* Fax Number:

Email Address: *

Other:

[<< Back to Personal Information](#)



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

My Personal Information

User ID: ch1purchase

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.).

- [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.

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

My Personal Information
Email Notification

User ID: ch1purchase

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

* = required

Email Address: *

Email Notification

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 with your user ID:

Status	Account Number	Account Name	Account Type
Enabled	4716300005905691	DAMITA MARALDO	Cardholder

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

Remove	Account Number	Account Name	Account Type
<input type="checkbox"/>			

[<< Back to Personal Information](#)

You must select Enabled in the Status column to ensure that you get an e-mail message when the account's statement is available in Access Online.

- b. Specify new information, including new email address, data exchange options, or statement notification parameters.
- c. Add additional accounts, if needed.
- d. Click **Save**.

My Personal Information

User ID: ch1purchase

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](#) **5a**

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.

5. To change account access:
 - a. Click the **Account Access** link.

My Personal Information
View Account Access

User ID: ch1purchase **5b**

Organization Short Name: ARMY
Functional Entitlement Group: CH DODwSBTAP

These are the accounts and hierarchy entitlements to which you have access.

[Add Accounts](#) **5c**

Product Description	Account Number	Designated User	User ID
CP Organization	716300005905691 5d	✓	ch1purchase

[<< Back to Personal Information](#)

- b. Note the organization short name and functional entitlement group.
- c. Click the **Add Accounts** link here or on the *My Personal Information* screen to add accounts.
- d. Click the **Back to Personal Information** link when you are done viewing and/or adding accounts.

My Personal Information

User ID: ch1purchase

Password

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

Contact Information

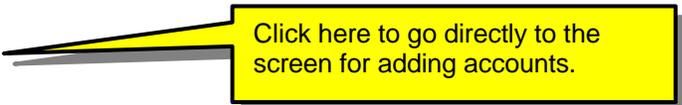
Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

Account Access

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

- [Add Accounts](#)



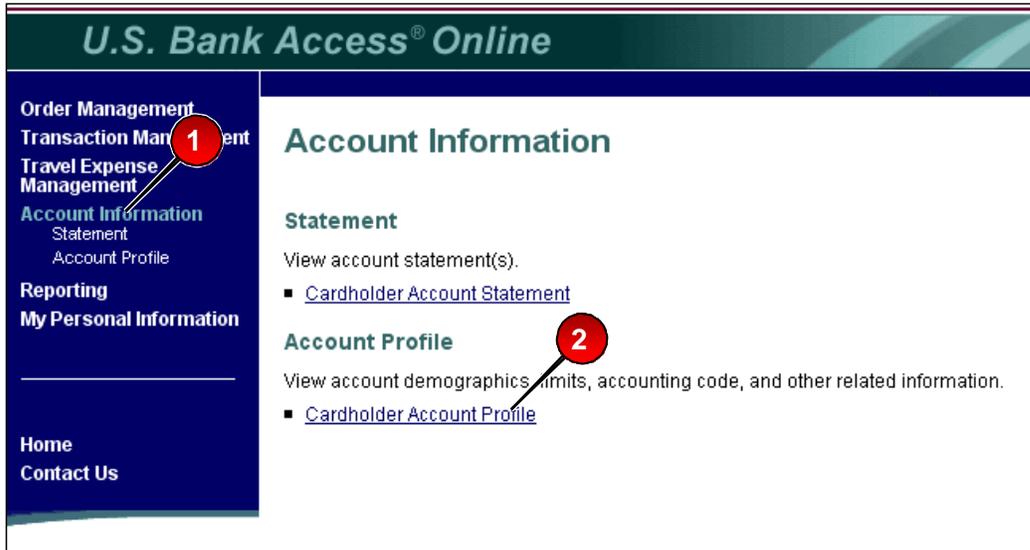
Click here to go directly to the screen for adding accounts.

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

View Your Account Profile

You can easily view your account profile. The account profile reflects the information your A/OPC and/or Resource Manager specified during your account's setup. You can view the profile of any account you have access to.



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: *****5691, DAMITA MARALDO [Switch Accounts](#)

Select an item below to view its contents.

[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, Cycle Day, and Open Date.

[Financial History](#)
View the account 12-month history, 7-year history analysis, and 7-year history.

[Default Accounting Code](#)
View the default accounting code assigned to the account.

Account History

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

3. Click a link (e.g., **Demographic Information, Account Information**) to view the information on that parameter of the account.

Cardholder Account Profile

Demographic Information

Card Account Number: *****5691, DAMITA MARALDO [Switch Accounts](#)

Name

Name: DAMITA MARALDO
Date of Birth:
Identification Number:
Tax Exempt Number:
Optional 1:
Third Line Embossing:

Address

Address 1: EP-MN-L25C TRAINING
Address 2: 200 SOUTH 6TH STREET
City: MINNEAPOLIS MN 554021403
State/Province: MN
Zip/Postal Code: 55402-1403
Country: United States

Contact Information

Work Phone: 612-973-1519
Home Phone:
Alternate Phone: 000000000000000000
Fax: 999-999-9999
Email Address: dmaraldo@army.mil

Demographics Comments:



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

The *Demographics* screen displays all the available demographic information about your account, including any comments your A/OPC or Resource Manager typed when they set up your account.

4. Click the **Back to Cardholder Account Summary** link to return to the summary screen and click another link.

Cardholder Account Profile

Account Information

Card Account Number: *****5691, DAMITA MARALDO [Switch Accounts](#)

Account Status: V9-TEMP CLOSED

Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

Organization Name

ARMY

Account Information

Managing Account: 4716304556606120
Cycle Day: 19
Expiration Date: 10/31/2008
Open Date: 10/21/2005
Temp Auth Start Date:
Temp Auth End Date:
Needs Activation? Y
Current Balance: 0.00
Past Due Balance: 0.00
Plastic: Y
Checks: N
Checks Valid Dollar Amount:
Telecom: N
Telecom Status:
Payment Method Code:
Payment Method Description: <None>

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
11790	00000	00000	00000	00000	00000	00000

Account Information Comments:

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

The *Account Information* screen includes the processing and report hierarchy position of your account, the organization name, and general account information, including the associated managing account number, cycle day, and expiration date.

Cardholder Account Profile

Default Accounting Code

[★ Log Out](#)

Card Account Number: *****5691, DAMITA MARALDO [Switch Accounts](#)

Default Accounting Code

Segment Name (Length)	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)	GPS (1)	SL
	11220000000000000000	44	54544	AFPC46	222222222222					122348				33333		

Default Accounting Code Comments:

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

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

Cardholder Account Profile

Authorization Limits

Card Account Number: *****6691, DAMITA MARALDO
[Switch Accounts](#)

Authorization Limits

Credit Limit: 1,000.00
Single Purchase Limit: 250.00
% Cash: 0
Available Credit: 1,000.00
Fiscal First Month: 1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	1,500.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	6,000.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	20,000.00	0.00
Yearly Transaction:	0	0

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:
Days in Refresh Cycle:
Refer To Managing Account
Merchant Authorization
Controls: N
Refer To Managing Account
Velocity Limits: N
Refer To Managing Account
Single Purchase Limit: N

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111	Approve	0	Custom	View Details

Authorization Limits Comments:

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

The *Authorization Limits* screen displays all the authorization limits for your account, including your credit limit, single purchase limit, percent cash, and available credit. This screen also includes standard velocity limits and custom velocity limits. If your account has attached merchant authorization controls, they display on this screen. Click a **View Details** link to review the parameters of the control, if desired.

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: *****5604 ***** [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	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
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: *****5691, DAMITA MARALDO [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

Financial History

Card Account Number: *****5691, DAMITA MARALDO [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](#)

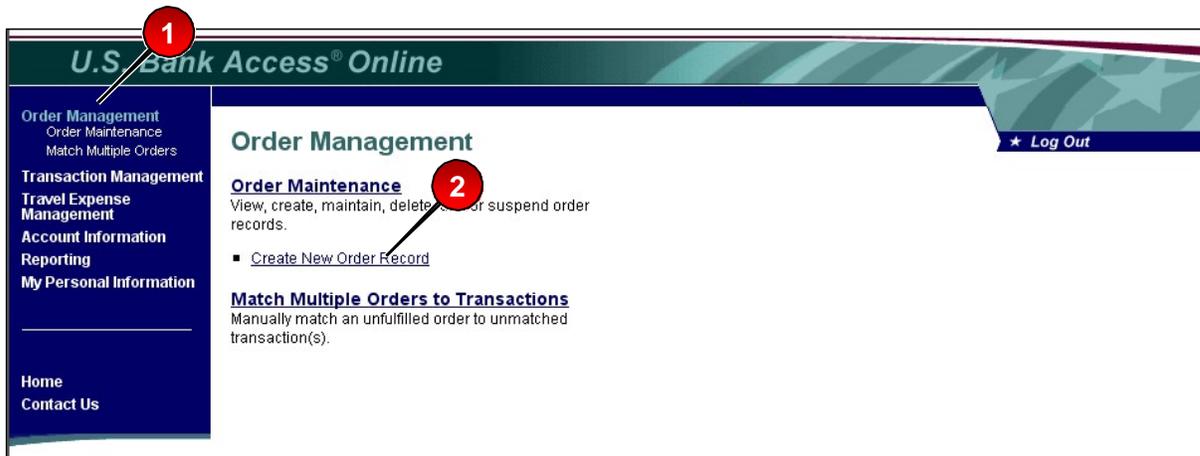
[<< Back to Cardholder Account Summary](#)

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

Perform Order Management Tasks

As a cardholder, you need to create a manual order for every transaction you put on your card.

Create a Manual Order



To create a manual order:

5. Select the **Order Management** high-level task.
6. Click the **Create New Order Record** link.

Order Maintenance Log Out

Create Order

Client Relationship: United States Army Smith Relationship
 Card Account Number: 00000000000000000000 Smith Account

[Create](#) [View](#) [Merchant Acct List](#) [Card Acct List](#) [Trans List](#)

Use this form to create an Order that may be available for automatic and/or manual matches to transactions.

* = required
 Collapse All Create Order from Existing Order

Information

General

Control Number: * 0014302834 Date: * 09/17/2008 Creation Date: 09/17/2008
 Status: Open Source: JO025 User ID: J00025
 Business Unit: Invoice #: Document #: Requestor Name: * Transaction Method Code: Authorization Number:

Financials

Credit Order

Amount: * 0 Tax Amount: 0.00 Freight Amount: 0
 Source Currency: U.S. Dollar Source Currency Amount: Property Book: No
 UID Required: No Contract Payment Method: No Miscellaneous Amount: Contingency Purchases:

Merchant

Name: * City: State: Postal Code:

Ship To

City: State: Postal Code: Destination Code: Hazardous Materials: No OC/ONUG Shipment Method: Merchandise Received Date: Merchandise Due Date: Merchandise Need Date:

Additional Information

PMO Reserved 1: PMO Reserved 2: Shipping Data: Other Data:

Line Items [Return to Top](#) | [Go to Search](#)

The Line Items section provides a detailed denimization of the total.

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount
No Line Items have been defined for this Order. Click "Add" to add line items.							

1 Line Items

Allocations [Return to Top](#) | [Go to Search](#)

This section displays allocations that will be applied to the transaction(s) when matched. You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before saving. To allocate to additional accounting codes, click the "Add" button.

Remove	Allocation	% of Total	Accounting Code	Segment Name (Length)	Favorite
No allocations exist for this Order. Click the "Add" button to add allocations.					

1 Additional Allocation(s)

Notes: Rows marked for removal are added to the Unallocated Amount value.

Comments [Return to Top](#) | [Go to Search](#)

The Comments section provides user-defined text area(s) that can be used for comments.

Miscellaneous Comments **Reserved for PMO**

Level 2 Authorizations **Declared Contingencies**

USAF Level 3 Reserved

Match Tolerance [Return to Top](#) | [Go to Search](#)

This order is currently not matched to any transactions. To match it to transaction(s), click the Matched Transactions tab and then click the <Match to Transactions> link.

By Amount

Use organization default (no check for tolerance)
 Use specific tolerance: 0 (% 0 means system will use zero as the tolerance amount)
 No Check required for tolerance amount, any variance allowed

By Percent

Use organization default (no check for tolerance)
 Use specific tolerance: 0 % 0 means system will use zero as the tolerance amount)
 No Check required for tolerance amount, any variance allowed

Note: The system will use the more stringent tolerance value between Amount and Percent.

[Collapse All](#)

Required fields have red asterisks.

This order form is a sample. Your order form will be customized to your organization and may look slightly different.

On the following pages, we will review each section of the order form.

Order Maintenance ★ Log Out

Create Order

Client Relationship: United States Army [Switch Relationships](#)
 Card Account Number: *****1234, JOHN DOE [Switch Accounts](#)

» Create | Manage | Managing Acct List | Card Acct List | Trans List

Use this form to create an Order that may be available for purchase. [Order from Existing Order](#)

* = required [Return to top](#) | [Go to Save](#)
[Collapse All](#)

[-] Information

General

Control Number: * 0014302634 Date: * 09/17/2008 Creation Date: 09/17/2008

Status: Open Sold To: JDOE25 User ID: Jdoe25

Business Unit: Invoice #: Document #:

Requestor Name: * Transaction Method Code: Authorization Number:

Financials

Credit Order

Amount: * Tax Amount: Freight Amount:

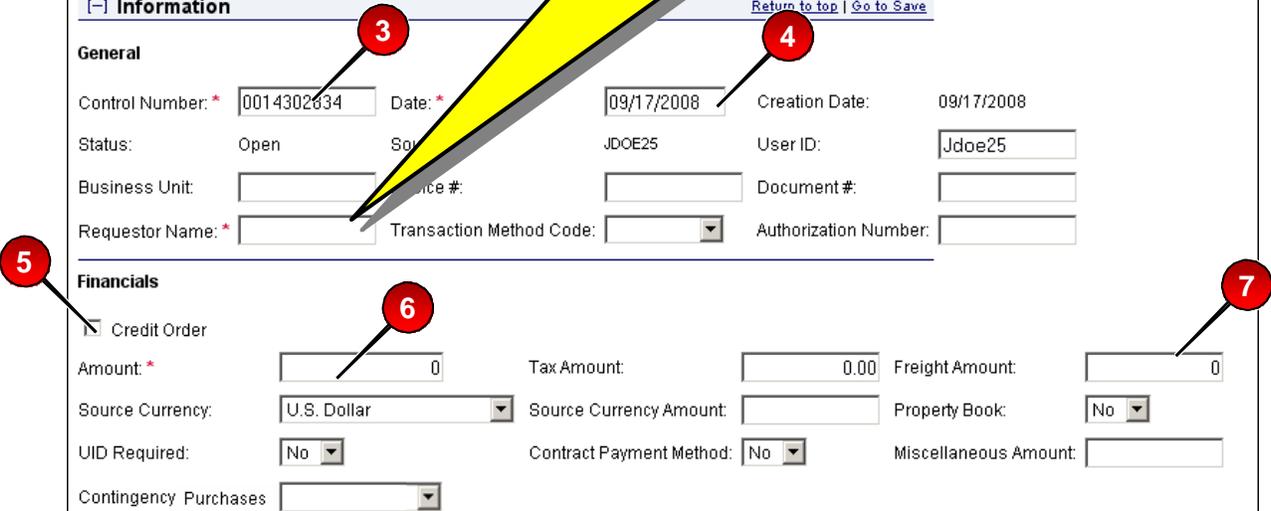
Source Currency: U.S. Dollar Source Currency Amount: Property Book: No

UID Required: No Contract Payment Method: No Miscellaneous Amount:

Contingency Purchases:

Merchant

Be sure to type the requester name exactly correct to avoid getting an error message.



7. Type a new order number, if needed.
8. Type a different date, if needed.
9. If you (or the cardholder) will need to match this order to a credit transaction, select the *Credit Order* check box.
10. Type the order amount.
11. Complete any other order information fields, as needed.

Contract Form: Miscellaneous: Contingency Operations:

Source Currency Amount: **8**

Merchant

Name: *

City: State: Postal Code:

Ship To

City: State: **9** Postal Code:

Destination Code: Hazardous Materials: * OCONUS Shipment Method:

Merchandise Received Date: Merchandise Due Date: Merchandise Need Date:

Additional Information

PMO Reserved 1: PMO Reserved 2: Shipping Data:

Contingency Purchases

[\[-\] Line Items](#) [Return to top](#) | [Go to Save](#)

12. Type a merchant name.

13. Specify any other required or optional fields, as needed.

Other Data:

[\[-\] Line Items](#) [Return to top](#) | [Go to Save](#)

The Line Items section provides a detailed itemization of the total.

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount
No Line Items have been defined for this Order. Click "Add" to add line items.							

10 Line Items

[\[-\] Allocations](#)

This section displays allocations that will be applied to the transaction(s) when matched.

If the order is for a credit, you cannot include the credit as a line item.

14. To add line item detail, type the number to add and click the **Add** button.

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

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

The Comments section provides user-defined text area(s) that can be used for comments.

Miscellaneous Comments

Reserved for PMO

Level 2 Authorizations

Declared Contingencies

USAF Level 3 Reserved

[-] **Match Tolerance** [Return to top](#) | [Go to Save](#)

This order is currently not matched to any transactions. To match it to transaction(s), click the Matched

17. Add any comments, if desired.

Order Maintenance * Log Out

Create Order

Client Relationship: United States Army Switch Relationship
 Card Account Number: *****1234, JOHN DOE Switch Account

[Create](#) [Manage](#) [Manage Acc List](#) [Card Acc List](#) [Trans List](#)

Use this form to create an Order that may be available for automatic and/or manual matches to transactions.

* = required
[Expand All](#) [Collapse All](#) [Create Order from Existing Order](#)

[-] Information [Return to Top](#) | [Go to Save](#)

General

Control Number: * [0014302834] Date: * [09/17/2008] Creation Date: 09/17/2008
 Status: Open Source: JOE25 User ID: Jdoe25
 Business Unit: [] Invoice #: [] Document #: []
 Requestor Name: * [John Doe] Transaction Method Code: [] Authorization Number: []

Financials

Credit Order
 Amount: * [2000.00] Tax Amount: [0.00] Freight Amount: [0]
 Source Currency: [U.S. Dollar] Source Currency Amount: [] Property Book: [No]
 UID Required: [No] Contract Payment Method: [No] Miscellaneous Amount: []
 Contingency Purchases: []

Merchant

Name: * [Copy Max]
 City: [] State: [] Postal Code: []

Ship To

City: [] State: [] Postal Code: []
 Destination Code: [] Hazardous Materials: [No] OCONUG Shipment Method: []
 Merchandise Received Date: [] Merchandise Due Date: [] Merchandise Need Date: []

Additional Information

PMO Reserved 1: [] PMO Reserved 2: [] Shipping Date: []
 Other Data: []

[-] Line Items [Return to Top](#) | [Go to Save](#)

The Line Items section provides a detailed itemization of the total.

[Show/Hide Table Details](#)

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Amount
<input type="checkbox"/>		Copy Machine	1	Each	1000	1000.00	50.00 %
<input type="checkbox"/>		Paper	100	Ream	10	1000.00	50.00 %
						Tax	0.00 0.00 %
						Freight	0.00 0.00 %
Total:						2000.00	100.00 %
Amount Remaining:						0.00	0.00 %

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

[Remove](#) [Add](#) [] Line Items

[+] Allocations [Return to Top](#) | [Go to Save](#)

[-] Comments [Return to Top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments.

Miscellaneous Comments **Reserved for PMO**

Level 2 Authorizations **Declared Contingencies**

USAF Level 3 Reserved

[-] Match Tolerance [Return to Top](#) | [Go to Save](#)

This order is currently not matched to any transactions. To match it to transaction(s), click the Matched Transactions tab and then click the <Match to Transactions> link.

By Amount

Use organization default (no check for tolerance)
 Use specific tolerance: [] % (0" means system will use zero as the tolerance amount)
 No Check required for tolerance amount, any variance allowed

By Percent

Use organization default (no check for tolerance)
 Use specific tolerance: [] % (0" means system will use zero as the tolerance amount)
 No Check required for tolerance amount, any variance allowed

Note: The system will use the more stringent tolerance value between Amount and Percent.

[Expand All](#) [Collapse All](#)

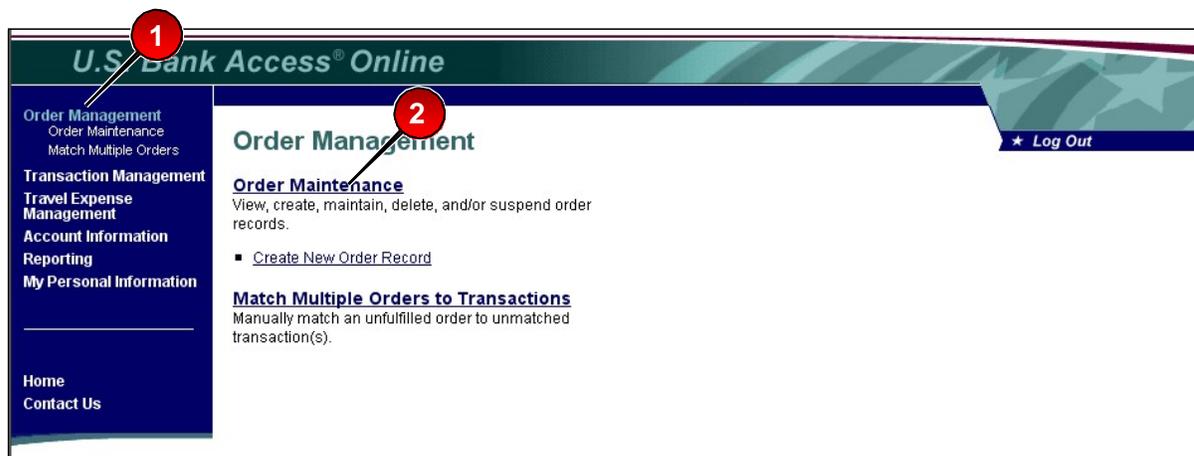
[Save](#)

Note the completed line item detail, including the zero percent remaining.

18. When you are done, click the **Save and Create Order** button.

Modify a Manual Order

Once you create an order, you can modify the order at any time.



To modify an existing order:

1. Select the **Order Management** high-level task.
2. Click the **Order Maintenance** link.

Order Management
★ Log Out

Search Order List

Card Account Number: *****691, DAMITA MARALDO

[Create Order](#) | [Manage Orders](#) | [Trans List](#)

[-] Search Criteria [Return to top](#)

Search for an order by using any of the search criteria below.

Order Number: Merchant Name:

Order Status: Order Source Type:

Order Date: Start Date to End Date

Orders/Credit Orders: Order Amount: Greater than or equal to \$50 to \$

Filter Orders by:

Processing Hierarchy Position:
 Bank: Agent: Company: Division: Department: [Search for Hierarchy Position](#)

Account Number: [Search for Accounts](#)
Note: Separate multiples by a comma

Cardholder Last Name: Show Duplicate Order#s: Yes No Show Order Line Items: Yes No
Note: Separate multiples by a comma

[Search](#) [Reset & Search with Defaults](#)

Order List
 Click on the Order Number to view the order details. Click on the Receipt Status to [Create New Order Record](#) manage the orders Receipts.

Records 1 - 4 of 4

Select	Order Date	Order Number	Account	Order Amt	# of Line Items	Account Number	Order Source	Receipt Status	Order Status	% Fulfilled	Last Match	Request Status
<input type="checkbox"/>	05/28/2008	100006	ACE GLASS INCORPORATED	\$450.00	CR	0 ...5691	notchgroup		Open	0.00%		
<input type="checkbox"/>	05/21/2008	0000102387	Communications Applied TE	\$1,159.00		0 ...5691	ch1purchase		Open	0.00%		
<input type="checkbox"/>	05/21/2008	0000102388	Pace Custom Cases & Bags	\$269.40		0 ...5691	ch1purchase		Open	0.00%		
<input type="checkbox"/>	05/13/2008	0000102390	Anider Inc	\$2,472.20		0 ...5691	ch1purchase		Open	0.00%		

Order # not unique

Records 1 - 4 of 4

[Create a New Order by Copying an Existing Order](#)

3. Search for the order you want to modify:
 - a. Specify search criteria.
 - b. Click the **Search** button.
4. Click the order number link to modify the order.

Order Maintenance
★ Log Out

Maintain Order

Card Account Number: *****5691, DAMITA MARALDO
 Role: Cardholder [Switch Role](#)

Create
Manage
Trans List

Control #: 0000102375	Date: 12/20/2008	Match Status: Open
Amount: 1195.56	Merchant: DOD EMALL	% Fulfilled: 0.00%
Tax Amount: 0.00	Variance %: 100.00%	Freight Amount: 0.00
Receipt Status:	Trans. Matched: 0	Billed Amount: 0.00
Source: ch1 purchase	Last Match:	

Control # not unique

Details
Matched Transactions

Use the **Details** tab to edit user-entered data prior to automatic and/or manual matches to transactions. You may also click the **Matched Transactions** tab to view and edit match status, for example to suspend/unsuspend or cancel.

* = required

[Expand All](#)
[Collapse All](#)
[Copy to Create New Order](#)

Information
[Return to top](#) | [Go to Save](#)

General

Control Number: *	<input type="text" value="0014302834"/>	Date: *	<input type="text" value="09/17/2008"/>	Creation Date:	<input type="text" value="09/17/2008"/>
Status:	<input type="text" value="Open"/>	Source:	<input type="text" value="JDOE25"/>	User ID:	<input type="text" value="Jdoe25"/>
Business Unit:	<input type="text"/>	Invoice #:	<input type="text"/>	Document #:	<input type="text"/>
Requestor Name: *	<input type="text" value="John Doe"/>	Transaction Method Code:	<input type="text"/>	Authorization Number:	<input type="text"/>

Financials

Credit Order

Amount: *	<input type="text" value="2000.00"/>	Tax Amount:	<input type="text" value="0.00"/>	Freight Amount:	<input type="text" value="0"/>
Source Currency:	<input type="text" value="U.S. Dollar"/>	Source Currency Amount:	<input type="text"/>	Property Book:	<input type="text" value="No"/>
UID Required:	<input type="text" value="No"/>	Contract Payment Method:	<input type="text" value="No"/>	Miscellaneous Amount:	<input type="text"/>
Contingency Purchases:	<input type="text"/>				

Merchant

Name: *

City: State: Postal Code:

Ship To

City: State: Postal Code:

Destination Code: Hazardous Materials: OCONUS Shipment Method:

Merchandise Received Date: Merchandise Due Date: Merchandise Need Date:

Additional Information

PMO Reserved 1: PMO Reserved 2: Shipping Data:

Other Data:

Line Items
[Return to top](#) | [Go to Save](#)

Allocations
[Return to top](#) | [Go to Save](#)

Comments
[Return to top](#) | [Go to Save](#)

Match Tolerance
[Return to top](#) | [Go to Save](#)

The order record contains zero tolerance on both Amount and Percent. Therefore the match tolerance will be zero tolerance amount.

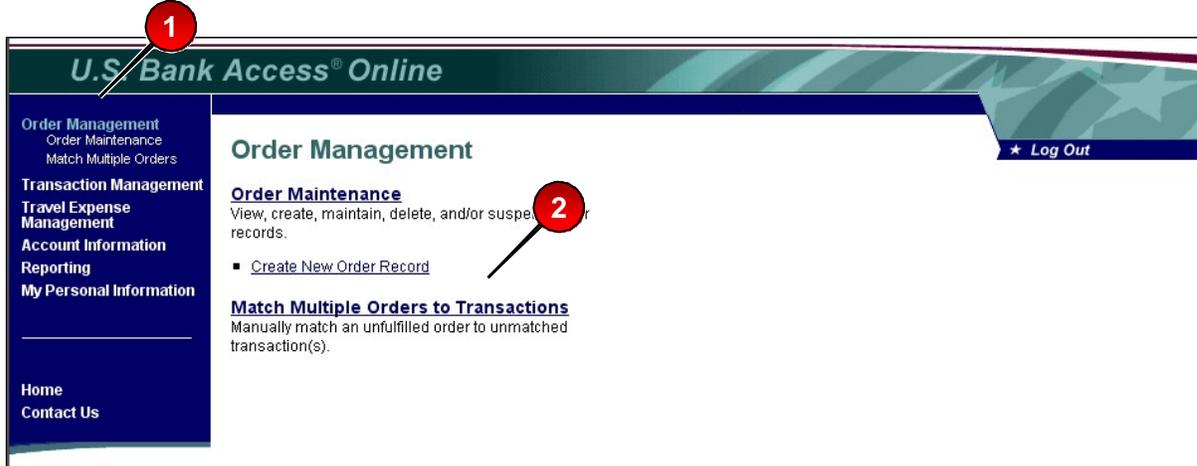
[Expand All](#)
[Collapse All](#)

[Back to null](#)

5. Click the **Plus Sign** icon to open and edit a portion of the order.
6. To copy this order to create a new one, click the **Copy to Create New Order** link.
7. You can also print the order by clicking the **Print Order** button.

Learn More: For additional information on order management tasks, refer to the *Access Online: Order Management* user guide and lesson.

Use the Match Multiple Function to Match Orders and Transactions



To match orders and transactions:

1. Select the **Order Management** high-level task.
2. Click the **Match Multiple Order to Transactions** link.

Match Multiple Orders To Transactions
 Select Transactions to Match

Card Account Number: *****6991, DAMITA MARALDO
 Role: Cardholder [Switch Role](#)

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

3a Date Range - Unfulfilled Orders to Match:

Start Date: 05/01/2008 to End Date: 05/30/2008

3b Search Reset

Match To Order

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	05/28/2008	\$450.00 CR	\$450.00	ACE GLASS INCORPORATED	1000006
<input type="radio"/>	05/21/2008	\$1,159.00	\$1,159.00	Communications Applied TE	0000102387
<input type="radio"/>	05/21/2008	\$269.40	\$269.40	Pace Custom Cases & Bags	0000102388
<input type="radio"/>	05/13/2008	\$2,472.20	\$2,472.20	Anixter Inc	0000102390
<input type="radio"/>	05/08/2008	\$960.99	\$960.99	ATD American	0000106005
<input type="radio"/>	05/08/2008	\$386.88	\$386.88	Platt Electric	0000106006
<input type="radio"/>	05/08/2008	\$255.94	\$255.94	Bron Tapes	0000106007

5 Order Not Unique **7** Match To Order

4a Date Range - Unmatched Transactions Available to Match:

Start Date: 05/01/2008 to End Date: 05/30/2008

4b Search Reset

Unmatched Transactions

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount	Merchant	Purchase ID
<input type="checkbox"/>	05/08	\$960.99	ATD AMERICAN CO	05691
<input type="checkbox"/>	05/08	\$386.88	PLATT ELEC SPPLY 0057	05691
<input type="checkbox"/>	05/07	\$98.00	STEADMAN S REC	05691
<input type="checkbox"/>	05/07	\$255.94	BRON TAPES INC	05691
<input type="checkbox"/>	05/07	\$638.00	USA IMPACT 01 OF 01	05691
<input type="checkbox"/>	05/02	\$131.42 CR	ANIXTER INC	05691

6 Reallocated

Check All Shown | Uncheck All Shown

3. Search for the orders you want to work with:
 - a. Specify a date range.
 - b. Click the **Search** button.
4. Search for the transaction you want to work with:
 - a. Specify a date range.
 - b. Click the **Search** button.
5. Select an order.
6. Select the transaction to match to the order.
7. Click the **Match To Order** button.

Review, Approve and Dispute Transactions

In this section, you will learn how to review, approve and dispute transactions.

Tip! You must review and approve each transaction one by one.

Dispute a Transaction



To review, approve or dispute a transaction:

1. Select the **Transaction Management** high-level task.
2. Click the **Transaction List** link.

Tip! You can also simply click the account link on your *Home* page to go directly to your transaction list.



Transaction Management ★ Log Out

Card Account Summary with Transaction List

Card Account Number: *****5691, DAMITA MARALDO
Role: Cardholder [Switch Role](#)

[Create Order](#) [Manage Orders](#) [Trans List](#)

Card Account Summary 3a

Account Number: 05691 Outstanding Orders: \$18,020.34 24
Account Name: DAMITA MARALDO Unmatched Transactions: \$25,980.25 61

Billing Cycle Close Date: Open [Search](#)

Total Transactions: \$7,998.24 20 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 0.0% 0.0%

[Open Account](#)

Statement Approval History

Approval Status **Approval Date** **Approved by**
No statement approval history exists for this account.

Search Criteria [Return to top](#)

Transaction Amount: [Advanced Search](#)

Order Match Status:

Disputed Transactions: Reallocated Transactions:

Display Transactions per page

[Search](#) [Reset & Search with Defaults](#)

Transaction List [Return to top](#)

Records 1 - 9 of 9

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		Pending		06/20	06/21	PLATT ELEC SPPLY 0057	5036416121, UT	\$38.20		05691	2334000000000000
<input type="checkbox"/>		Pending		06/20	06/21	MPAC REBATE-THANK YOU	00000, D	\$261.55	CR	05691	2334000000000000
<input type="checkbox"/>		Pending	<input checked="" type="checkbox"/>	06/18	06/19	MCMaster-CARR	630-8349600, IL	\$38.20		05691	2334000000000000
<input type="checkbox"/>		Pending		06/18	06/19	DOD EMALL	BATLE CREEK, MI	\$185.00		05691	2334000000000000
<input type="checkbox"/>		Pending		06/18	06/19	DOD EMALL	BATLE CREEK, MI	\$96.12		05691	2334000000000000
<input type="checkbox"/>		Pending		06/18	06/19	DOD EMALL	BATLE CREEK, MI	\$53.83		05691	2334000000000000
<input type="checkbox"/>		Pending		06/18	06/19	DOD EMALL	BATLE CREEK, MI				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending		06/11	06/13	MCMaster-CARR	630-8349600, IL				
<input type="checkbox"/>		Pending		06/07	06/10	CDW*GOVERNMENT INC	800-808-4239, IL				

Disputed Matched Exception Reallocated Trans Detail Level

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

Records 1 - 9 of 9

[Reallocate](#) [Mass Reallocate](#) [Match To Order](#) [Approve](#)

You can approve a transaction from this screen by selecting the transaction and clicking the Approve button.

3. Search for the transaction you want to review, approve, or dispute:
 - a. Select a cycle date.
 - b. Specify search criteria.
 - c. Click the **Search** button.
4. Click the date link for the transaction you want to dispute.

Transaction Management ★ Log Out

Select a Dispute Reason

Card Account Number: *****5691, DAMITA MARALDO [Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
06/20/2008	06/28/2008	PLATT ELEC SPPLY 0057	38.20	4716300005905667

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

My account was charged for this transaction and...

Reason	Additional Items Required
<input type="radio"/> Unauthorized ...I did not authorize the charge.	Print, Signature
<input checked="" type="radio"/> Unrecognized ...I do not recognize the charge.	Print, Signature
<input type="radio"/> Merchandise Returned ...I have not received credit for the returned merchandise.	
<input type="radio"/> Merchandise Not Received ...I have not received the merchandise.	
<input type="radio"/> Services Not Received ...I have not received the services.	
<input type="radio"/> Credit Not Received ...I have not received credit toward my account.	Print, Copy of Receipt
<input type="radio"/> Cash Not Received	

b. Select a dispute reason.

...this account has been closed. This is a recurring transaction such as a monthly service.

<input type="radio"/> Transaction Posted to Closed Account ...this account has been closed.	
<input type="radio"/> Defective - Shipped/Returned ...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.	Print, Copy of Shipping Invoice
<input type="radio"/> Defective - Shipped ...the shipped merchandise I received was defective.	Print, Copy of Shipping Invoice
<input type="radio"/> Defective ...the merchandise I received was defective.	
<input type="radio"/> Other ...none of the above reasons fit my need to dispute this transaction.	

Select

[<< Back to Transaction Detail](#)

c. Click the **Select** button.

Transaction Management

Dispute Reason: Unauthorized

Card Account Number: *****5691, DAMITA MARALDO [Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
06/20/2008	06/28/2008	PLATT ELEC SPPLY 0057	38.20	4716300005905667

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* 6d Requestor Phone Number:* 6e

Comments:* 6f

6g

- d. Type a new requestor name, if needed.
- e. Type a phone number.
- f. Type comments.
- g. Click the **Continue** button. You get a printable version of the dispute. Follow the instructions on the printable form to print, sign and fax or mail the form to U.S. Bank.

Tip! Disputed transactions display with a **D** icon to indicate that they were disputed. The **D** icon remains even after the dispute has been resolved or cancelled.

Learn More: For more information on transaction management, refer to the *Access Online: Transaction Management* user guide and lesson. If you need to perform approval tasks, refer to the *Access Online: Account Approval Process* user guide and lesson.

Approve Your Statement

Once you have reviewed and approved each separate transaction for a cycle, you are ready to approve your statement. You can approve only a statement for a closed cycle.



To approve your statement:

1. Select the **Transaction Management** high-level task.
2. Click the **Transaction List** link.

Transaction Management ★ Log Out

Card Account Summary with Transaction List

Card Account Number: *****5991, DAMITA MARALDO Switch Role

Role: Cardholder

Create Order Manage Orders Trans List

Card Account Summary

Account Number: *****5991 Outstanding Orders: \$15,416.53 19

Account Name: DAMITA MARALDO Unmatched Transactions: \$261.55CR 1

Billing Cycle Close Date: 06/09/2008 Search

Total Transactions: \$8,589.92 24 Final Approved Transactions: \$0.00 0

Reallocated Transactions: \$8,589.92 24 % Final Approved Transactions: 0.0% 0.0%

% Reallocated Transactions: 100.0% 100.0%

Open Account

Approve Statement Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

Search Criteria Return to top

Transaction List Return to top

Records 1 - 24 of 24

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Approved	00	06/08	06/09	06/09	PLATT ELEC SPLY 0057	5036416121, UT	\$386.88		05691	545400000000000000041871877
<input type="checkbox"/>	Approved	00	06/07	06/09	06/09	STEADMAN S REC	TOOELE, UT	\$98.00		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	06/08	06/09	06/09	ATD AMERICAN CO	215-5761000, PA	\$960.99		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	06/07	06/08	06/08	USA IMPACT 01 OF 01	469-5741126, TX	\$638.00		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	06/07	06/08	06/08	BRON TAPES INC	DENVER, CO	\$255.94		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	06/02	06/05	06/05	ANIXTER INC	800-323-8166, CA	\$131.42	CR	05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/19	05/22	05/22	CDW*GOVERNMENT INC	800-808-4239, IL	\$1,262.48		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/19	05/22	05/22	BACKFLOW PREVENT SUPPLY	801-3556736, UT	\$45.90		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/18	05/22	05/22	GRAINGER.COM 916	877-6994890, IL	\$271.24		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/18	05/22	05/22	GRAINGER.COM 916	877-6994890, IL	\$1,021.00		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/17	05/19	05/19	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$263.24		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/18	05/19	05/19	VILLAGE DISTRIBUTORS	732-3642300, NJ	\$138.72		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/15	05/16	05/16	CDW*GOVERNMENT INC	800-808-4239, IL	\$98.75		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/15	05/16	05/16	YAMAS CONTROLS GROUP INC	SACRAMENTO, CA	\$491.61		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/12	05/15	05/15	CDW*GOVERNMENT INC	800-808-4239, IL	\$493.75		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/11	05/15	05/15	SOURCE MANAGEMENT INC FSI	303-9648100, CO	\$52.08		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/11	05/15	05/15	SOURCE MANAGEMENT INC FSI	303-9648100, CO	\$50.40		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/11	05/12	05/12	EZ SYSTEMS	714-6624959, CA	\$940.00	CR	05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/10	05/12	05/12	ANIXTER INC	800-323-8166, CA	\$130.03		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/10	05/11	05/11	DOD EMALL	BATLE CREEK, MI	\$139.97		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/10	05/11	05/11	DOD EMALL	BATLE CREEK, MI	\$166.58		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/10	05/11	05/11	NOT JUST PRINTERS,INC	718-4366508, NY	\$877.50		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/10	05/11	05/11	BETTY MILLS	650-3448228, CA	\$156.53		05691	54540000000000000000041871877
<input type="checkbox"/>	Approved	00	05/09	05/10	05/10	UNITED STATES WELDNG #64	8019739082, UT	\$1,661.75		05691	54540000000000000000041871877

Disputed Matched Exception Reallocated Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 24 of 24

Reallocate Mass Reallocate Match To Order Approve

3. Select the closed cycle that you want to approve the statement for:
 - a. Select the cycle date.
 - b. Click the **Search** button.
4. Check that you have approved each individual transaction.
5. Click the **Approve Statement** button.

Transaction Management Card Account Statement Confirmation

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

Agree **Disagree**

7

6

6. Read the approval text.
7. Click the **Agree** button. A confirmation message displays and your statement will display with a green check mark icon on your Billing Official's list of accounts.

Transaction Management

★ Log Out

Card Account Number: *****5691, DAMITA MARALDO
 Role: Cardholder [Switch Role](#)

[Create Order](#) [Manage Orders](#) [» Trans List](#)

i The action was successfully completed.

[-] Card Account Summary

Account Number:	...5691	Outstanding Orders:	\$18,020.34 24
Account Name:	DAMITA MARALDO	Unmatched Transactions:	\$25,980.25 61
Billing Cycle Close Date:	05/09/2008 Search		
Total Transactions:	\$8,589.92 24	Final Approved Transactions:	\$0.00 0
Reallocated Transactions:	\$0.00 0	% Final Approved Transactions:	0.0% 0.0%
% Reallocated Transactions:	0.0% 0.0%		

[Open Account](#)

Statement Approval History
[Show all](#)

Approval Status	Approval Date	Approved by
Approved	08/05/2008	ACPO04.ch1purchase

[+] Search Criteria [Return to top](#)

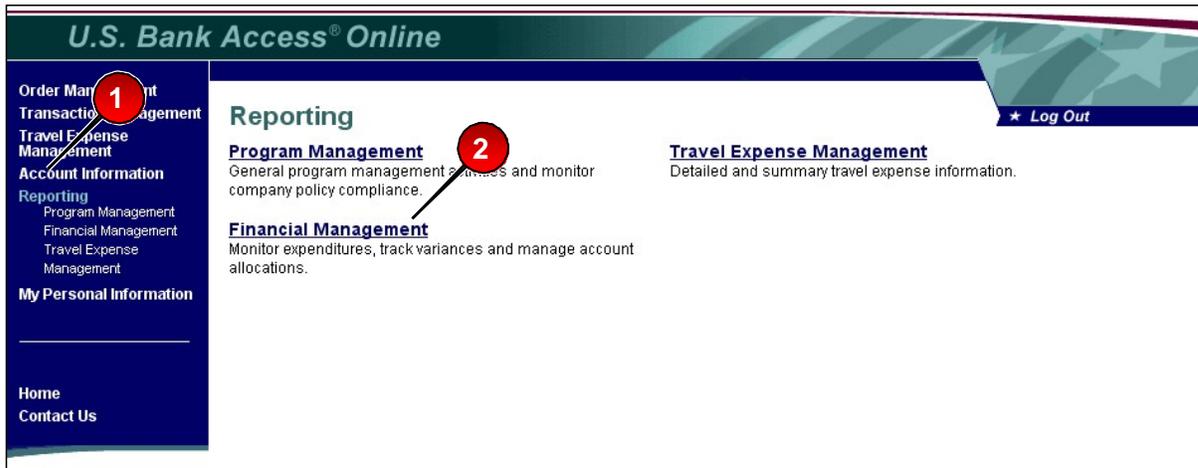
[-] Transaction List [Return to top](#)

Records 1 - 24 of 24
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount
				05/08	05/08	ARMY SUPPLY Q05Z	5036416121 UT	\$386.88

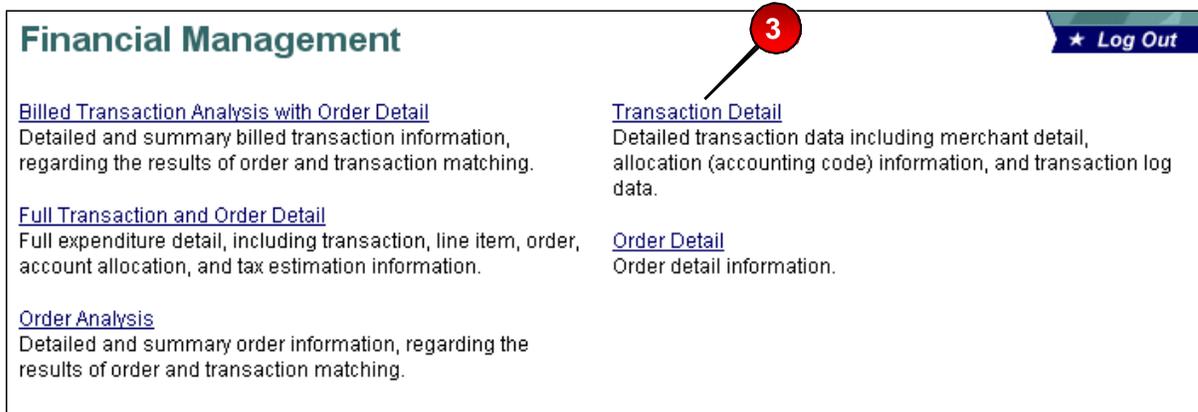
Run a Report

As a cardholder, you have several reports available to you. You run a report in three basic steps: select the report, set the report parameters, and run the report.



To run a report:

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



3. Click the report name link. For our example, we click the **Transaction Detail** link.

The screenshot shows the 'Financial Management Transaction Detail' report configuration interface. It includes sections for Date, Transactions Included, Additional detail, Merchants, and Report Output. Red callout boxes with numbers 4 through 8 point to specific configuration options: 4 points to the Date range selection, 5 points to the Transaction Status dropdown, 6 points to the Additional detail checkboxes, 7 points to the Sort Report By dropdowns, and 8 points to the Report Output dropdown.

4. Specify a date range.
5. Specify transactions to include in your report.
6. Select which additional detail to include in your report.
7. Specifying how you want to sort the report information by selecting a field and then select to sort the data in that field in ascending or descending order.
8. Select the report's output.

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:

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:

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
 AUTO/RV 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.

Add >>

<< Remove

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

Ascending Order
 Ascending Order
 Ascending Order
 Ascending Order

Descending Order
 Descending Order
 Descending Order
 Descending Order

Report Output

Output Parameter Page Placement

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

Group Report By

Account Number: 4718300005905691

Break/Subtotal Level

Page Break: Yes No

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

9
Run Report
Reset

[← Back to Financial Management](#)

9. When you are done, click the **Run Report** button.

ACMED4
Report Date

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Description	Merchant Name	Merchant State	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed
Name: DAMITA MARALDO Account Number: ****0005905691 Optional 1: 3rd Line Embossing: Lost/Stolen Account: Replacement Account:												
05/02/2008	05/05/2008	154	5065	WHOLESALE ELEC PARTS	ANIXTER INC	CA	510381494	\$(131.42)	Memo	05691		
Alloc Acctg Code Amt:		(\$131.42)		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										
05/07/2008	05/09/2008	137	5561	RECREATIONAL & UTILITY TR	STEADMAN S REC	UT		98.00	Memo	05691		
Alloc Acctg Code Amt:		\$98.00		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										
05/08/2008	05/12/2008		5943	STATIONERY STORES/SUPPLIES	OFFICEMAX CT*IN#037848	IL	820477390	98.88	Memo	05691	Final Approved	N
Alloc Acctg Code Amt:		\$98.88		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										
05/14/2008	05/15/2008		5734	COMPUTER SOFTWARE STORES	NEWEGG COMPUTERS	CA	363328437	65.96	Memo	05691	Final Approved	N
Alloc Acctg Code Amt:		\$65.96		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										
05/14/2008	05/16/2008	145	5969	OTHER DIRECT MARKETER	HAGEMEYERNA CBG2	SC	391306122	45.60	Memo	05691	Final Approved	Y
Alloc Acctg Code Amt:		\$45.60		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										
05/19/2008	05/20/2008		142	CATALOG MERCHANT	BLK*BOX CORP	PA	752110357	72.22	Memo	05691	Final Approved	N
Alloc Acctg Code Amt:		\$72.22		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										
05/22/2008	05/23/2008		148	COMPUTER NETWORK/INFORMATIO NS	WALMART.COM*INTERNET O	AR	741563240	(11.94)	Memo	05691	Final Approved	N
Alloc Acctg Code Amt:		(\$11.94)		Alloc Acctg Code Value: 4716304556606120 70								
Allocation Source:		Allocation Last Changed By:										

Click any hyperlink to view associated detail information.

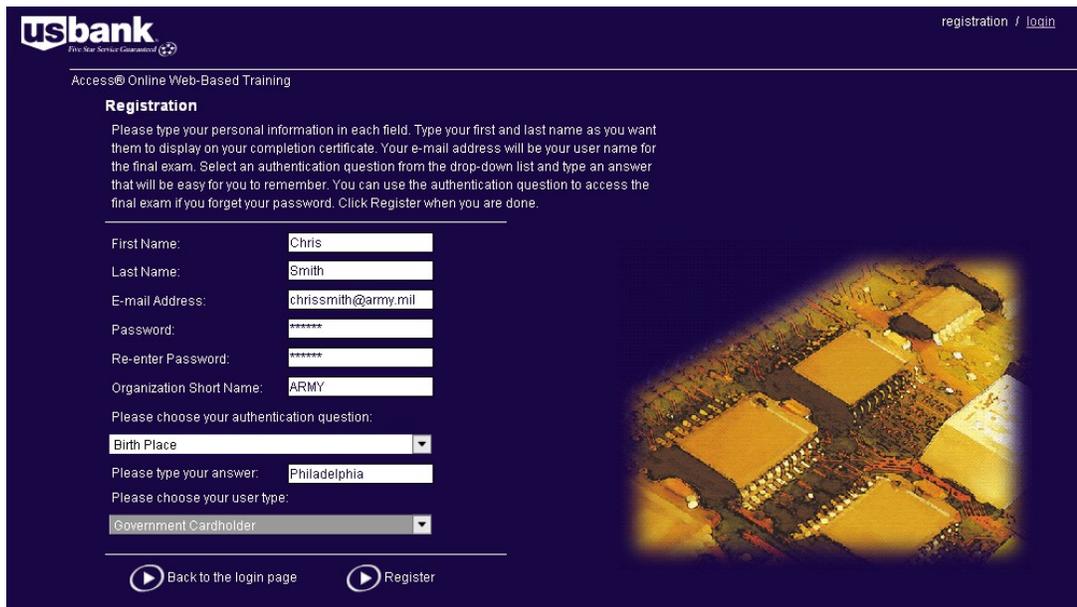
Learn More: The parameters that you need to set for your report depend on which report you are running. For additional information on running reports, refer to the *Access Online: Cardholder Reporting* user guide and lesson.

Additional Resources

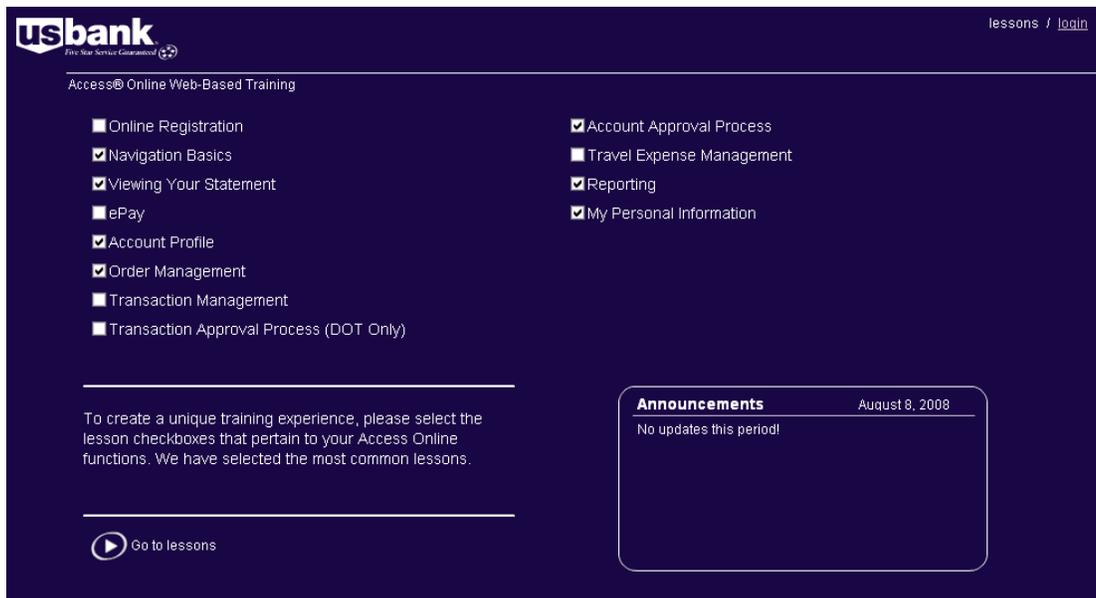
Be sure to register on the web-based training (WBT) site so that you can complete the final exam and certification process.



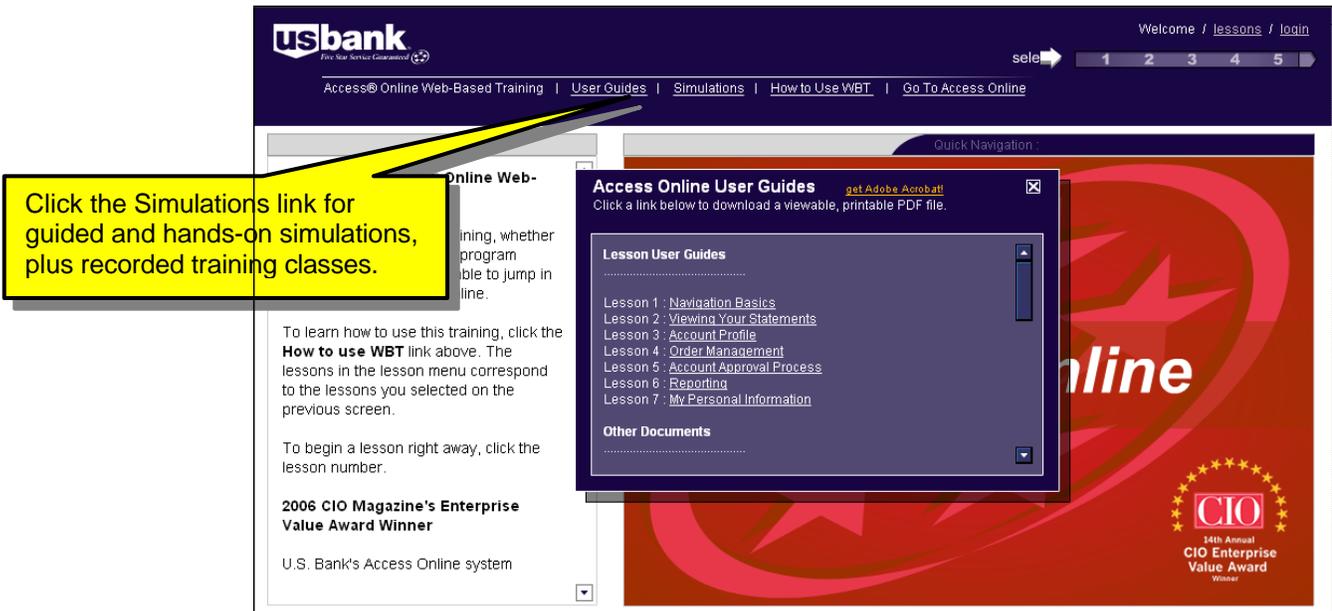
When you register, be sure to specify **ARMY** as your organization short name and select **Government Cardholder** as your user type.



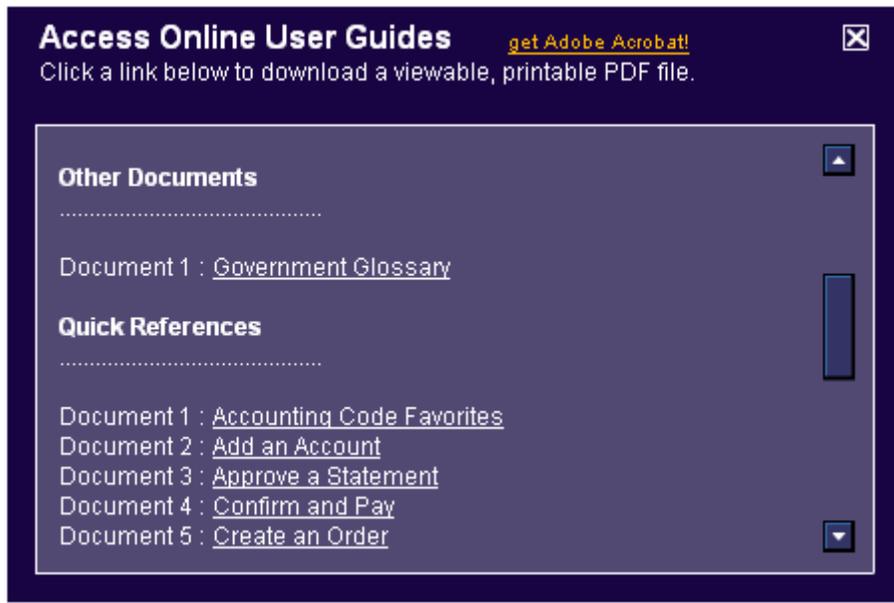
You can easily access topic-specific lessons on the WBT.



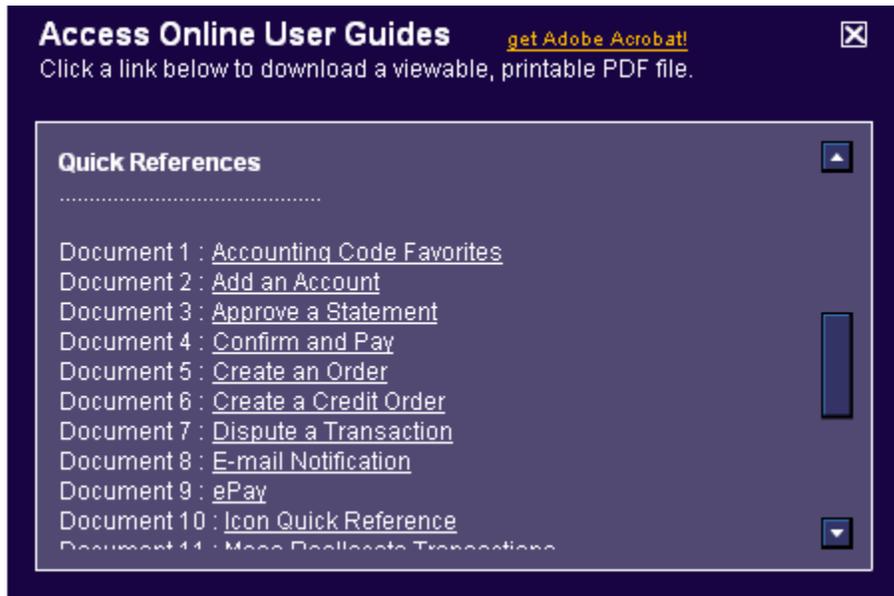
Each lesson provides step-by-step instructions on completing tasks.



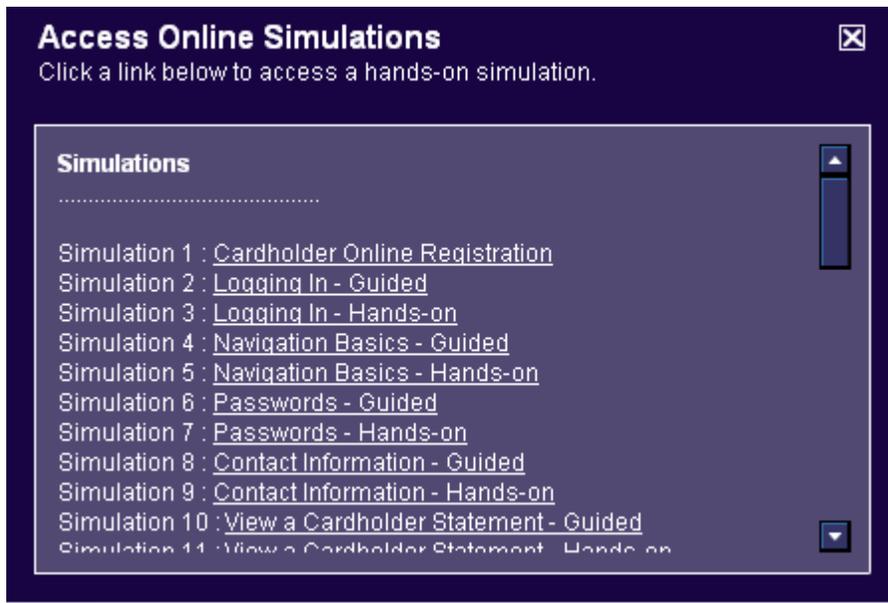
To access the topic-specific user guides (with information on each field in the task), click the **User Guide** link and then navigate to the guide you want to read.



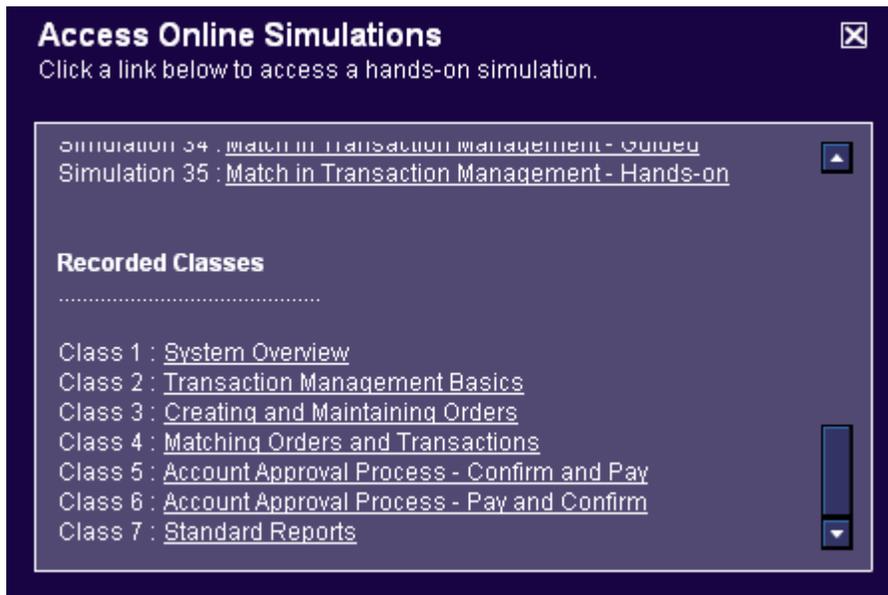
You also have additional documents available to you, including a glossary specifically for our government clients.



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 Cardholder User Guide

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