Access Online

Army
Billing Official
User Guide

Version 1.3

All of us serving you®

Contents

Icons

As you read this document, you will notice the following icons:

Tip! Tips contain additional information to help you complete your work more efficiently.

Learn More: Additional information explains a business concept in more detail.

Web Addresses

Live System

You can easily access the live system at U.S. Bank Access® Online or by typing the following address into your web browser:

https://access.usbank.com

Web-based Training

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. You can also type the following address into your web browser:

https://wbt.access.usbank.com

Introduction

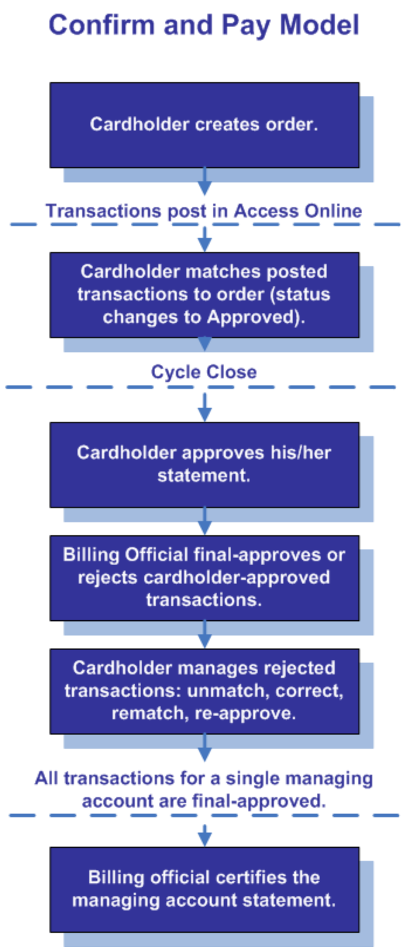
In this user guide, you will learn how to access and complete the key tasks you perform in Access Online. This guide provides you with the basic steps for critical tasks. For field descriptions and additional options, we will give you a cross reference to the comprehensive user guide on a specific topic.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

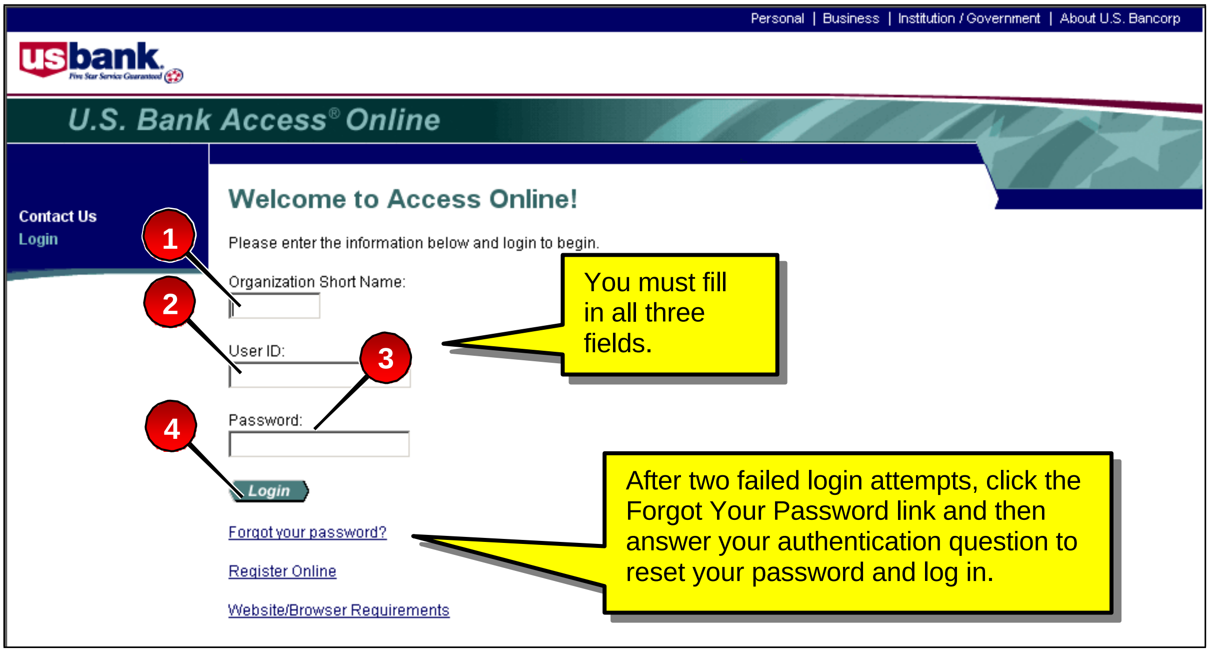
The tasks in this user guide reflect the Army's Confirm and Pay model, as the diagram below shows.



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.

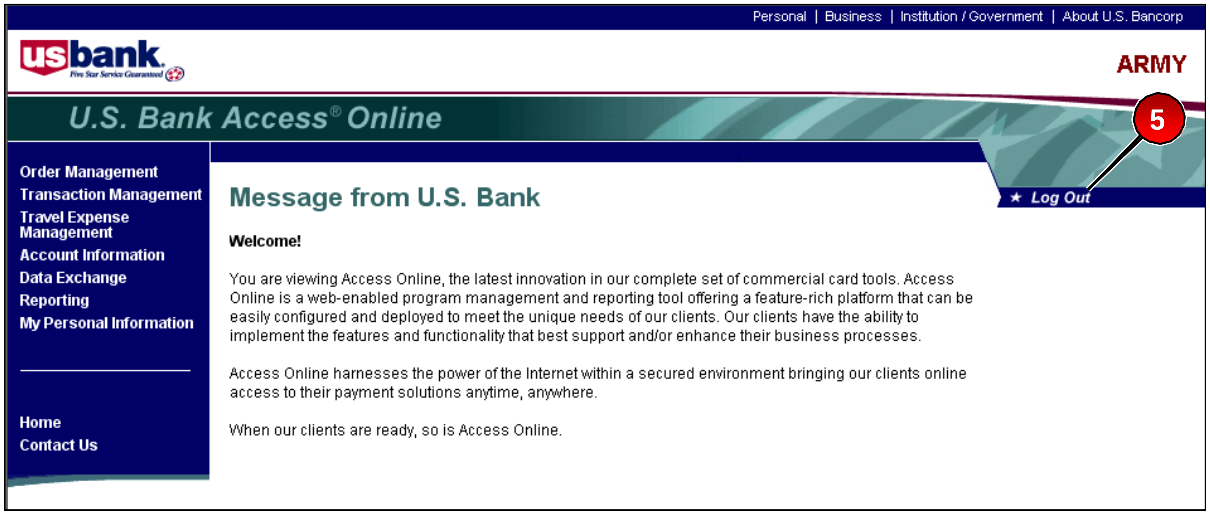
Login/Logoff



To log in:

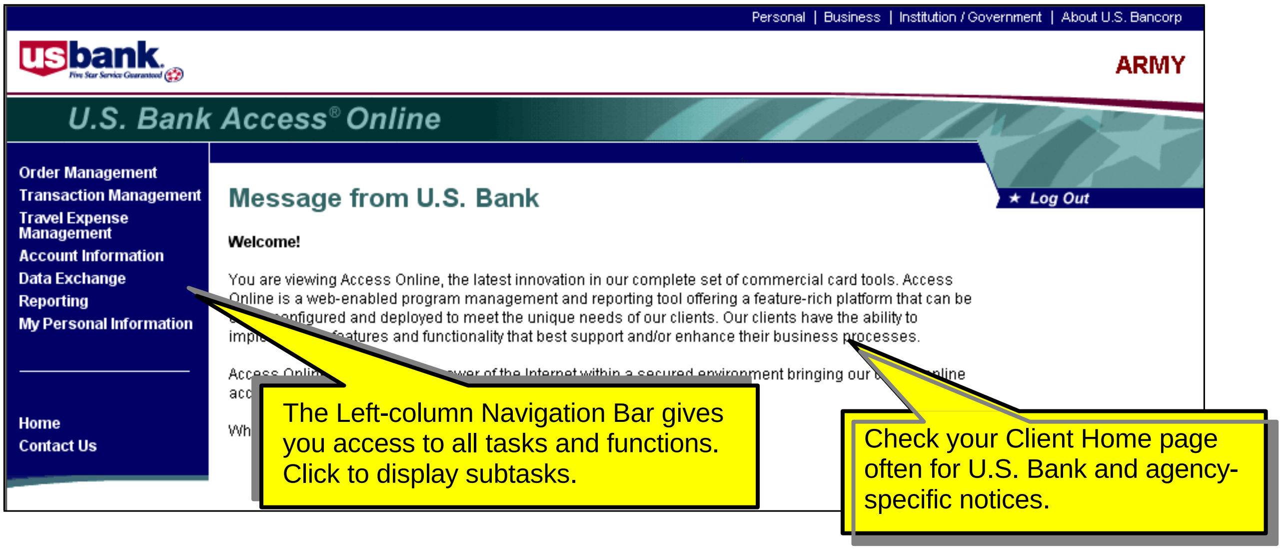
1. Type your organization short name **ARMY**) in the *Organization Short Name* field. The organization short name is a code that identifies your organization in Access Online.
2. Type your user ID in the *User ID* field.
3. Type your password in the *Password* field.
4. Click the **Login** button. The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



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

Basic Navigation

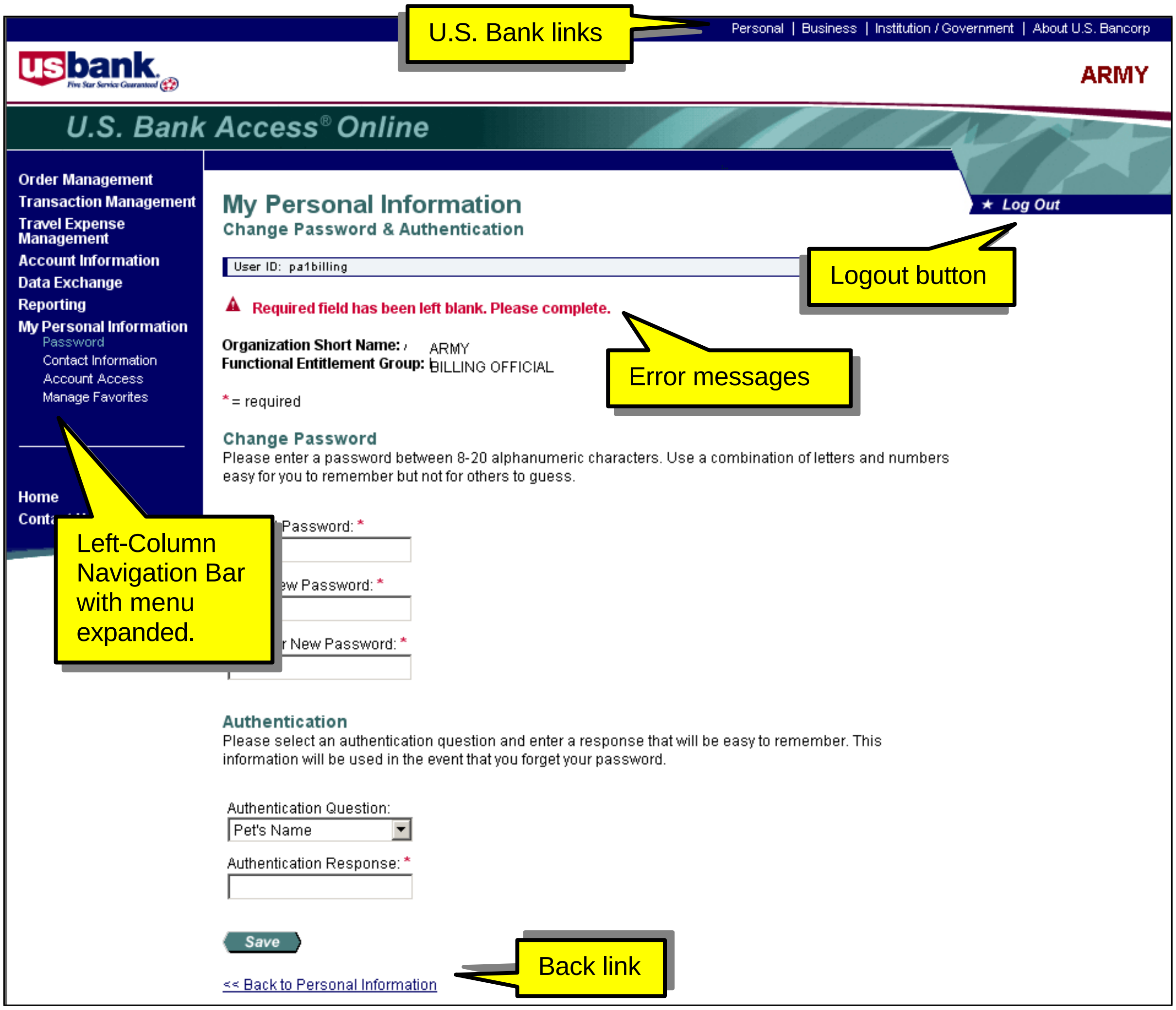


The *Client Home* page displays each time you log in to Access Online and whenever you click the **Home** link in the *Left-Column Navigation Bar*. The *Client Home* page has the following elements:

- **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.



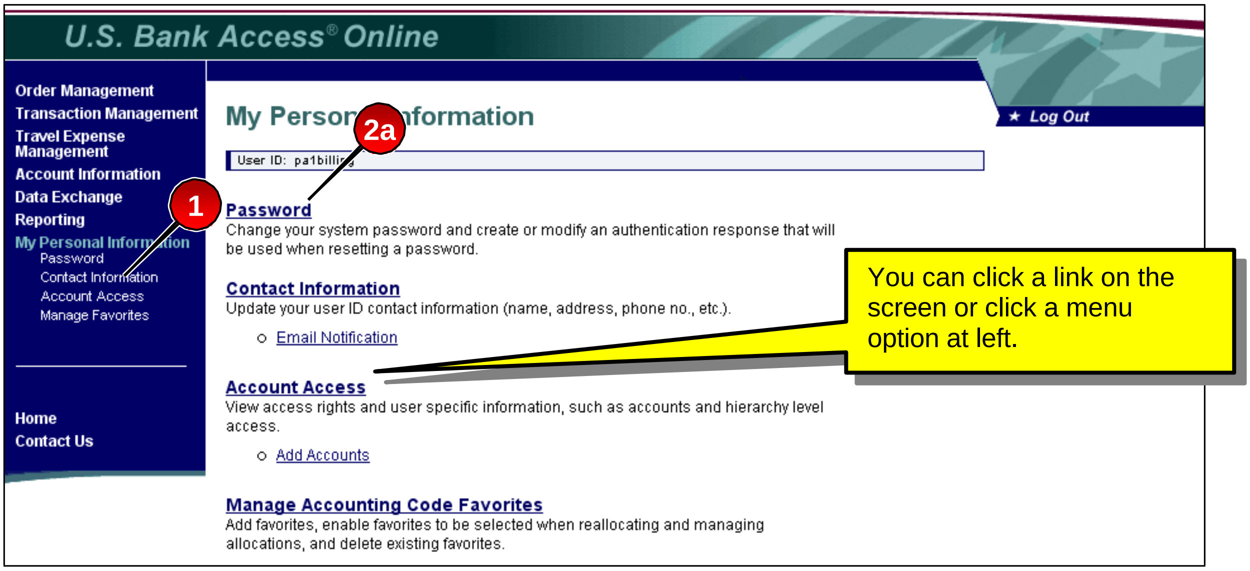
The following elements are common to all Access Online screens:

- **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

My Personal Information

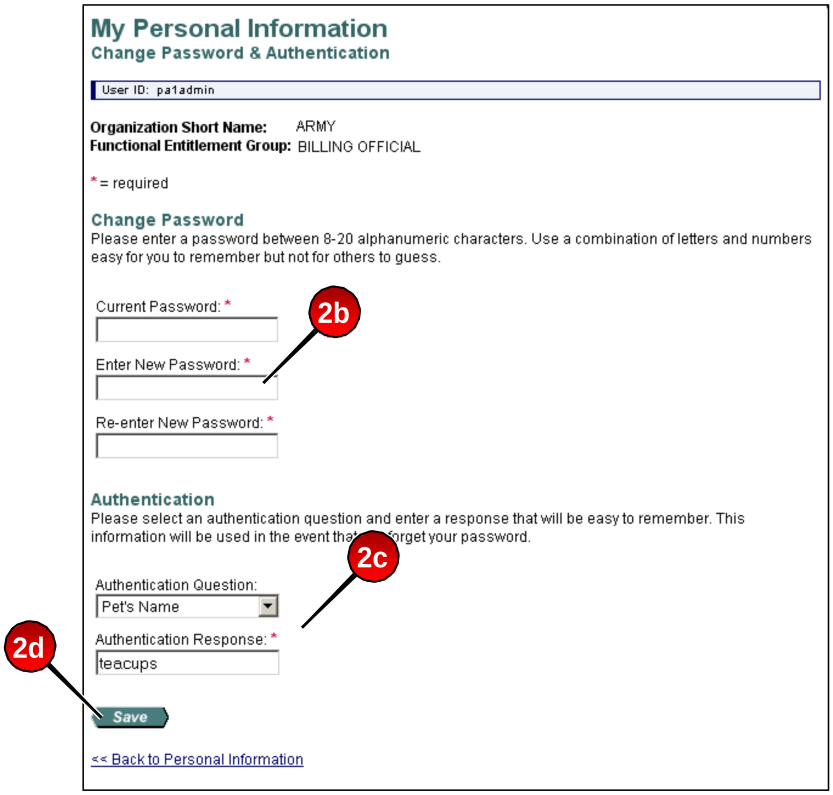
You can easily view and manage your personal information, including your password, authentication question, contact information, and e-mail notifications.

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.



To access your personal information:

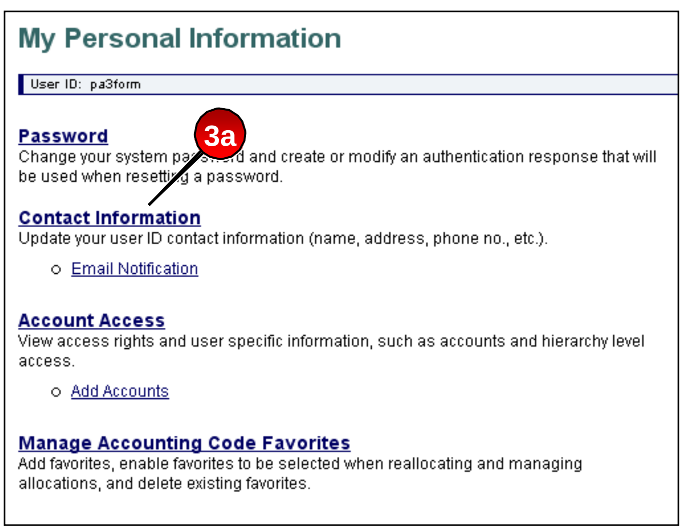
1. Click the **My Personal Information** high-level task on the *Left-column Navigation Bar*.
2. To change your password or authentication question:
   a. Click the **Password** link on the screen or the *Left-column Navigation Bar*.



b. Specify new password information, if desired.

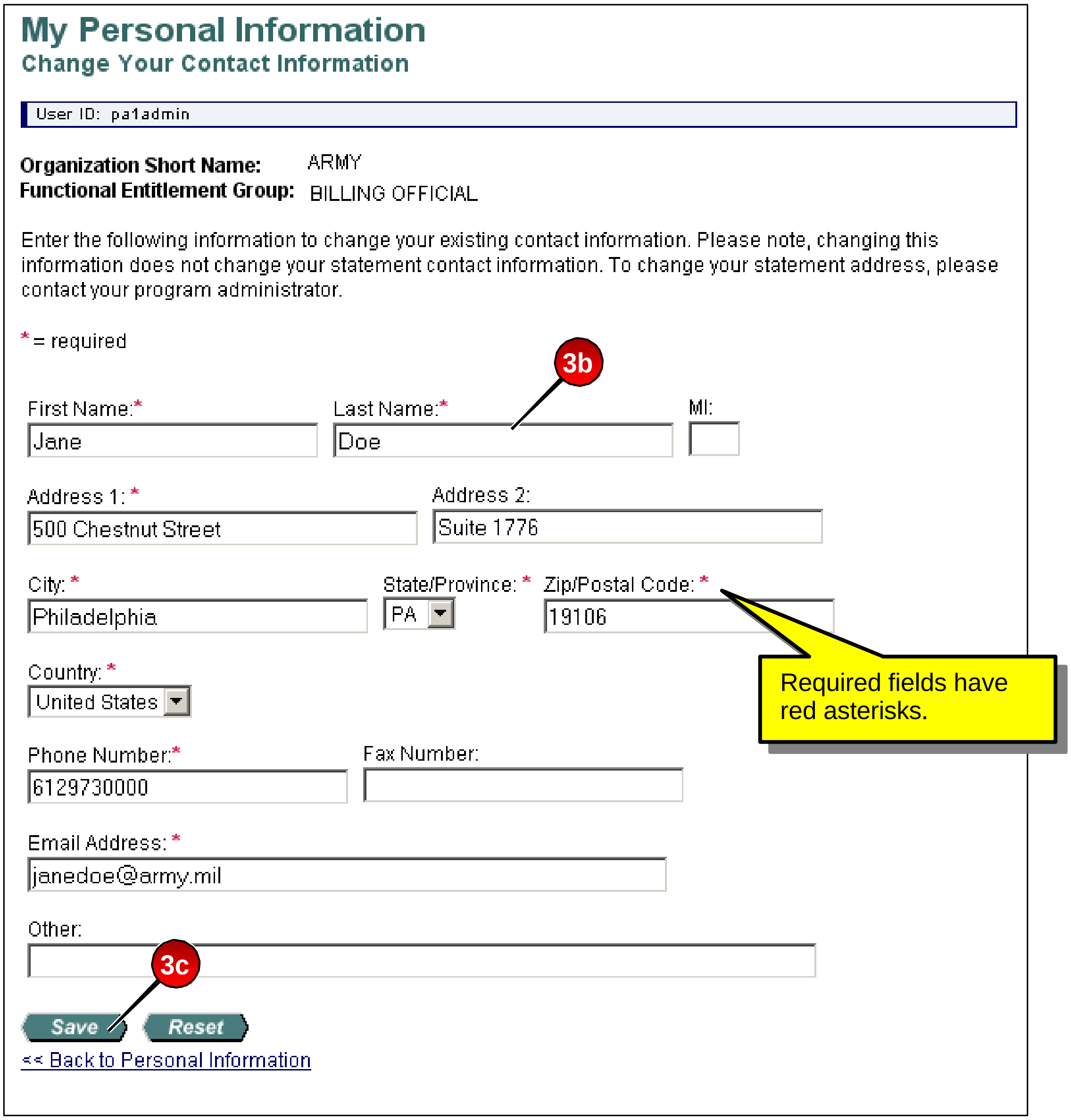
c. Specify new authentication information, if desired.

d. Click the **Save** button.



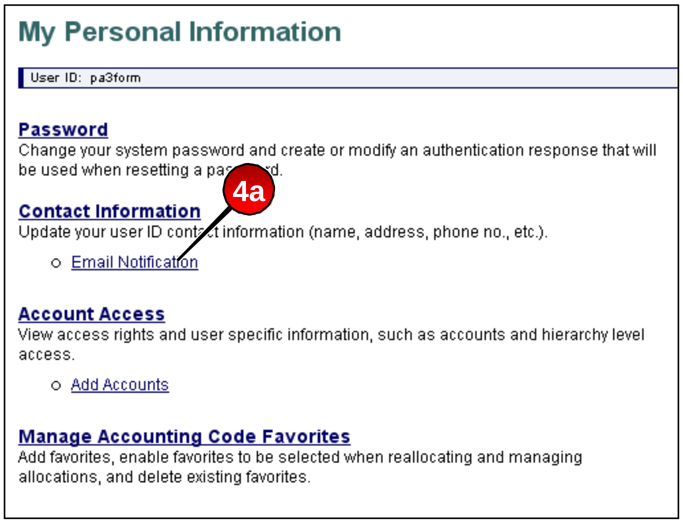
3. To update your contact information:

a. Click the **Contact Information** link.



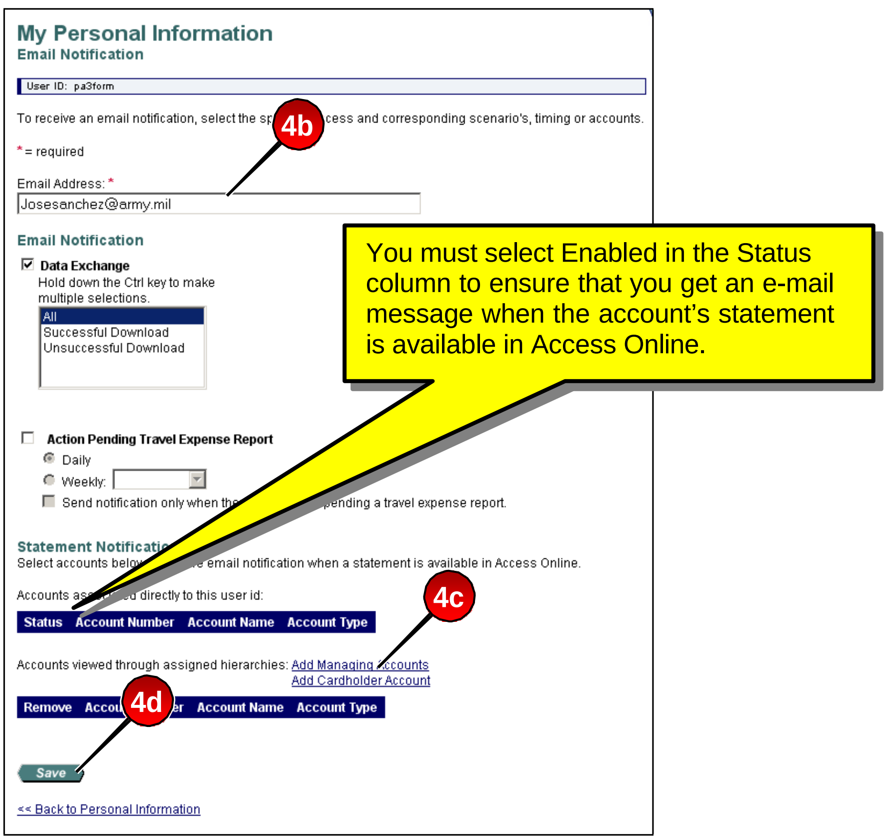
b. Specify new information any field.

c. Click **Save**.



4. To update your e-mail notification:

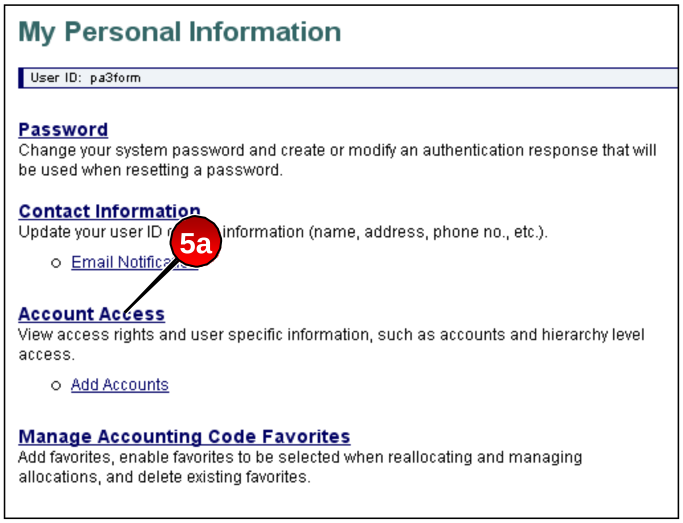
   a. Click the **Email Notification** link.



   b. Specify new information, including new email address, data exchange options, or statement notification parameters.

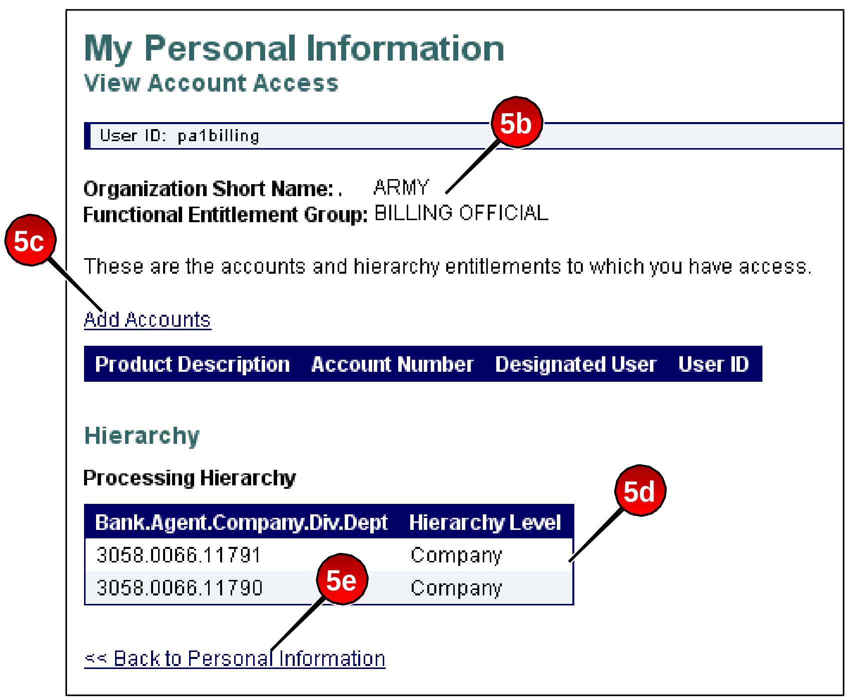
   c. Add additional accounts, if needed.

   d. Click **Save**.



5. To change account access:

a. Click the **Account Access** link.

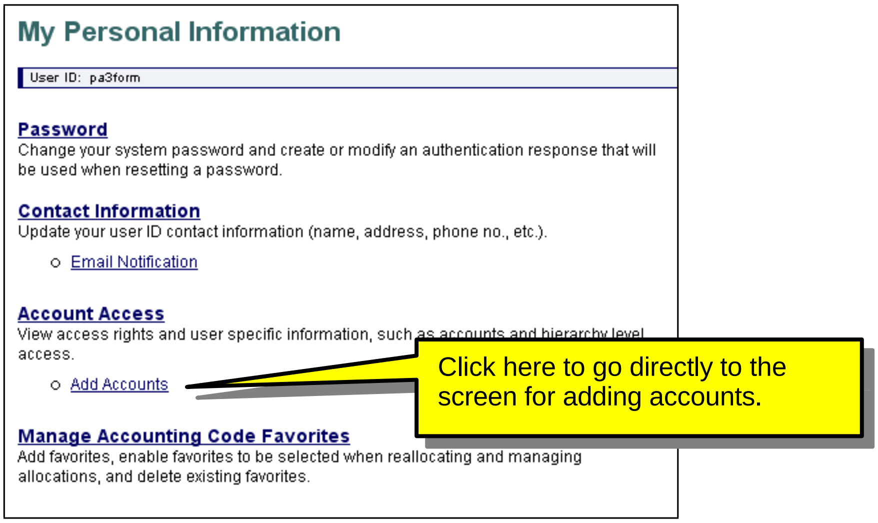


b. Note the organization short name and functional entitlement group.

c. Click the **Add Accounts** link here or on the *My Personal Information* screen to add accounts.

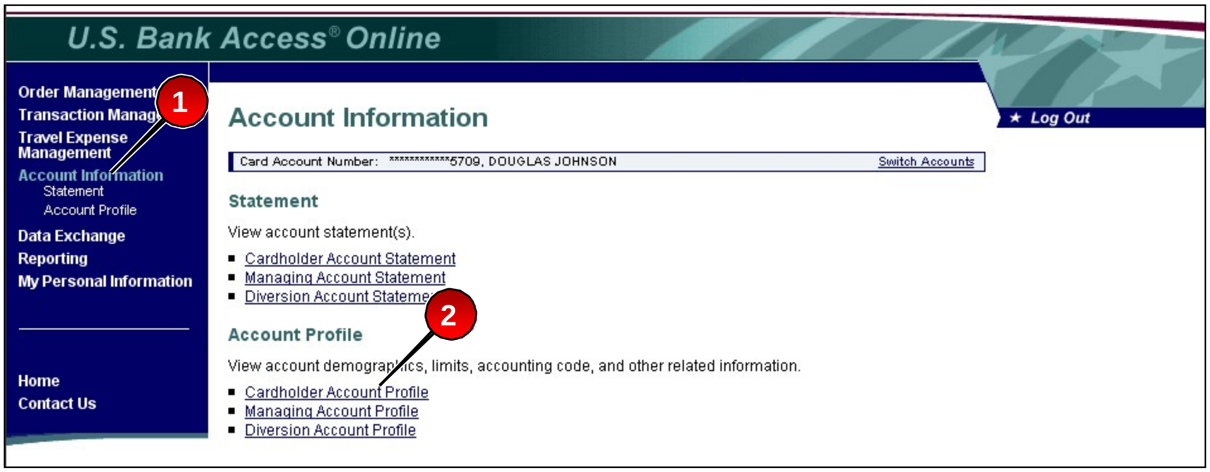
d. Review your processing and reporting hierarchy positions.

e. Click the **Back to Personal Information** link when you are done viewing and/or adding accounts.


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.).
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.

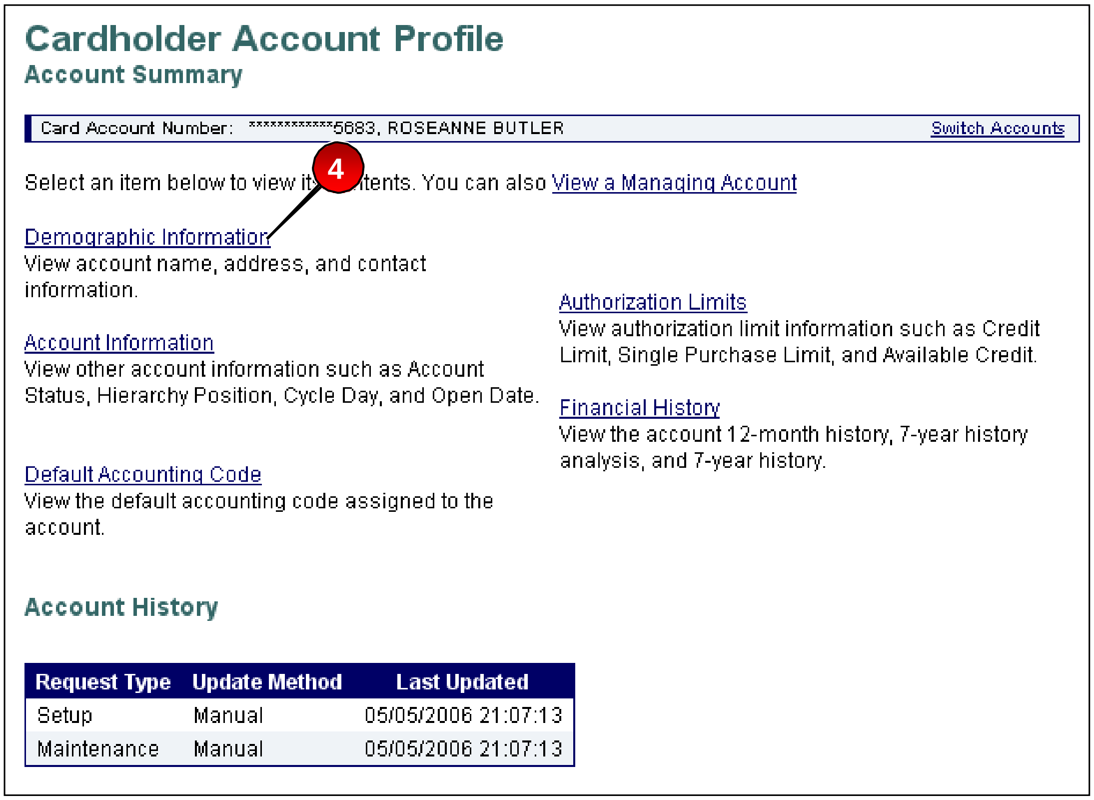
View an Account Profile

You can easily view a cardholder, managing, or diversion account profile. The account profile reflects the information your A/OPC and/or Resource Manager 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 will cover viewing a cardholder account profile. The steps for viewing a managing or diversion account profile are the same.



To view an account profile:

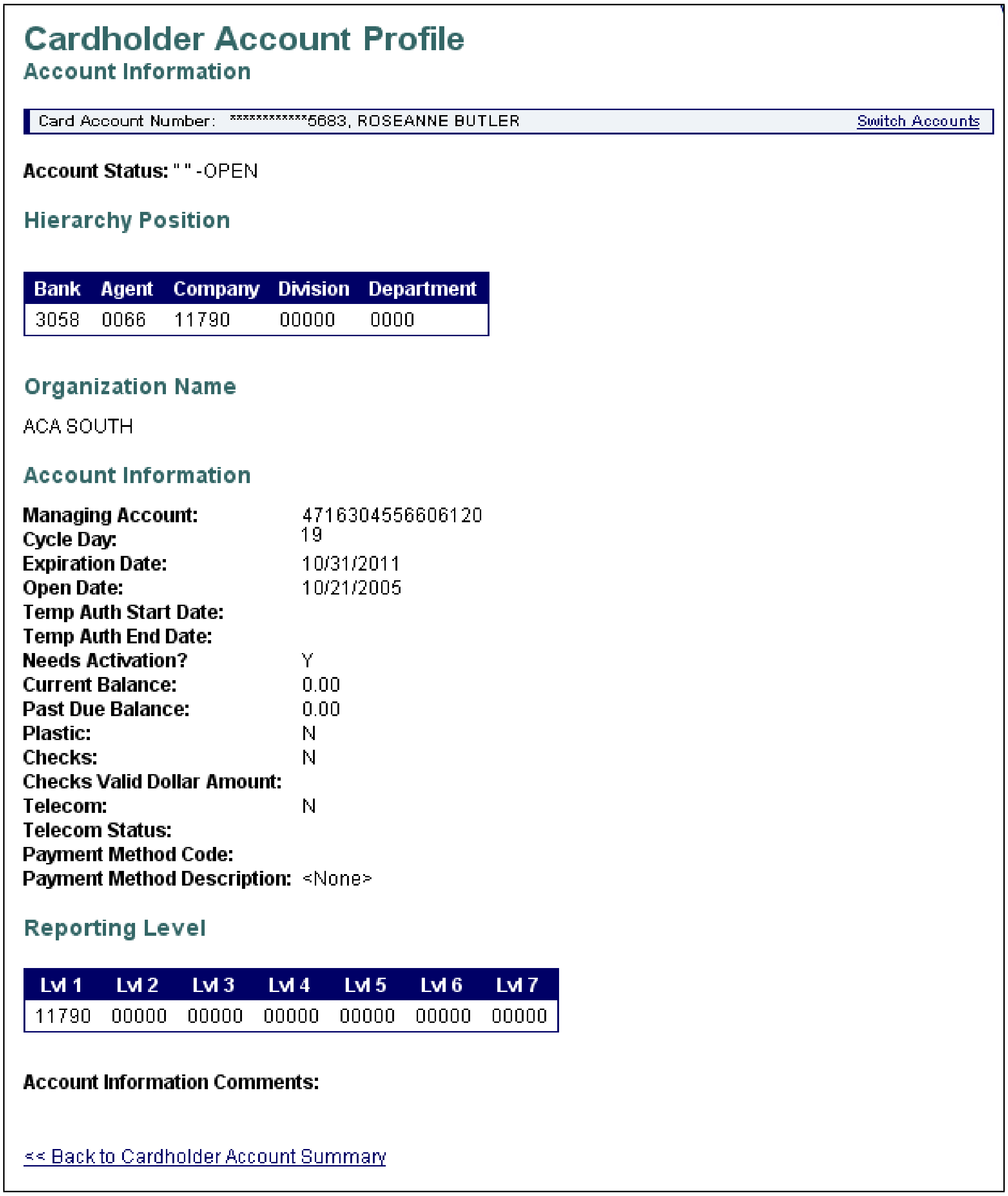
6. Select the **Account Information** high-level task.
7. Click the **Cardholder Account Profile** link.



8. Search and select a cardholder account, if needed.
9. Click a link e.g., **Demographic Information**, **Account Information**) to view the information on that parameter of the account.

The *Demographics* screen displays all the available demographic information about an account, including any comments your A/OPC or Resource Manager typed during account setup.

10. 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: ************5683, ROSEANNE BUTLER   Switch Accounts

Account Status: " " -OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

Organization Name

ACA SOUTH

Account Information

Managing Account:	4716304556606120
Cycle Day:	19
Expiration Date:	10/31/2011
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:	N
Checks:	N
Checks Valid Dollar Amount:	
Telecom:	N
Telecom Status:	
Payment Method Code:	
Payment Method Description:	<None>

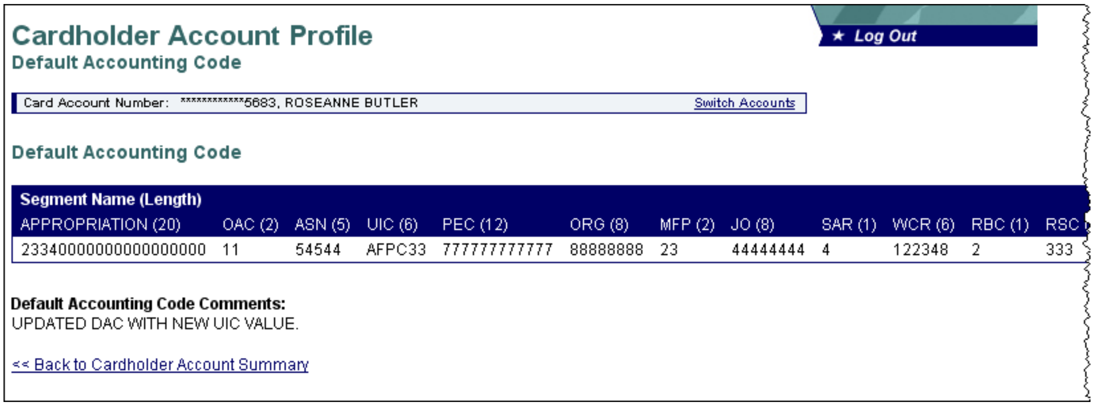
Reporting Level

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

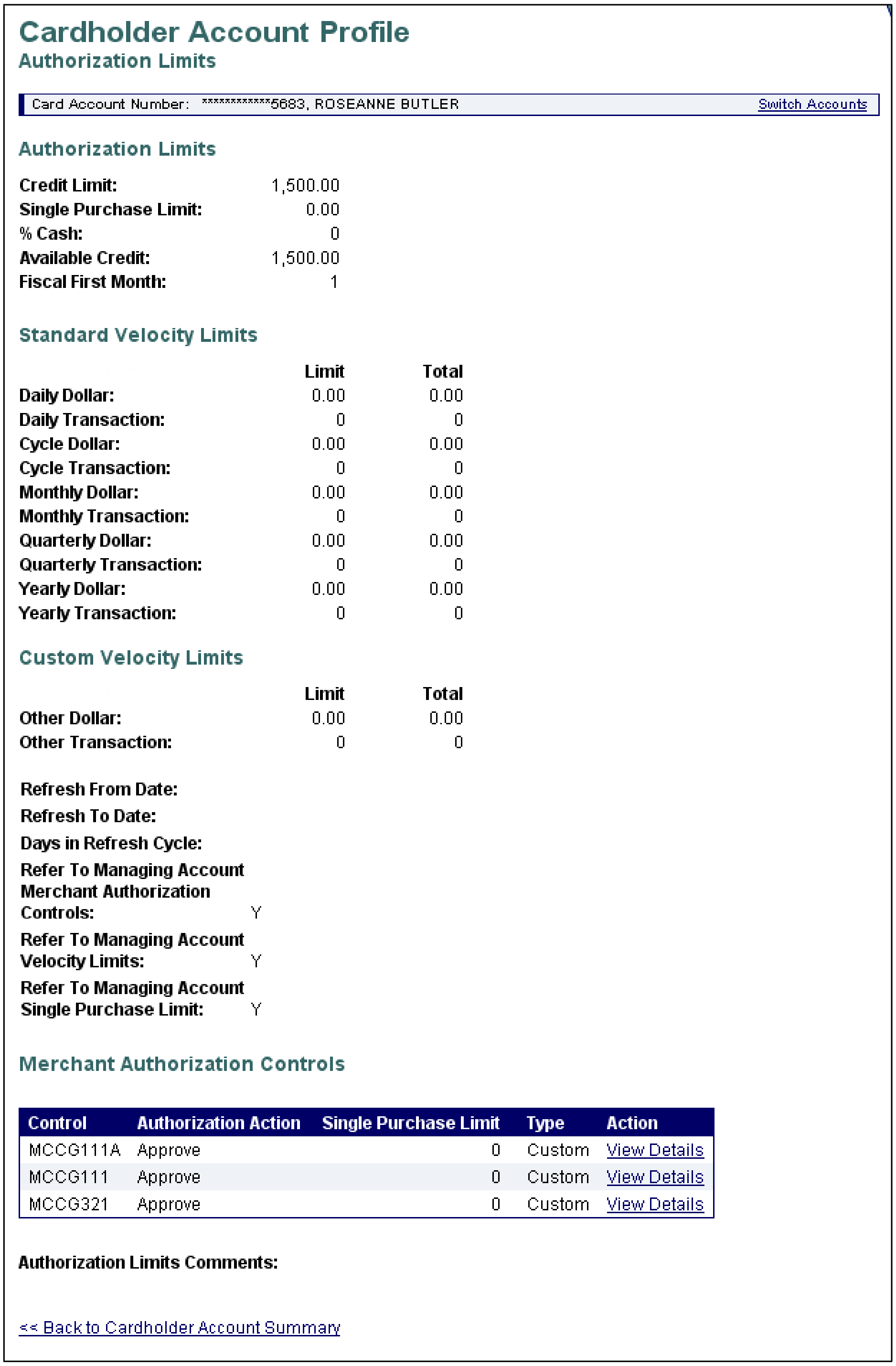
Account Information Comments:

<< Back to Cardholder Account Summary

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



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



Cardholder Account Profile
Authorization Limits

Card Account Number: *************5683, ROSEANNE BUTLER — Switch Accounts

Authorization Limits

Credit Limit:	1,500.00
Single Purchase Limit:	0.00
% Cash:	0
Available Credit:	1,500.00
Fiscal First Month:	1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	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:	Y
Refer To Managing Account Velocity Limits:	Y
Refer To Managing Account Single Purchase Limit:	Y

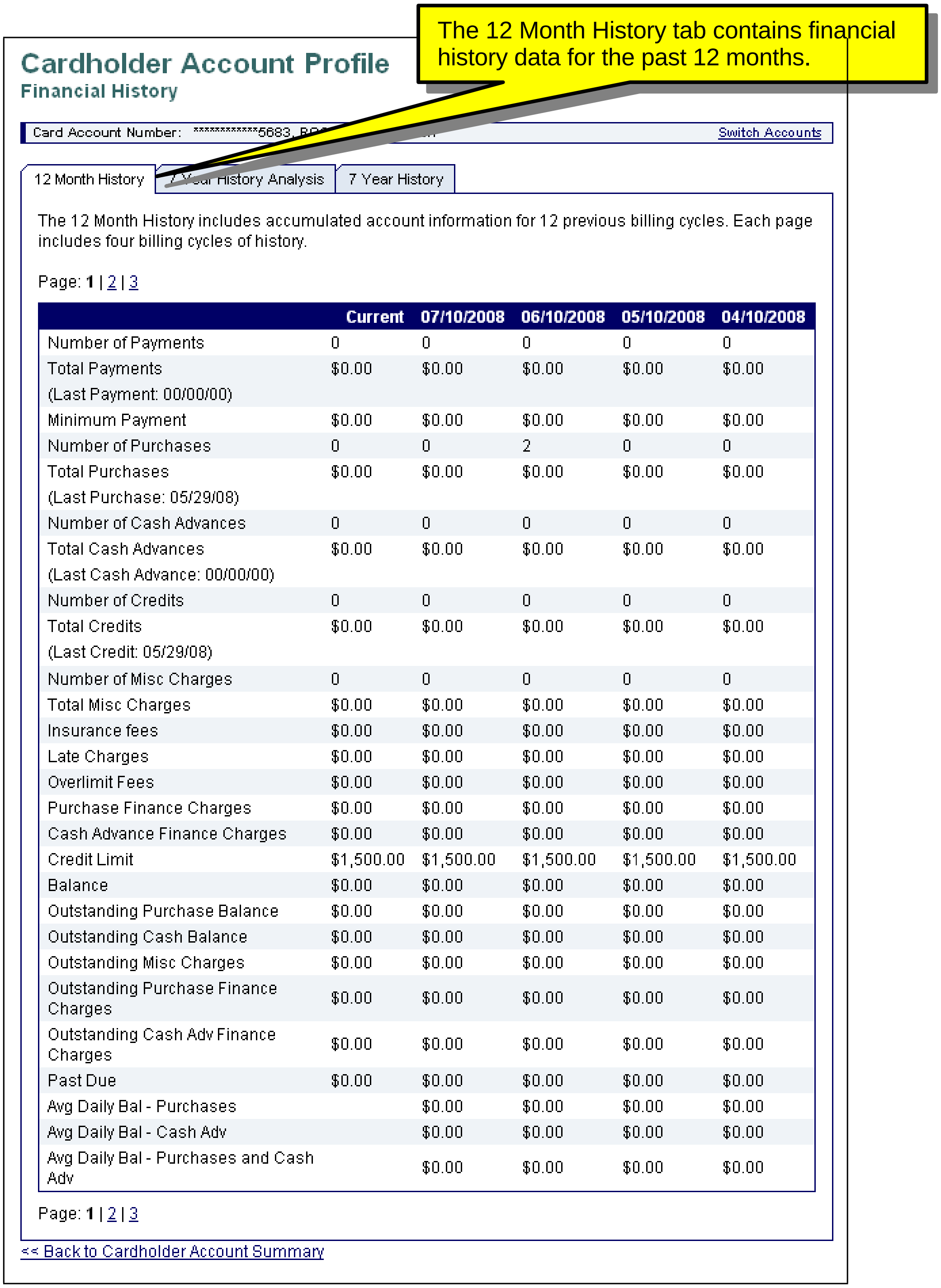
Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111A	Approve	0	Custom	View Details
MCCG111	Approve	0	Custom	View Details
MCCG321	Approve	0	Custom	View Details

Authorization Limits Comments:

<< Back to Cardholder Account Summary

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

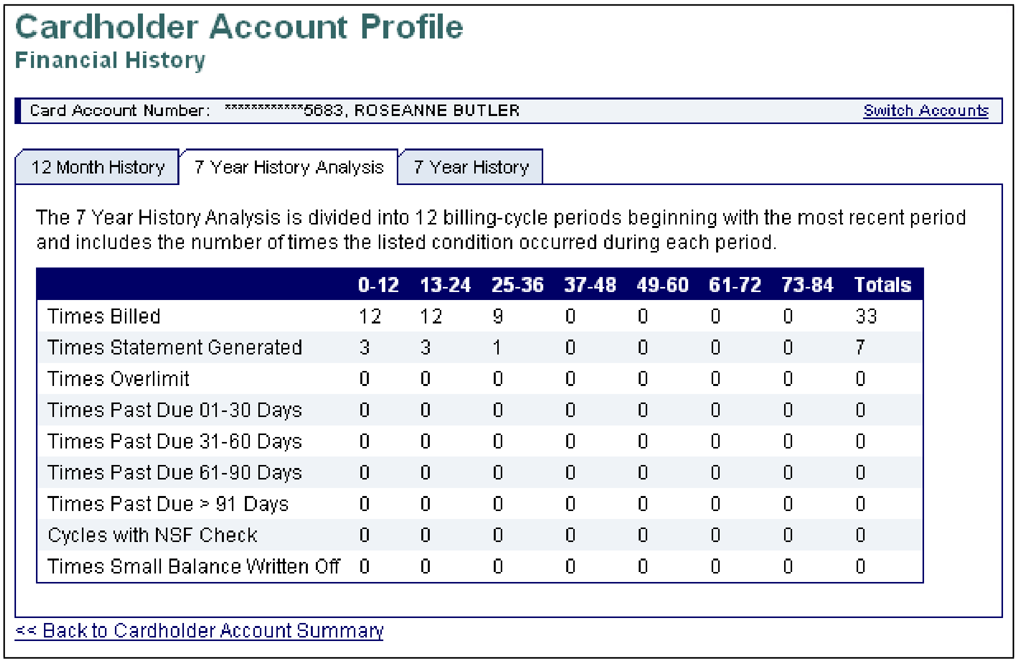


	Current	07/10/2008	06/10/2008	05/10/2008	04/10/2008
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	$0.00	$0.00	$0.00	$0.00	$0.00
Minimum Payment	$0.00	$0.00	$0.00	$0.00	$0.00
Number of Purchases	0	0	2	0	0
Total Purchases (Last Purchase: 05/29/08)	$0.00	$0.00	$0.00	$0.00	$0.00
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	$0.00	$0.00	$0.00	$0.00	$0.00
Number of Credits	0	0	0	0	0
Total Credits (Last Credit: 05/29/08)	$0.00	$0.00	$0.00	$0.00	$0.00
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	$1,500.00	$1,500.00	$1,500.00	$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 inforamation 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

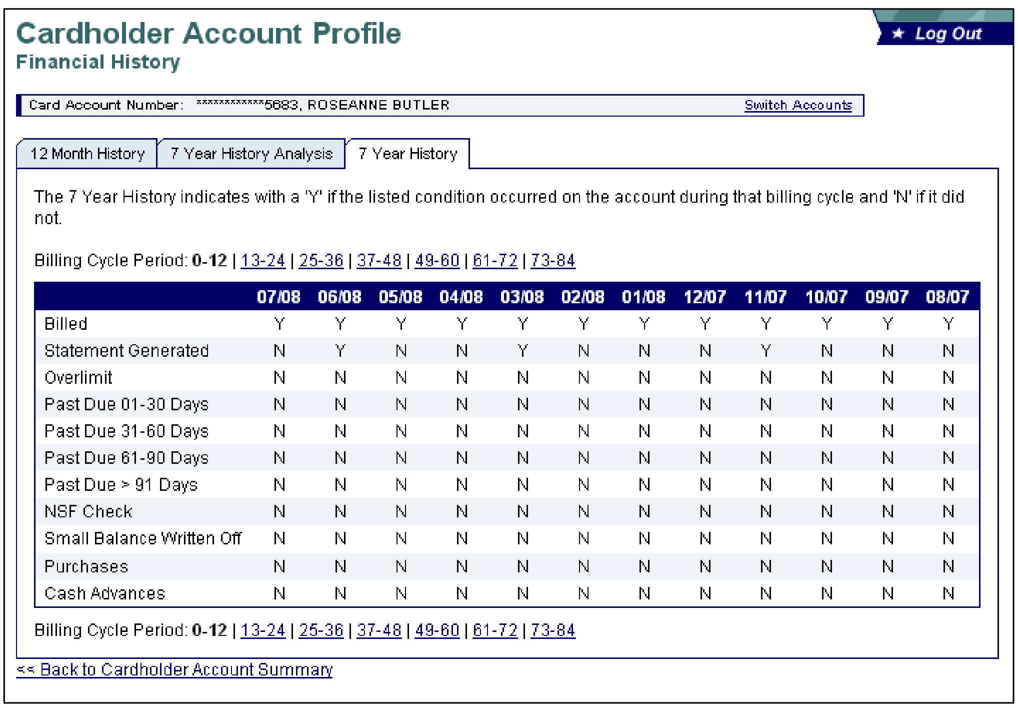
12 Month History | 7 Year History Analysis | 7 Year History

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

Financial History

★ Log Out

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

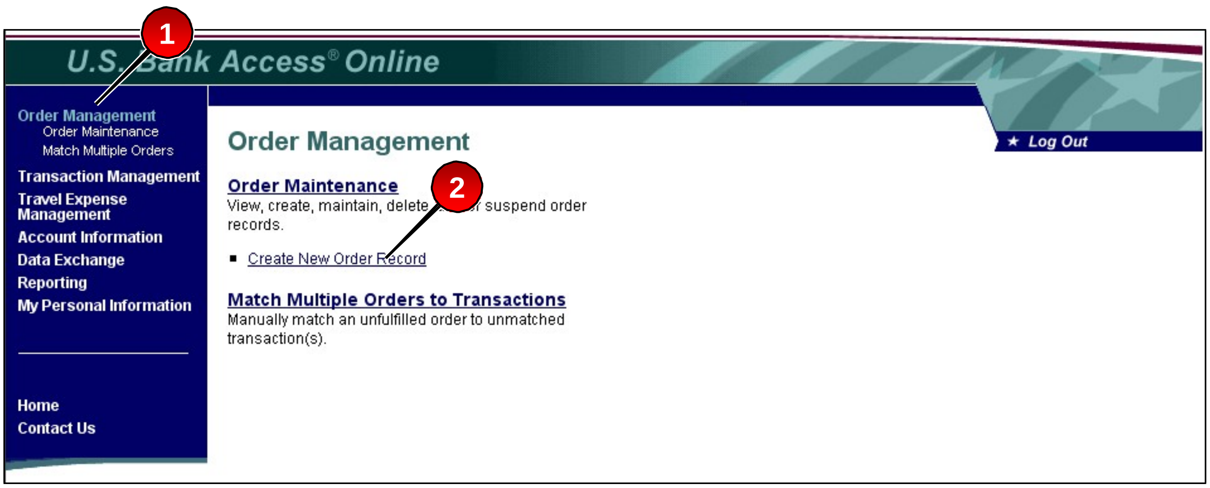
The *7 Year History* tab provides a yes/no indication of the listed events by month/year.

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

Perform Order Management Tasks for the Cardholder

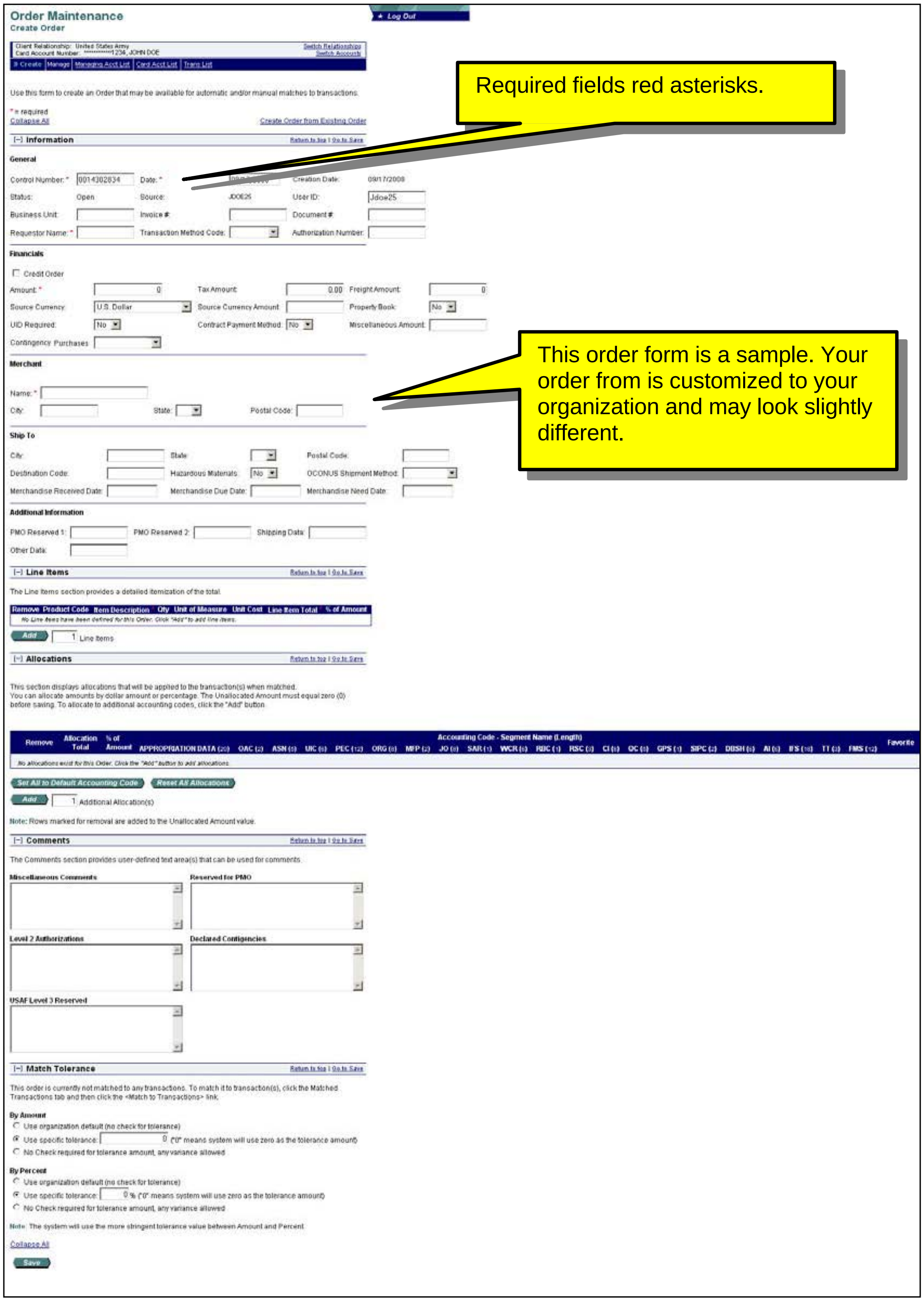
As a Billing Official, you may need to act on behalf of the cardholder while the cardholder is away from the office e.g., on vacation, out sick). In this situation, you may need to create an order, edit an order, and/or match orders and transactions.

Create a Manual Order

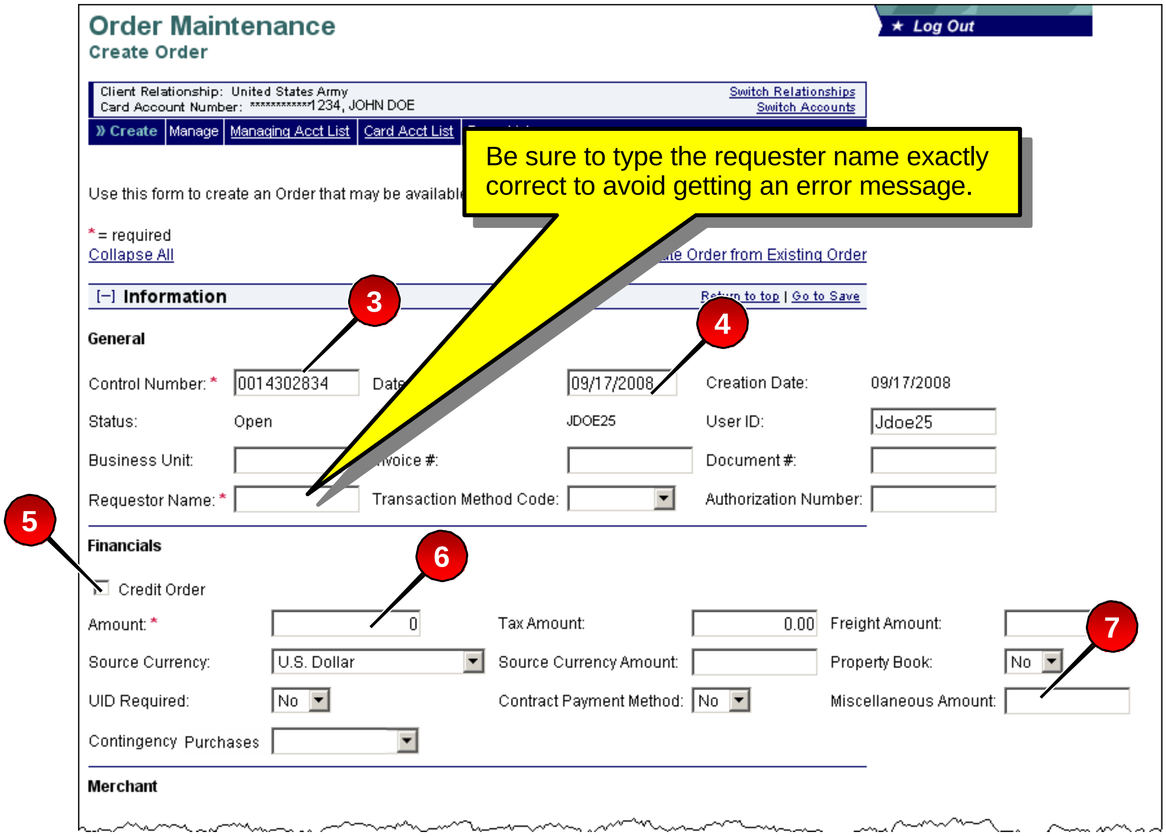


To create a manual order:

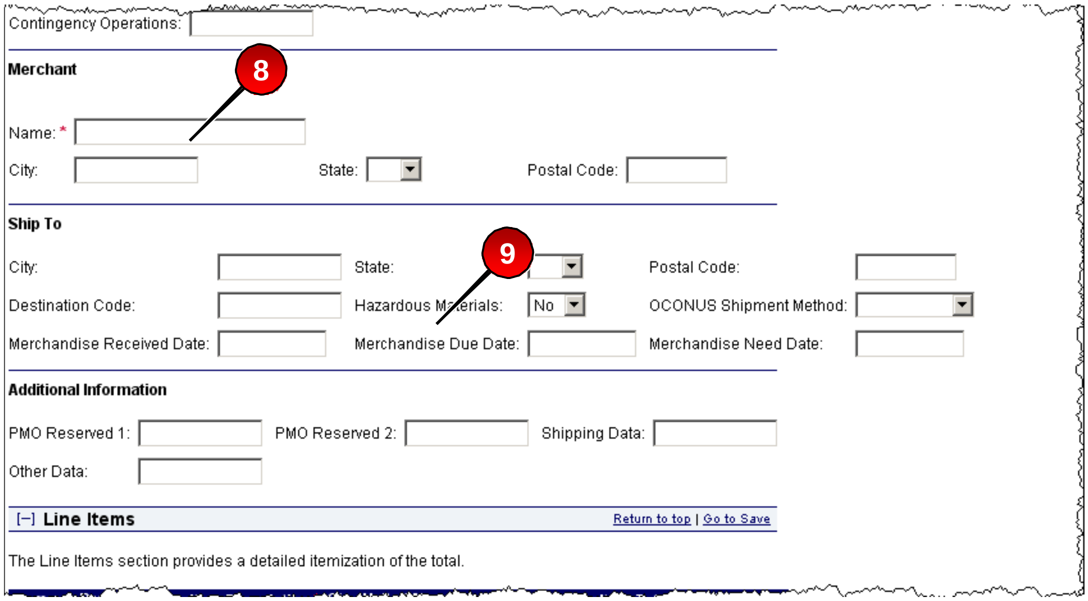
1. Select the **Order Management** high-level task.
2. Click the **Create New Order Record** link.



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

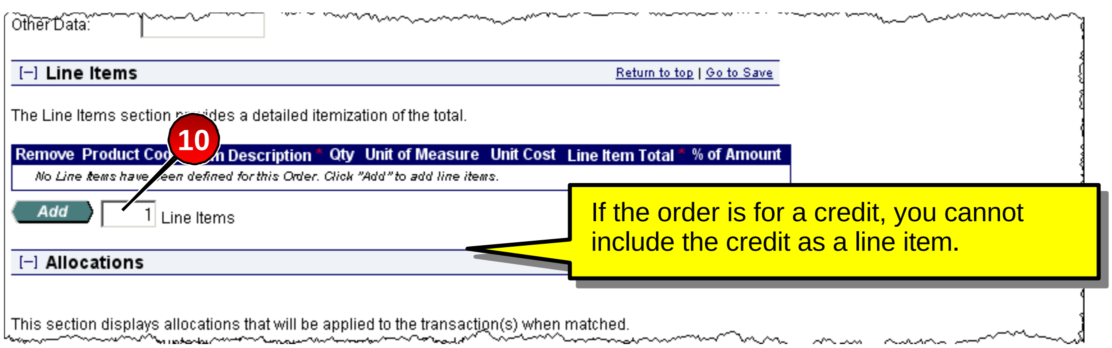


3. Type a new order number, if needed.
4. Type a different date, if needed.
5. If you or the cardholder) will need to match this order to a credit transaction, select the *Credit Order* check box.
6. Type the order amount.
7. Complete any other order information fields, as needed.

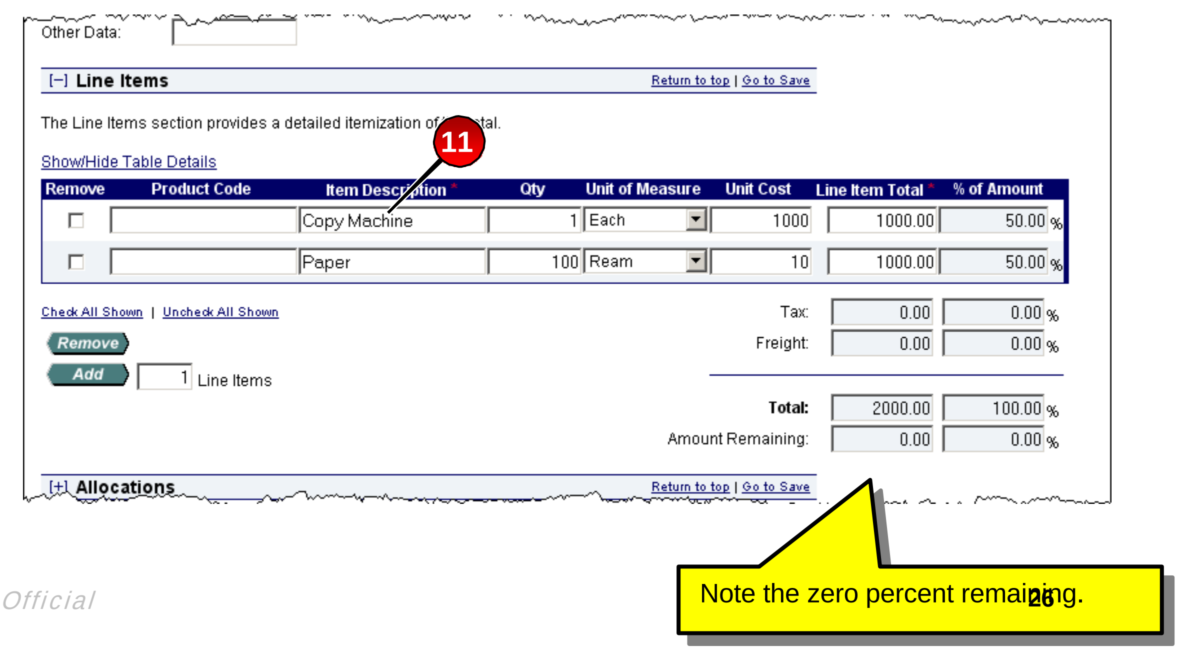


8. Type a merchant name.

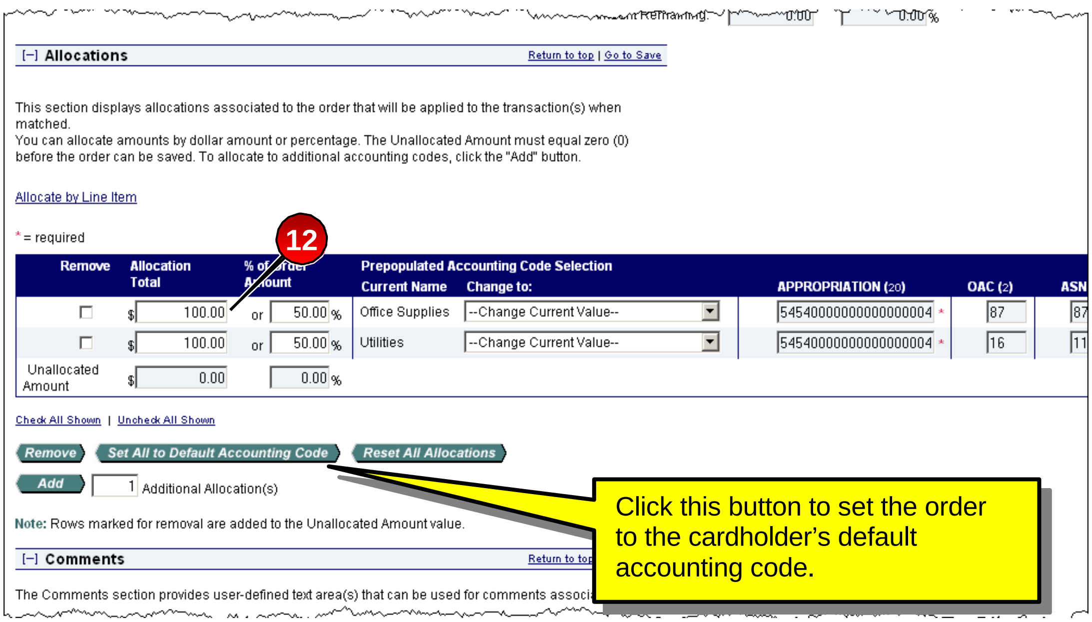
9. Specify any other required or optional fields, as needed.



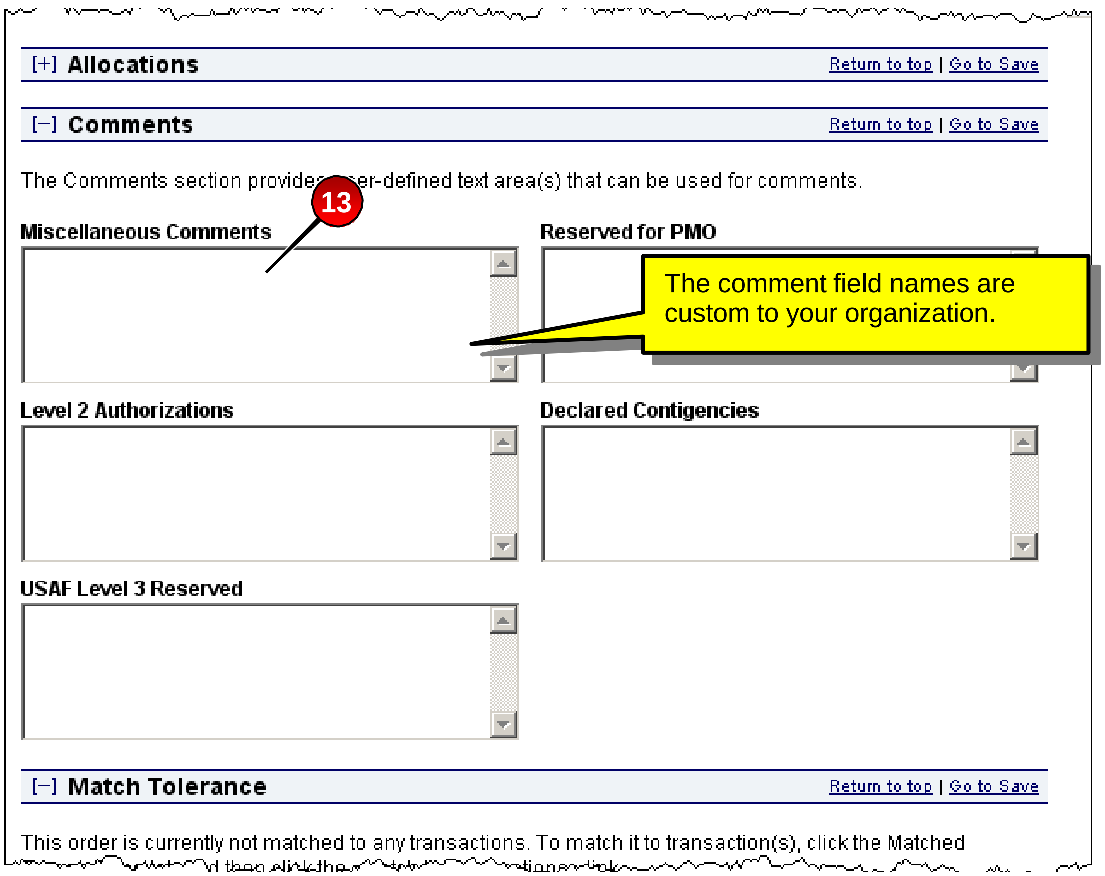
10. To add line item detail, type the number to add and click the **Add** button.



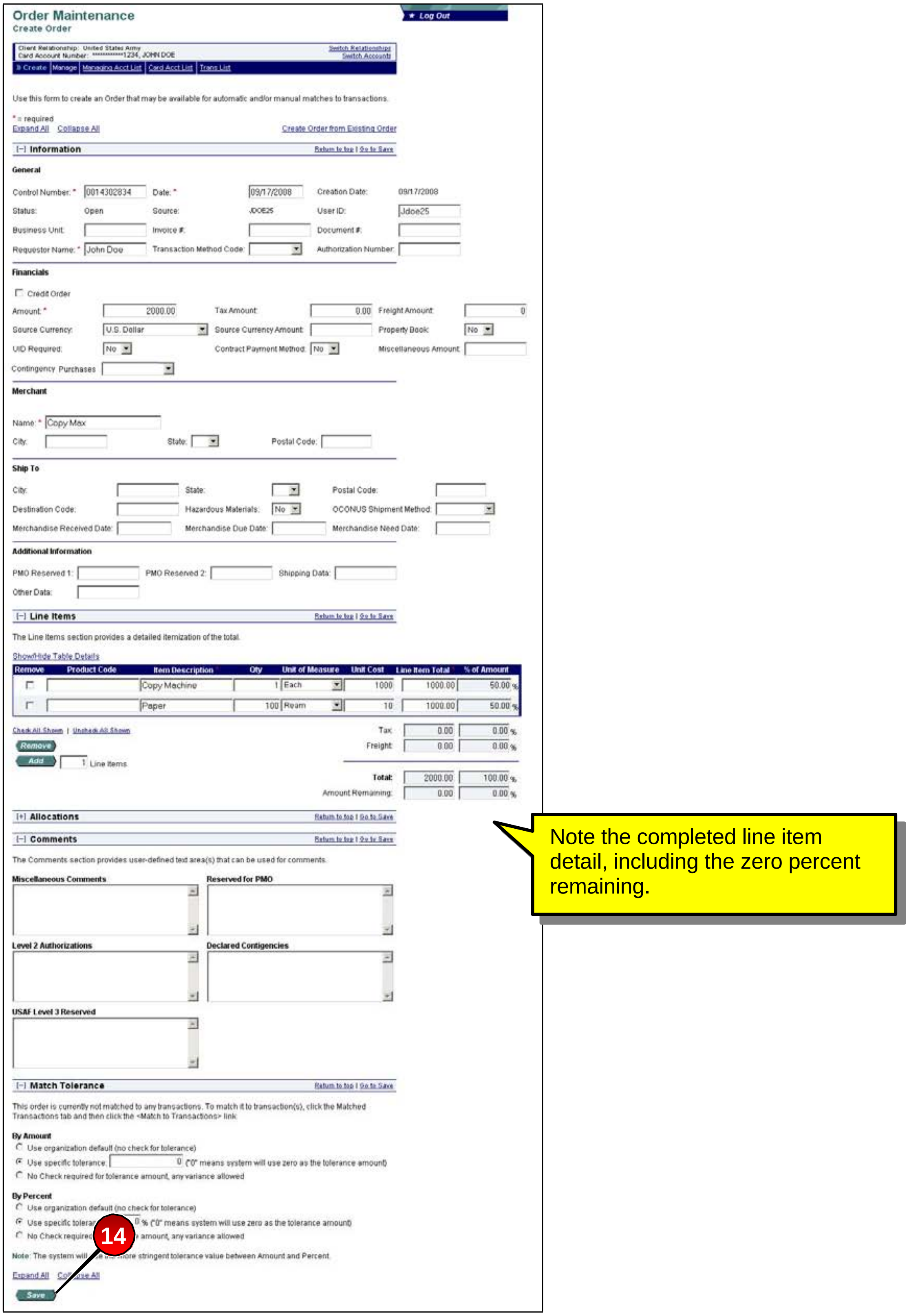
To specify line item detail, specify information in each field, including *Item Description*, *Quantity*, *Unit of Measure*, and *Unit Cost* until you have zero in the *Amount Remaining* field. The line item total must equal the order total. Access Online calculates the total and amount remaining for you as you work.



11. You should not usually have to assign an allocation to an order. However, if you do, the allocation fields will be active. Type the number of allocations to add, click the **Add** button, and then specify the allocation detail. Be sure to allocate 100 percent of the order.



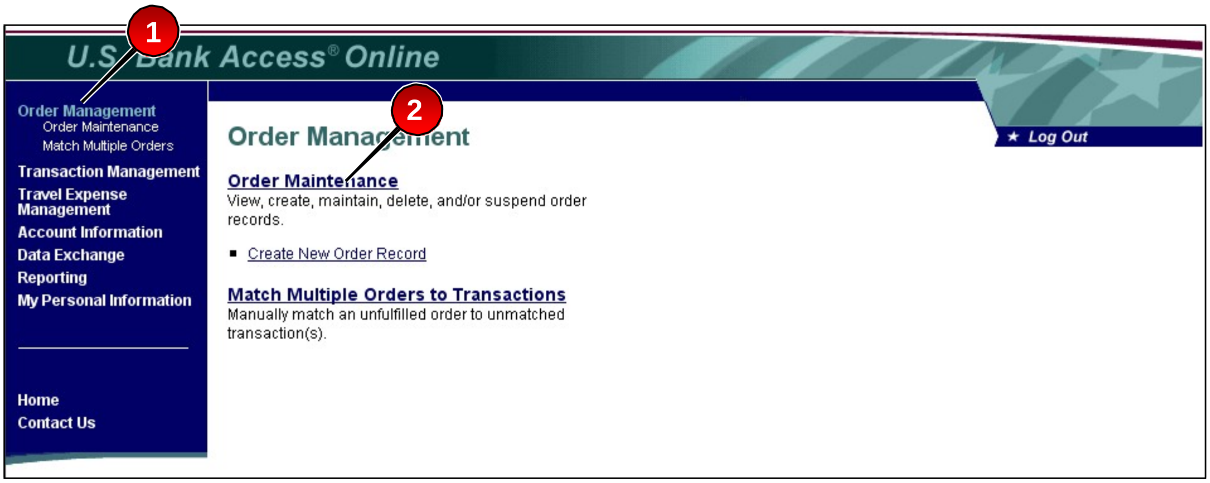
12. Add any comments, if desired.



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

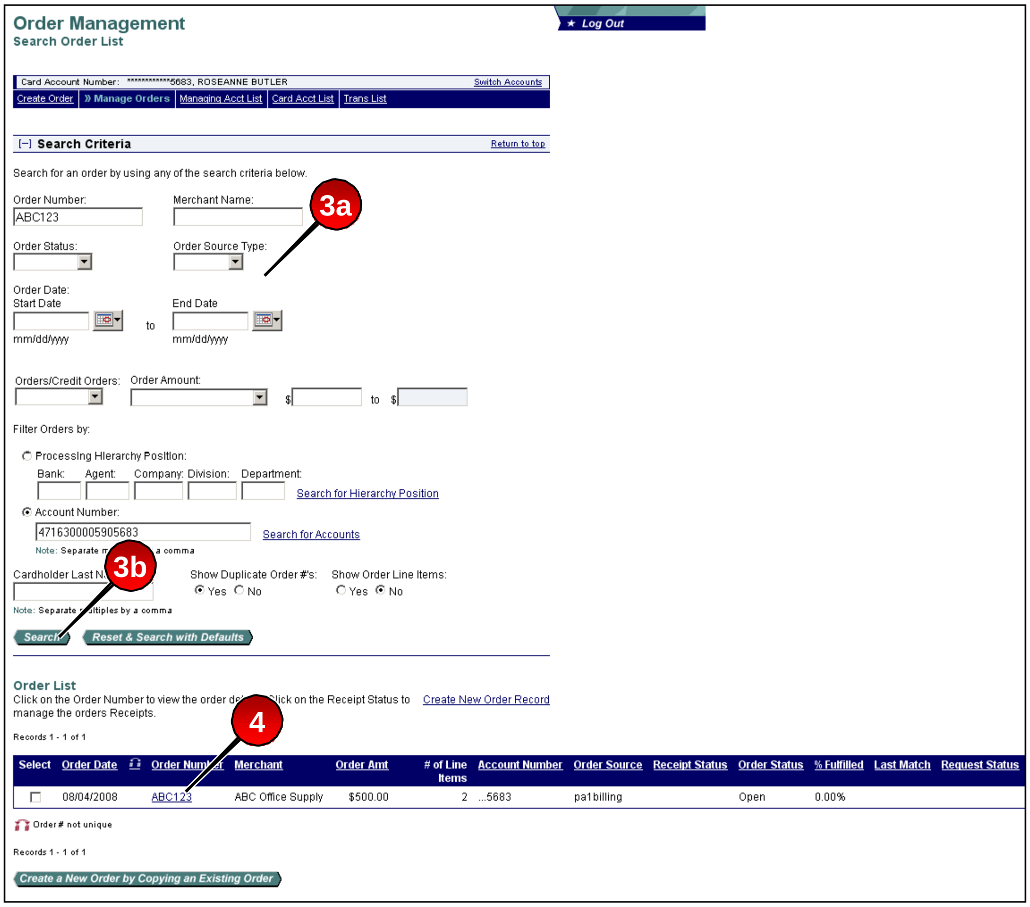
Modify a Manual Order

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

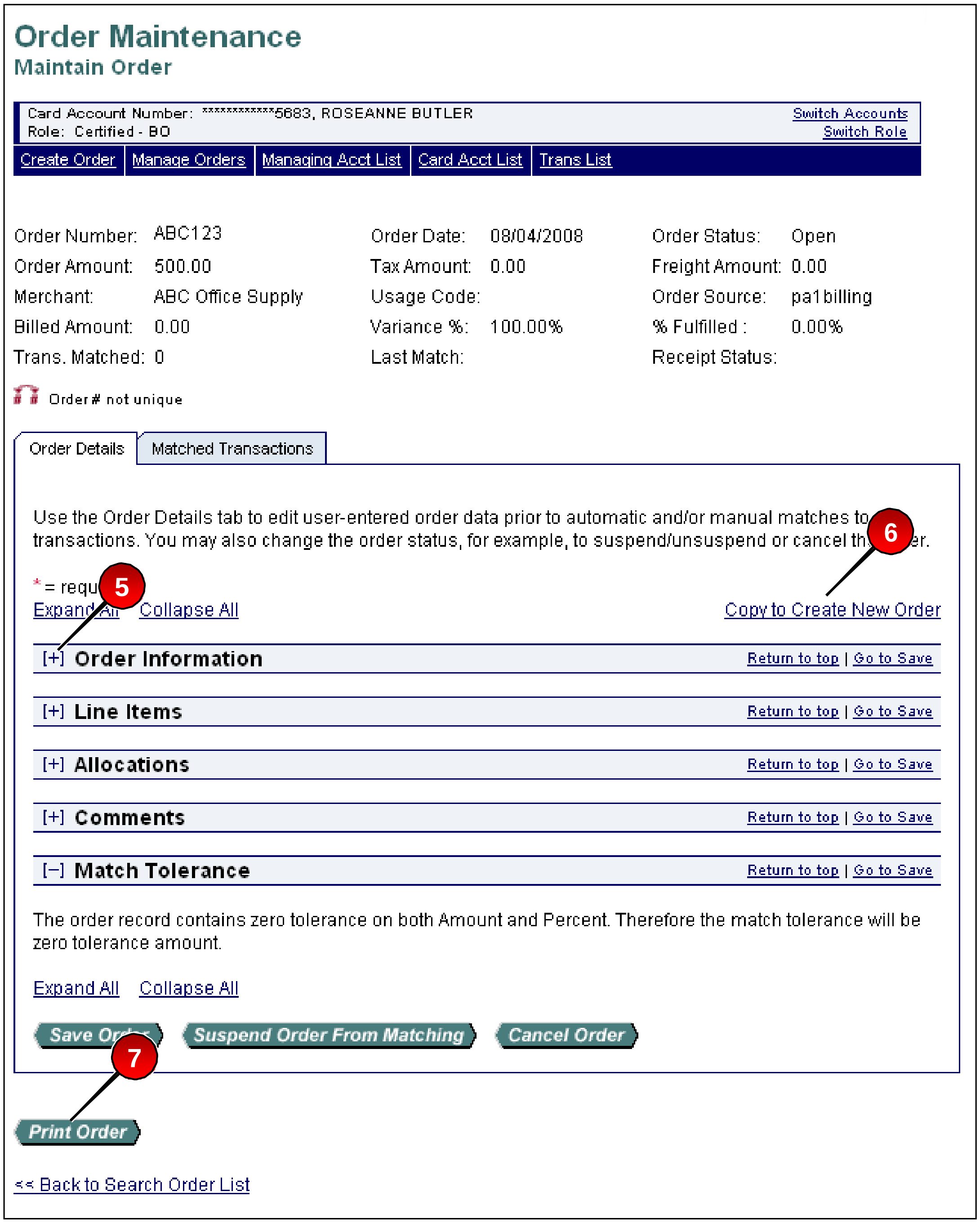


To modify an existing order:

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



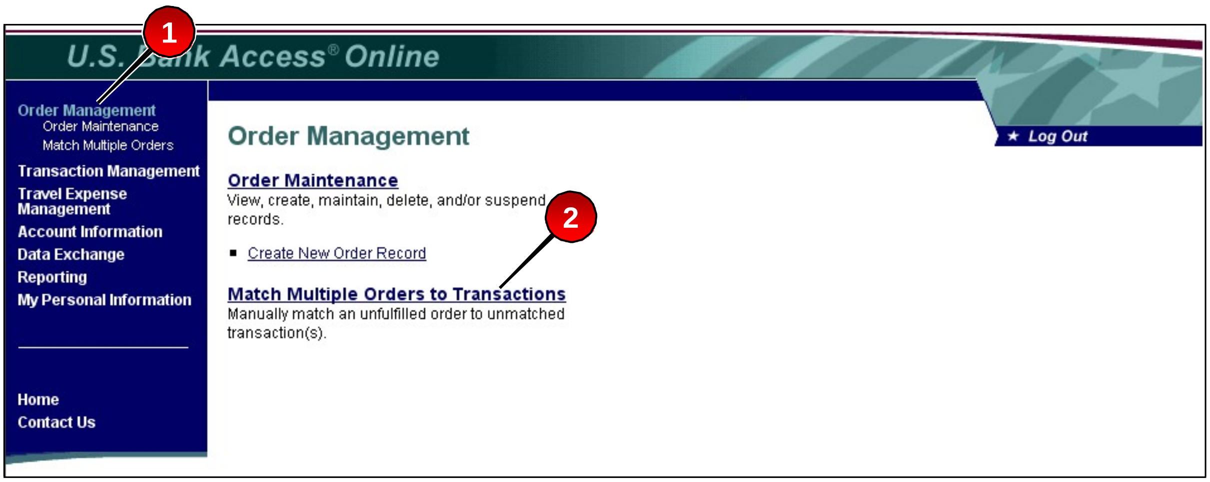
3. Search for the order you want to modify:
   a. Specify search criteria.
   b. Click the **Search** button.
4. Click the order number link to modify the order.



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.

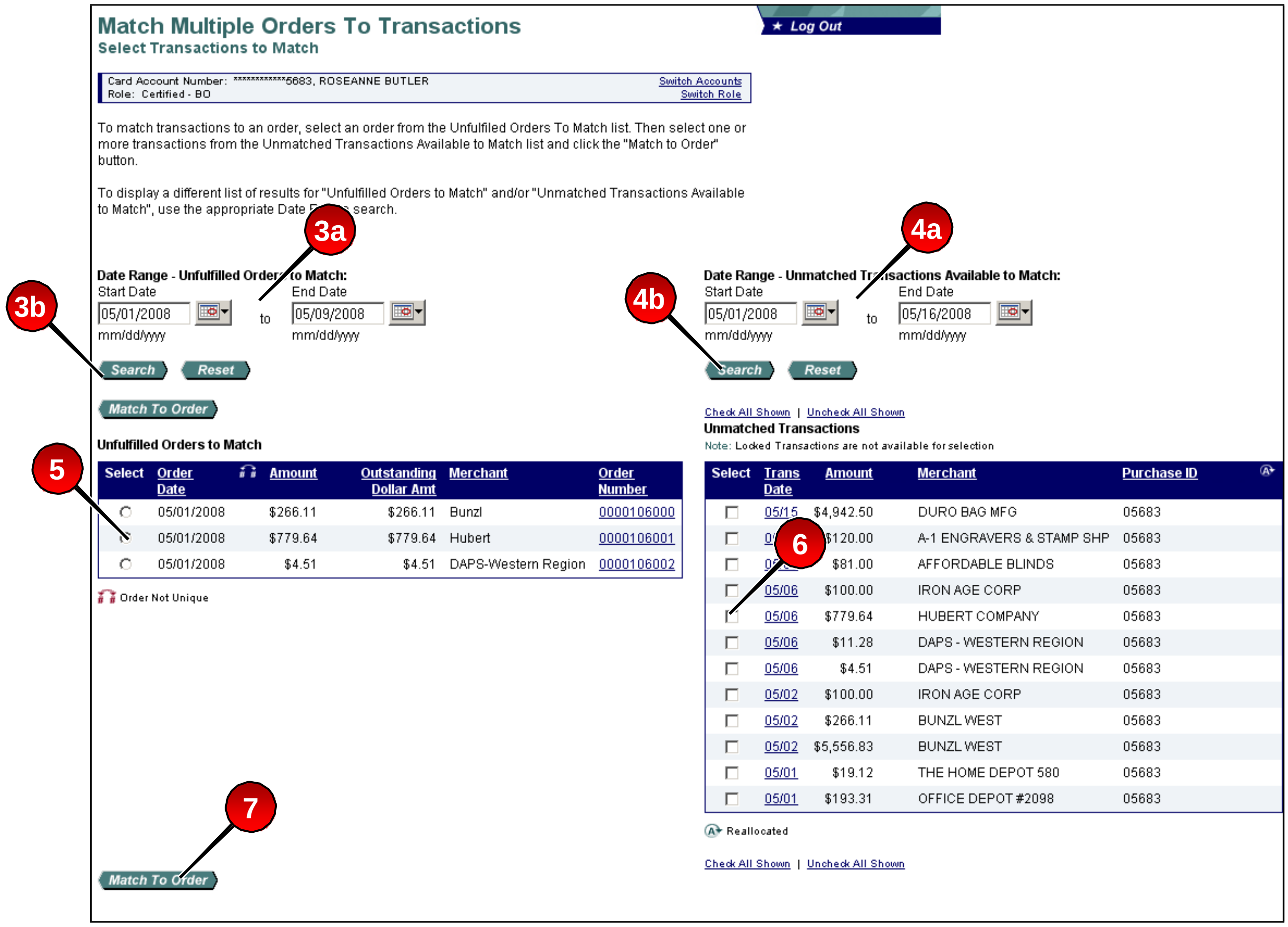
Learn More: For additional information on order management, refer to the *Access Online: Order Management* user guide and lesson.

Use the Match Multiple Function to Match Orders and Transactions



To match orders and transactions:

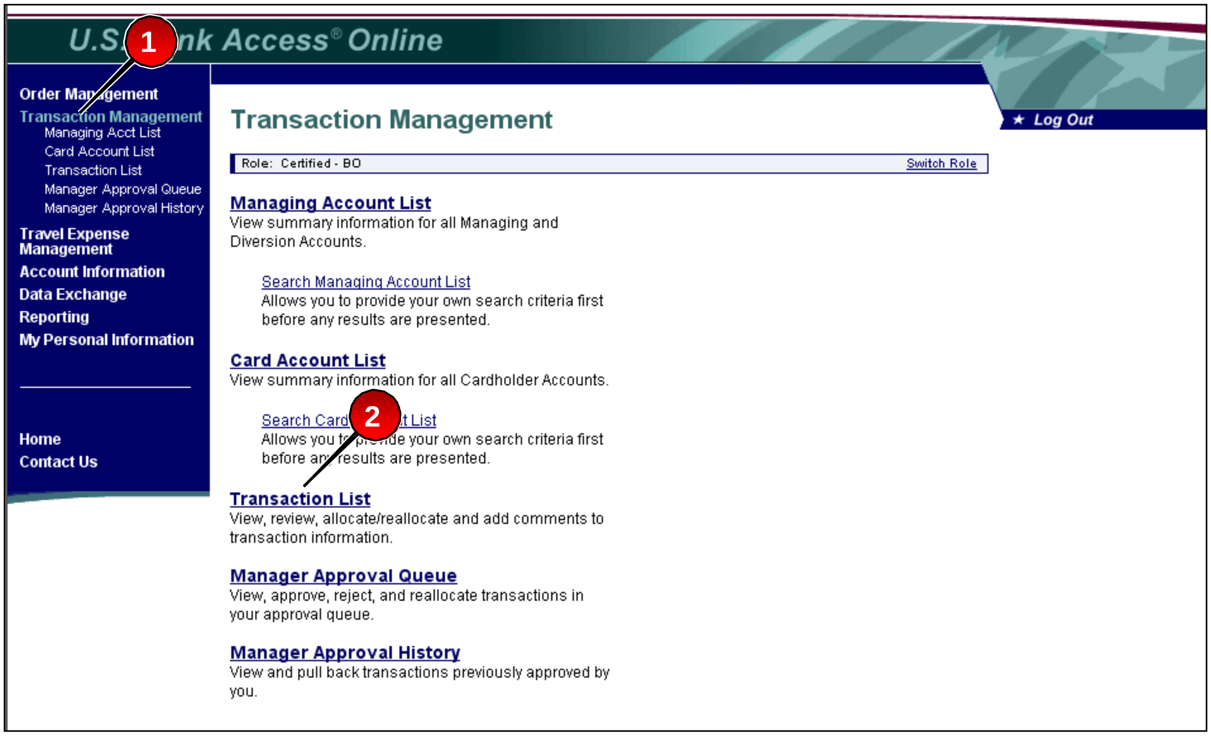
1. Select the **Order Management** high-level task.
2. Click the **Match Multiple Order to Transactions** link.



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.

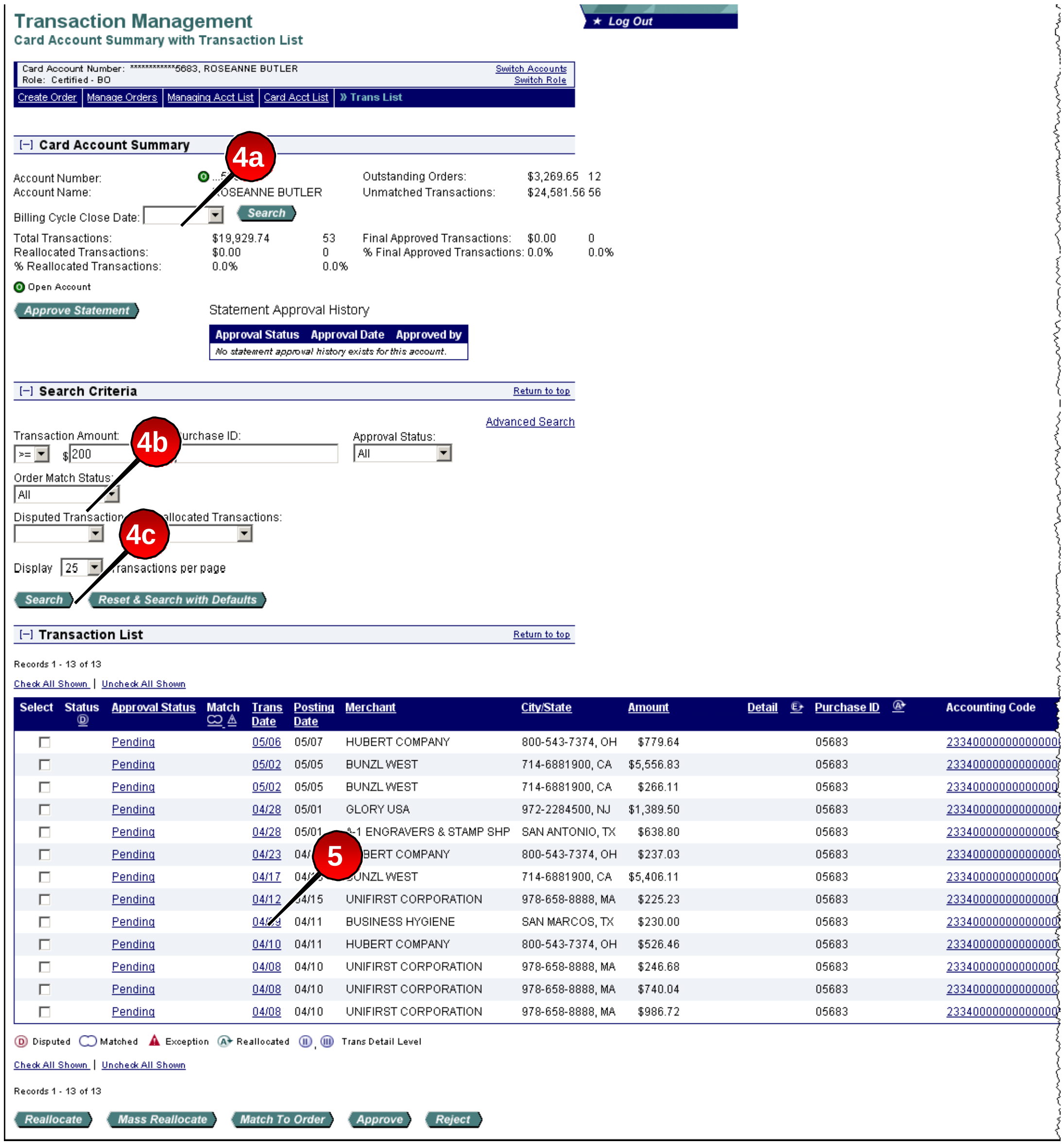
Dispute a Transaction for the Cardholder

You may also need to dispute a transaction on the cardholder's behalf.

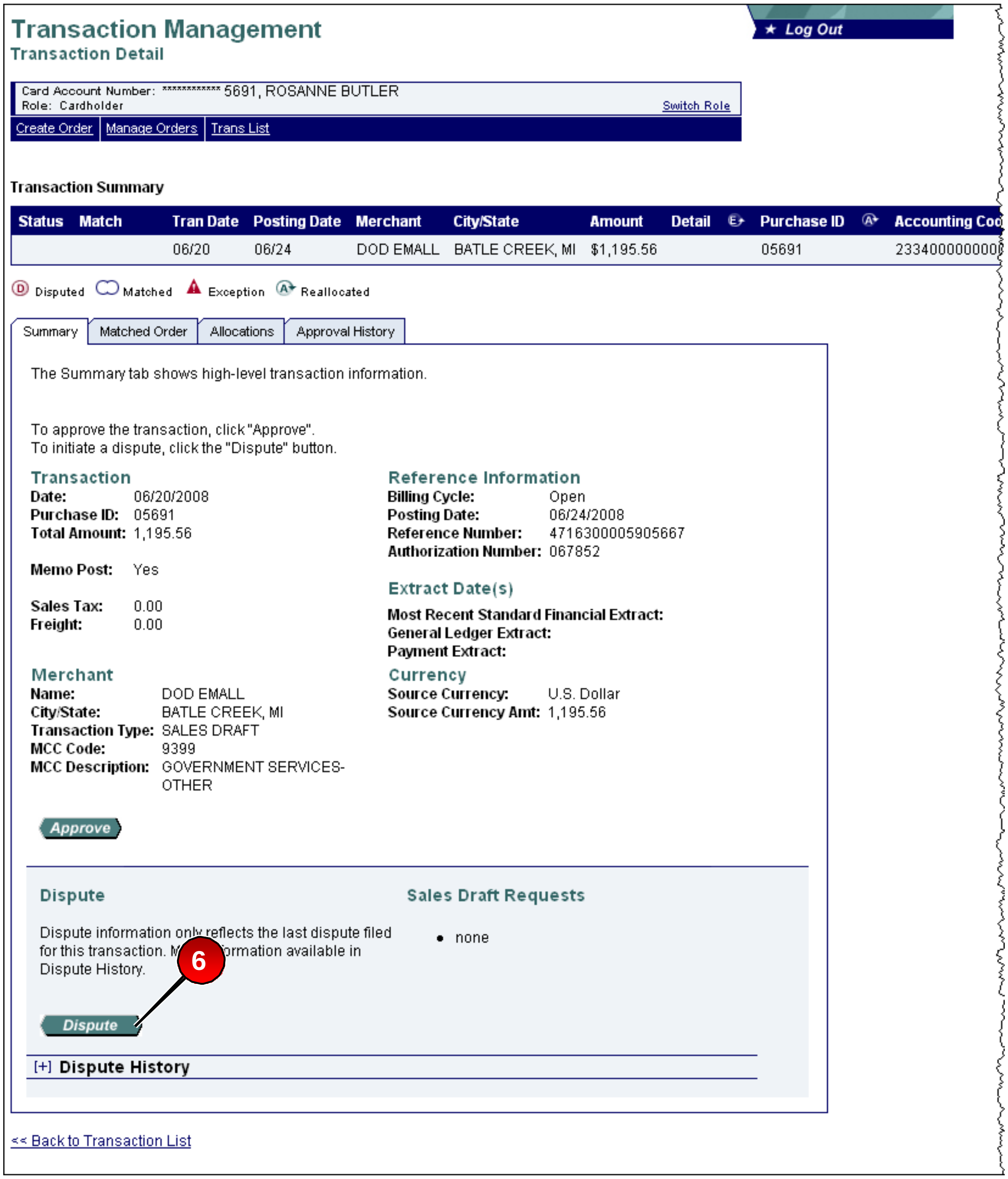


To dispute a transaction:

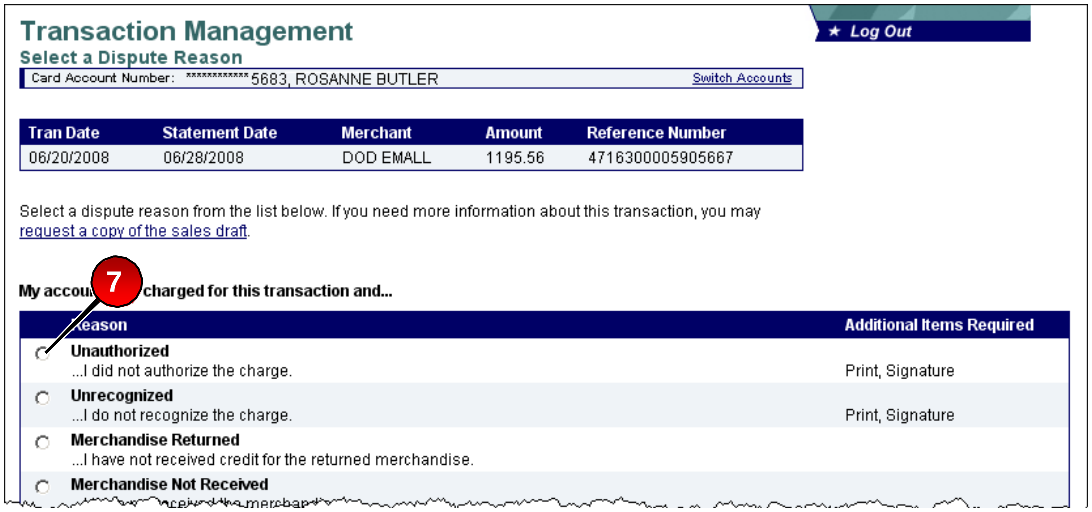
1. Select the **Transaction Management** high-level task.
2. Click the **Transaction List** link.
3. Search and select the cardholder you need to work with, if needed.



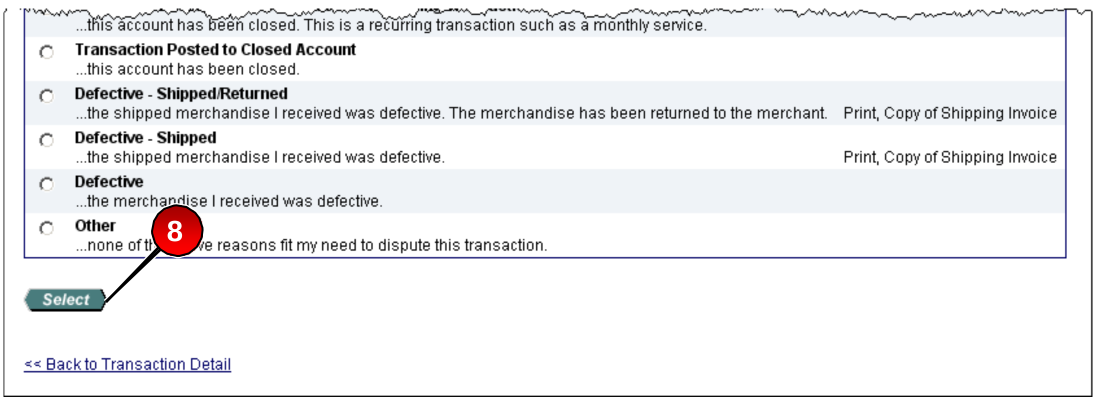
4. Search for the transaction you want to dispute:
   a. Select a cycle date.
   b. Specify search criteria.
   c. Click the **Search** button.
5. Click the date link for the transaction you want to dispute.



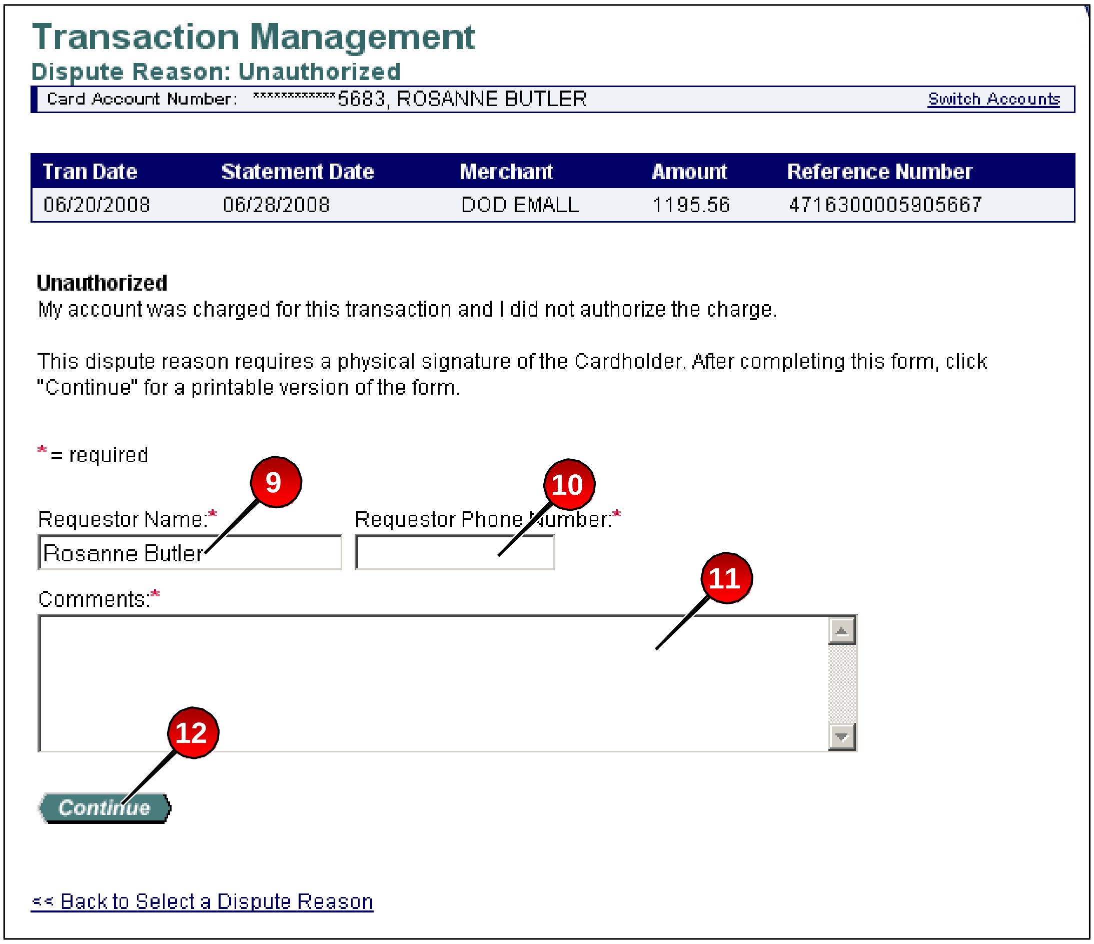
6. Click the **Dispute** button.



7. Select a dispute reason.



8. Click the **Select** button.



9. Type a new requestor name, if needed.

10. Type a phone number.

11. Type comments.

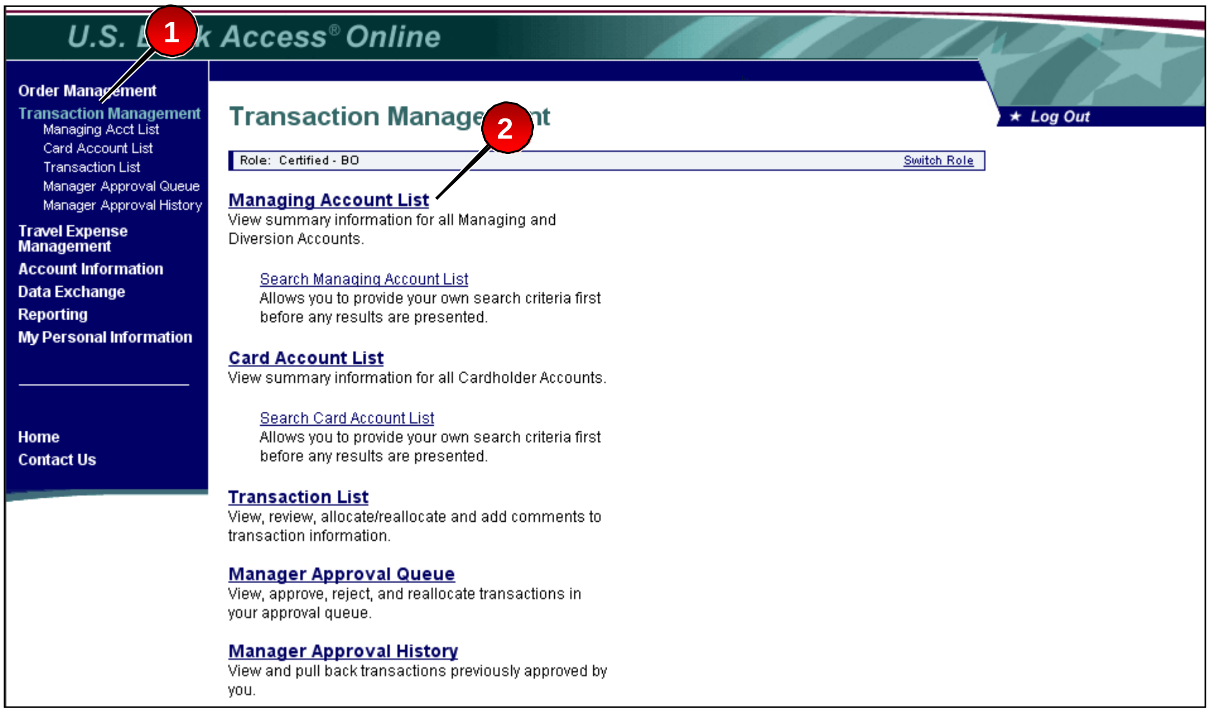
12. Click the **Continue** button. You get a printable version of the dispute. Follow the instructions on the printable form to print, sign and fax or mail the form to U.S. Bank.

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: If you need to perform additional transaction management tasks on behalf of the cardholder, 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.

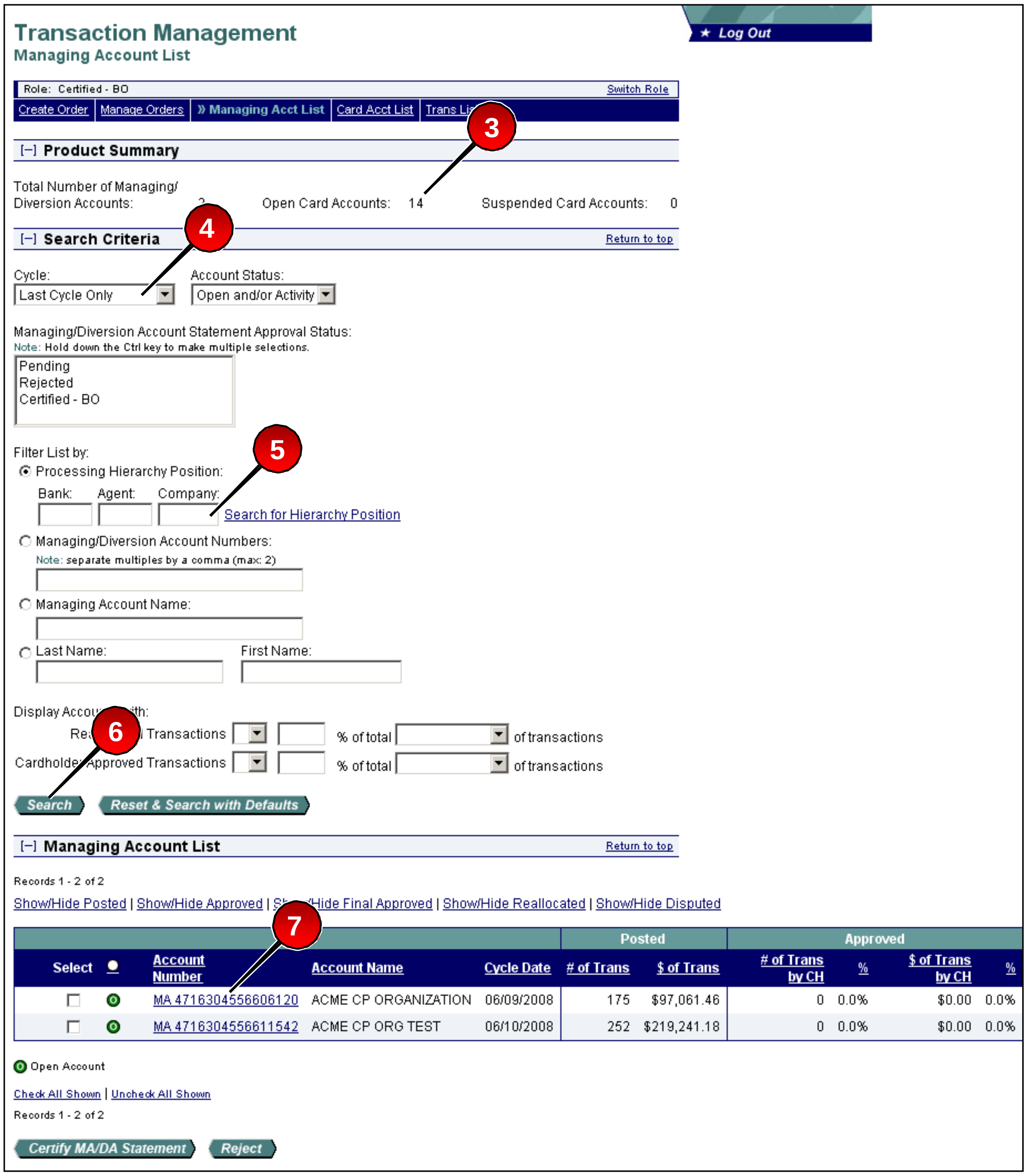
Certify a Managing Account

One of your most important tasks as a Billing Official is to certify a managing account. After cardholders review and approve their transactions and then approve their statements, you need to review each transaction and then final-approve or reject) each transaction. Once you have final-approved all the transactions for all the cardholder accounts in a managing account, then you can certify the managing account.

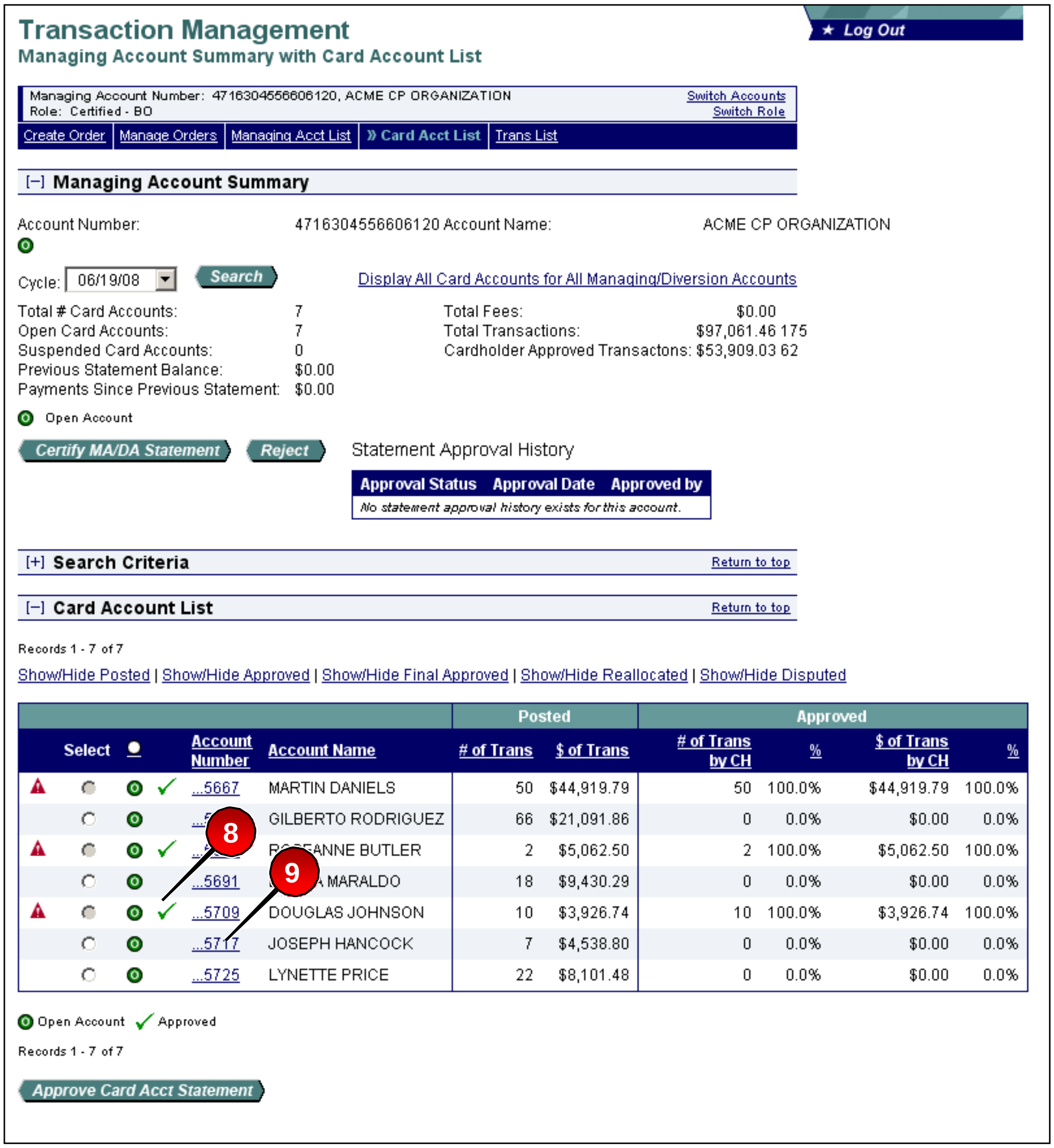


To certify a managing account:

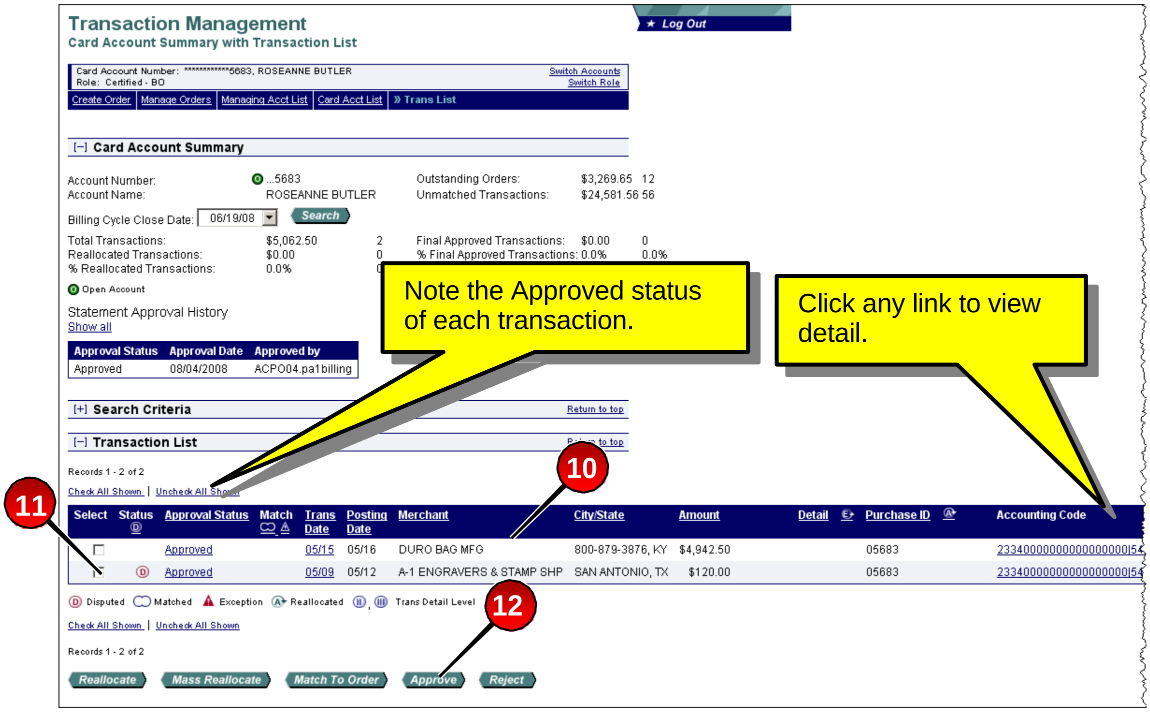
1. Select the **Transaction Management** high-level task.
2. Click the **Managing Account List** link.



3. Note the product summary information.
4. Select a closed cycle to certify.
5. Specify any other search criteria.
6. Click the **Search** button.
7. To review detail, click the account number link.



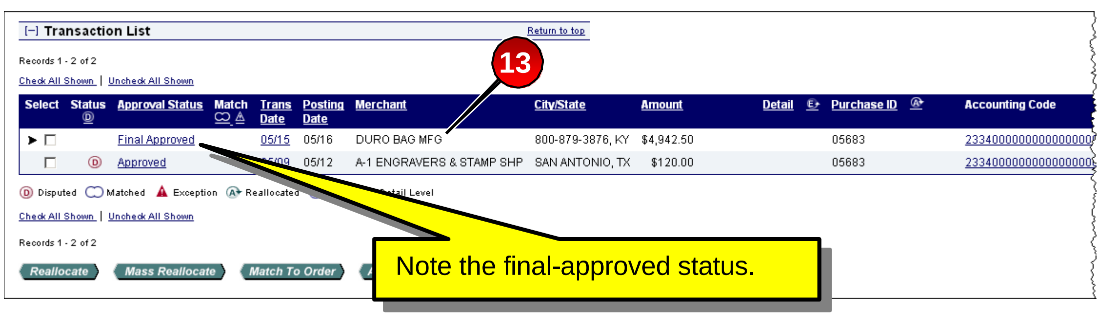
8. Note the green check marks for cardholders who have approved all their transactions and approved their statements.
9. Click an account number link to review and final-approve each transaction.



10. Review a transaction, including the detail, if needed.

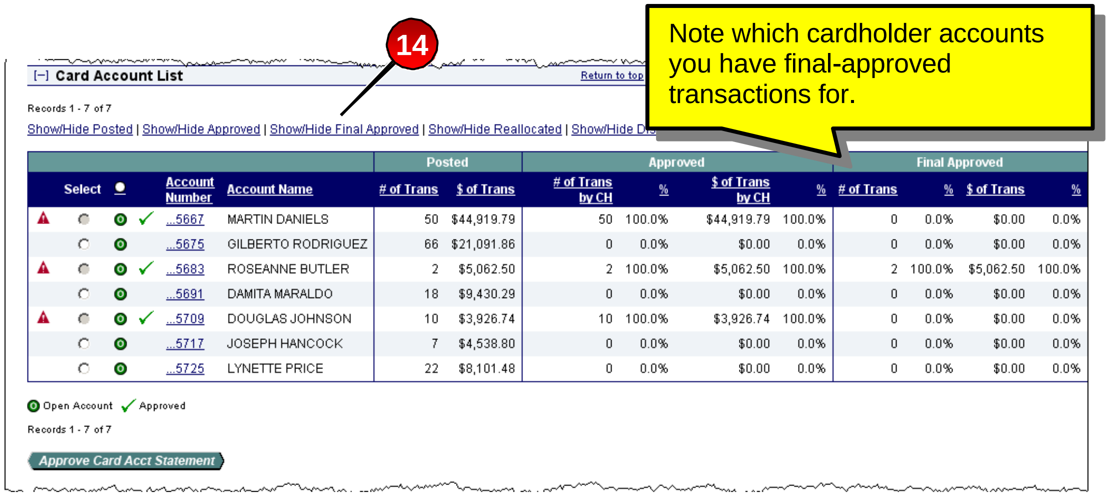
11. Select the transaction.

12. Click the **Approve** button.

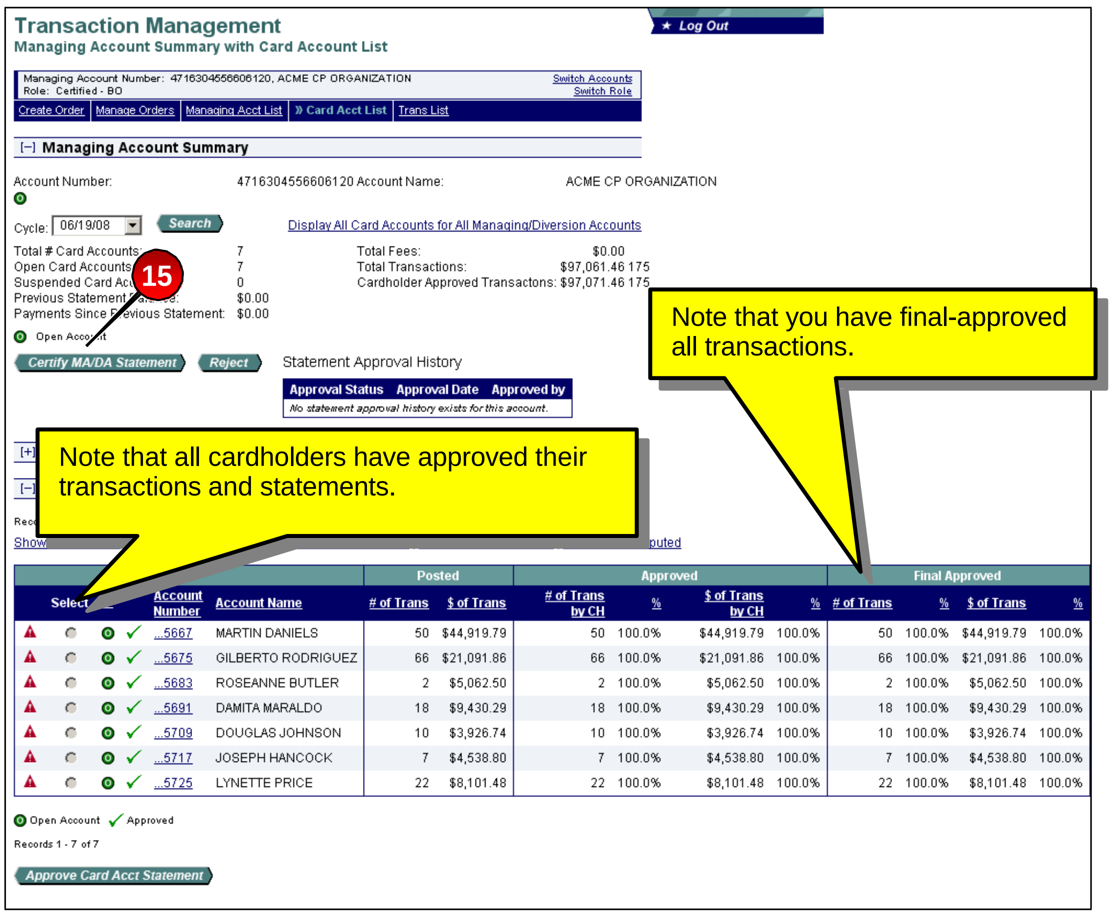


13. Repeat Steps 10–12 for every individual transaction.

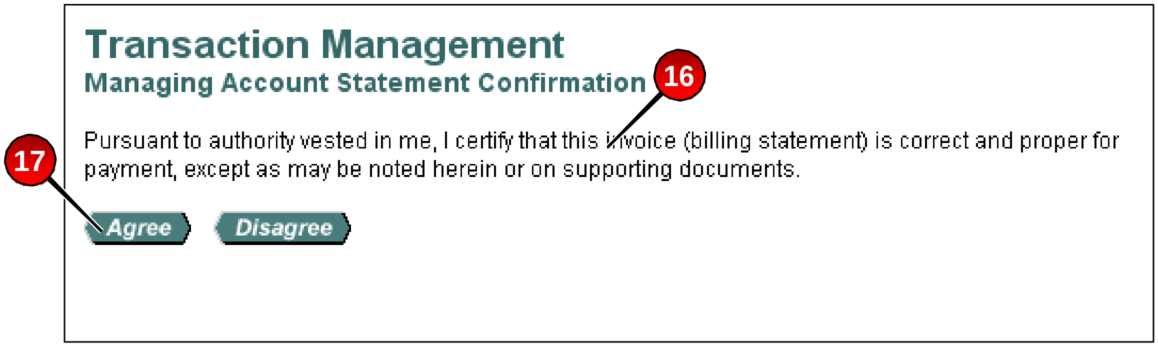
Tip! You must review and approve each transaction separately. You may not use the **Check All Shown** option and then approve. Also, you can reject a transaction by selecting the transaction and clicking the **Reject** button. Specify a reason and let the cardholder know you rejected it the system does not send an e-mail, though the rejected transaction displays in the cardholder list). Wait for the cardholder to fix the transaction and then review the transaction and final-approve the transaction. Refer to the *Access Online: Account Approval Process* user guide and lesson for information.



14. Click the **Show/Hide Final Approved** link to show which you have final-approved.

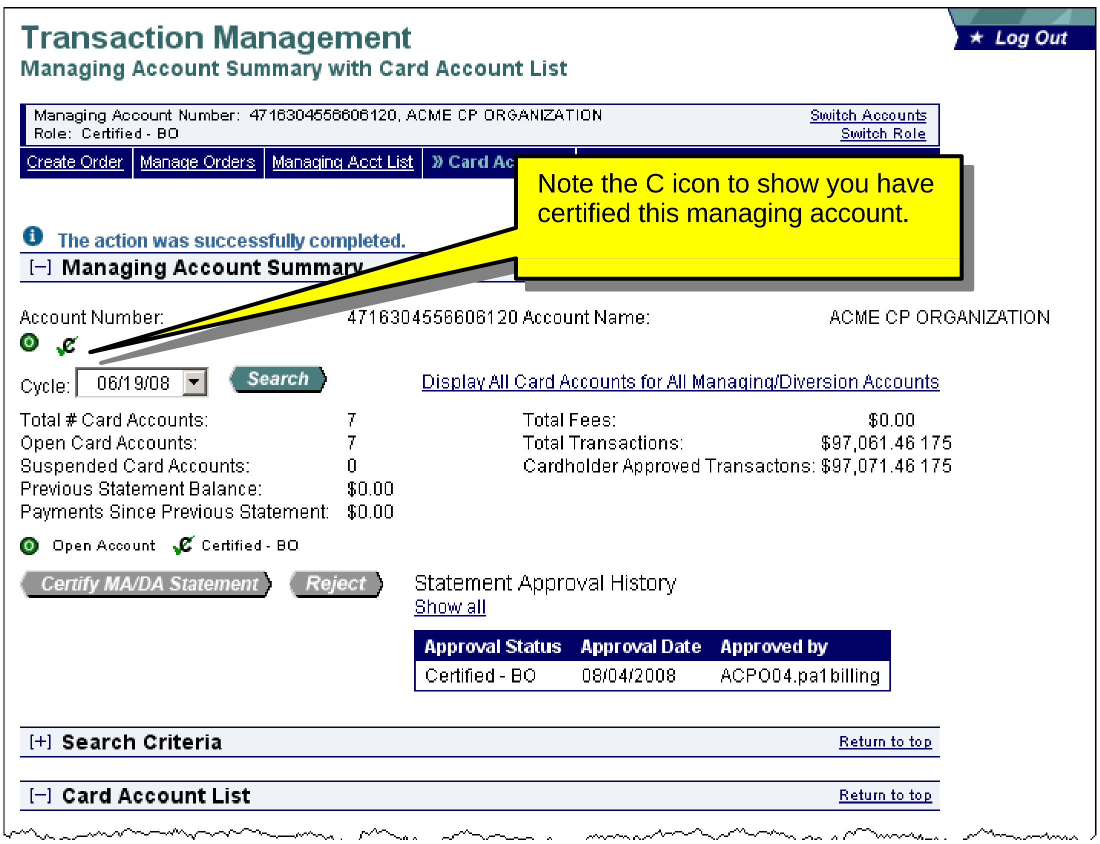


15. When all cardholders have approved all their transactions and statements, and you have final-approved each transaction, then you can click the **Certify MA/DA Statement** button.



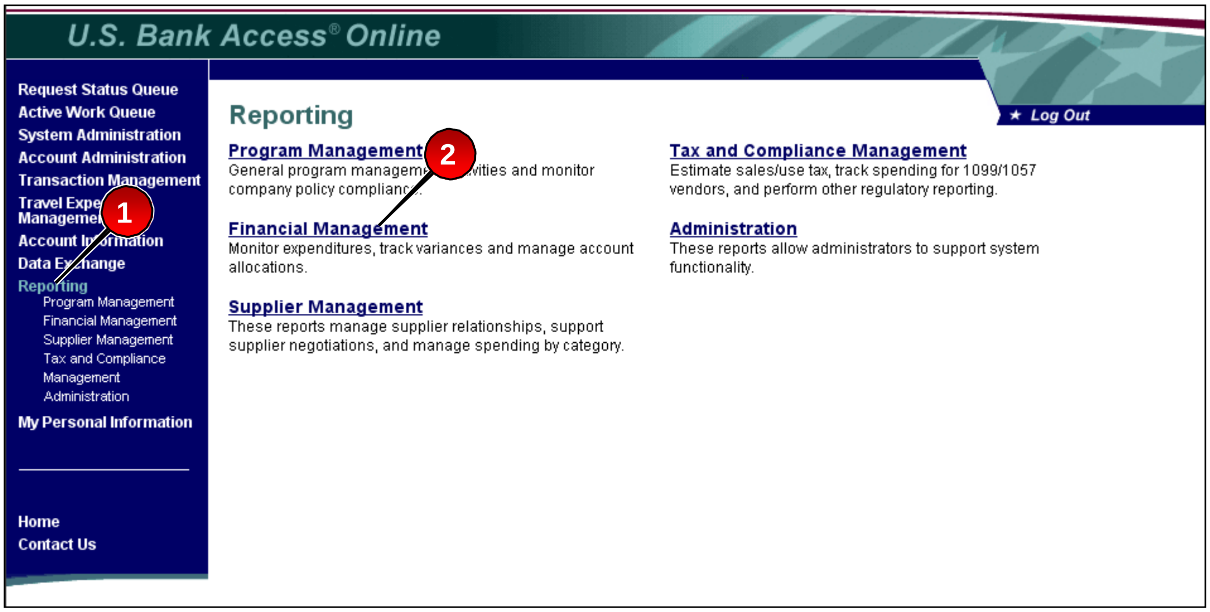
16. Read the statement confirmation text carefully.

17. Click the **Agree** button.



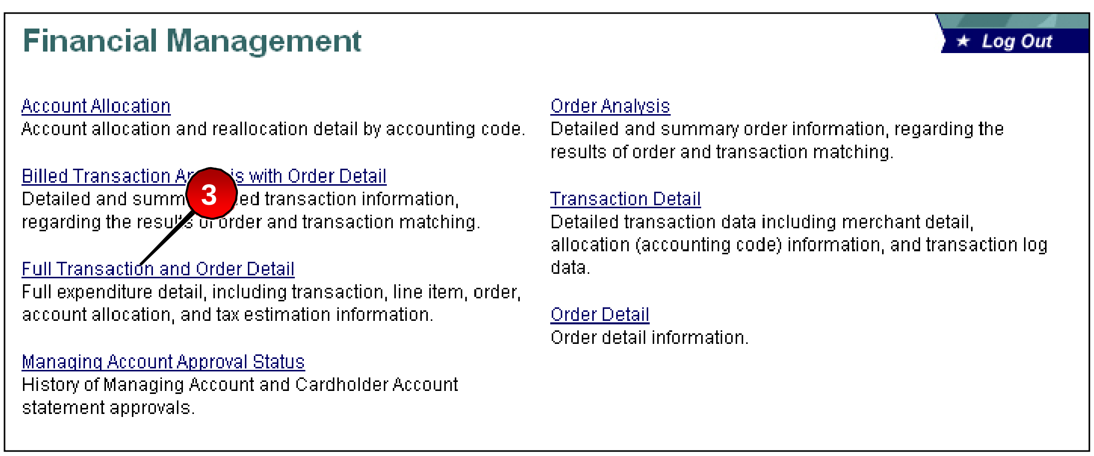
Run a Standard Report

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

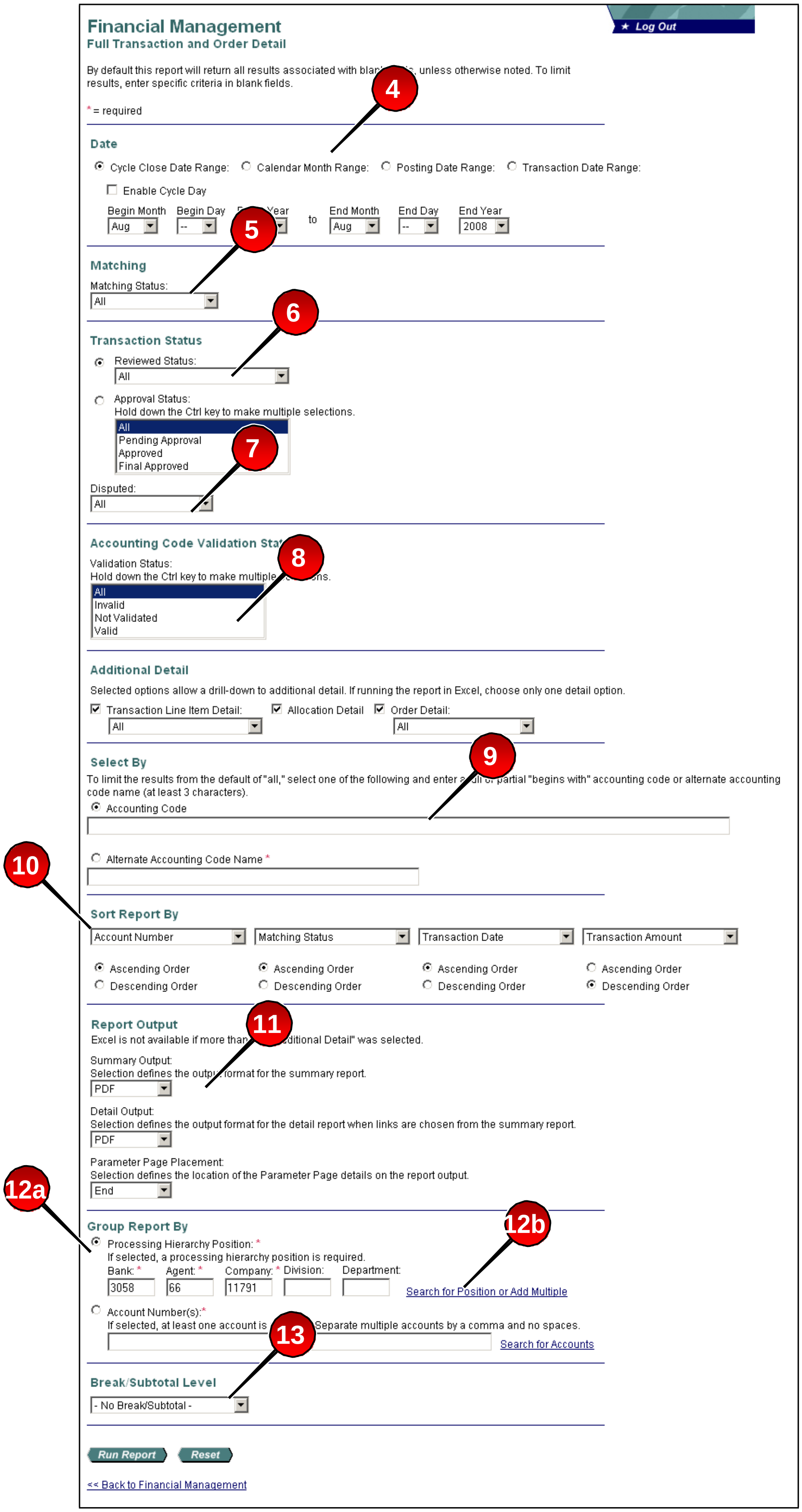


To run a standard report:

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

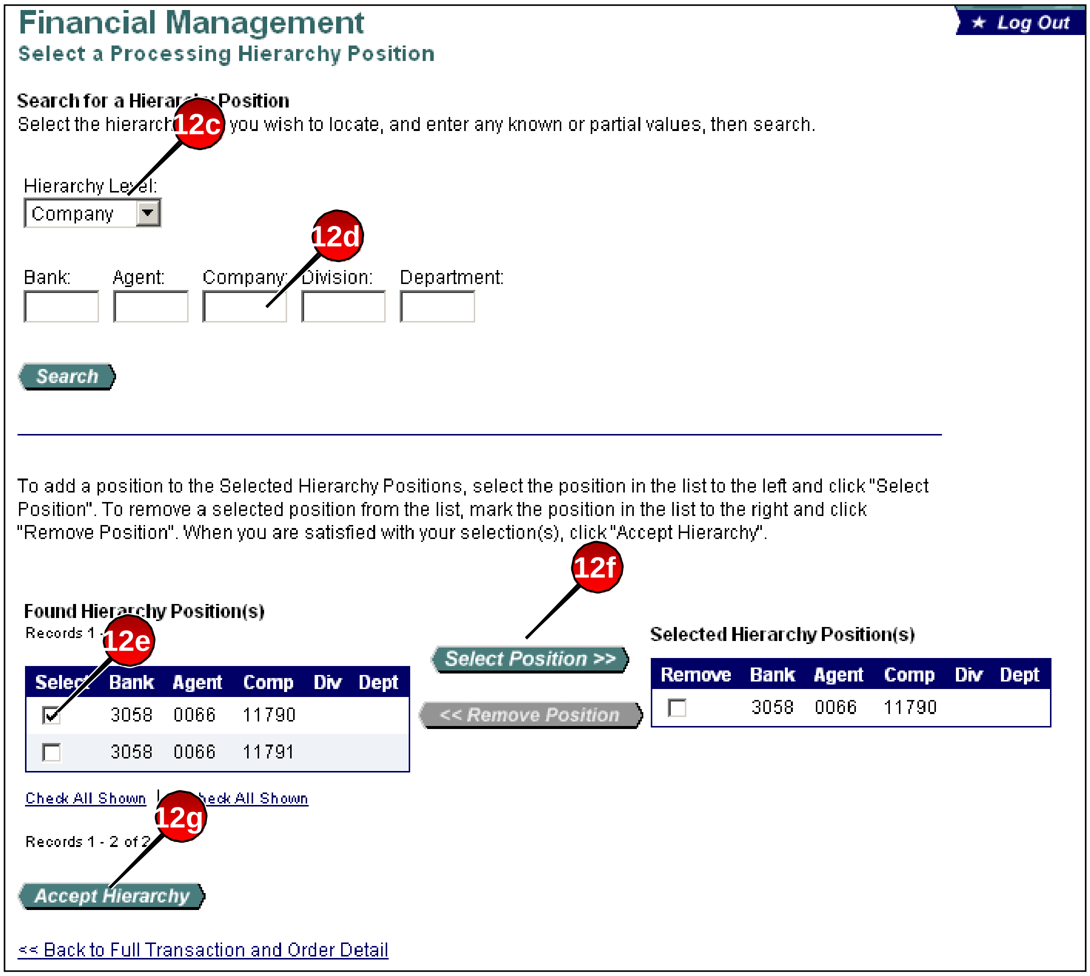


3. Click the report name link. For our example, we click the **Full Transaction and Order Detail** link.



Log Out
Financial Management
Full Transaction and Order 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
Aug
--
Aug
--
2008
Matching
Matching Status:
All
Transaction Status
Reviewed Status:
All
Approval Status:
Hold down the Ctrl key to make multiple selections.
All
Pending Approval
Approved
Final Approved
Disputed:
All
Accounting Code Validation Status
Validation Status:
Hold down the Ctrl key to make multiple selections.
All
Invalid
Not Validated
Valid
Additional Detail
Selected options allow a drill-down to additional detail. If running the report in Excel, choose only one detail option.
Transaction Line Item Detail:
Allocation Detail
Order Detail:
All
All
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 Number
Matching Status
Transaction Date
Transaction Amount
Ascending Order
Descending Order
Report Output
Excel is not available if more than one "Additional Detail" was selected.
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
Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: *
Agent: *
Company: *
Division:
Department:
3058
66
11791
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
<< Back to Financial Management
4
5
6
7
8
9
10
11
12a
12b
13

4. Specify a date range.
5. Select a match status.
6. Specify transaction status settings.
7. Select accounting code validation status.
8. Select which additional detail to include in your report.
9. Specify additional filtering options.
10. 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.
11. Select the report's output.
12. 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.



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.

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

Full Transaction and Order Detail - Summary

Matching Status	Tran Date	Posting Date	Merchant Name	Trans Amt	Sales Tax	Tran Status	Disputed	Trans Detail Ind	Order Detail Ind	Alloc Detail Ind
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 000109			**Purchase ID:** 37660			
Unmatched	04/04/2008	04/05/2008	BACO METAL CENTRES LTD	$ 272.07	$ .00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 040187			**Purchase ID:** 37660			
Unmatched	04/05/2008	04/06/2008	RAYLIAM UK LTD	72.73	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 055407			**Purchase ID:** 37660			
Unmatched	04/05/2008	04/06/2008	ROAD RUNNER MOTOR	30.16	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 054890			**Purchase ID:** 37660			
Unmatched	04/06/2008	04/12/2008	COMMERCIAL COMPONENTS	680.49	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 066872			**Purchase ID:** 37660			
Unmatched	04/06/2008	04/07/2008	HI-TEC SPRAY	381.65	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 026592			**Purchase ID:** 37660			
Unmatched	04/07/2008	04/08/2008	HAMPSHIRE WELDINGPROD	1,797.01	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 056883			**Purchase ID:** 37660			
Unmatched	04/07/2008	04/08/2008	MONKS & CRANE	1,617.61	.00		N	N		Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 023034			**Purchase** [illegible]			
Unmatched	04/07/2008	04/11/2008	BEI	642.00	.00		N	[illegible]	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorizatio** [illegible]			[illegible]			
Unmatched	04/07/2008	04/08/2008	MONKS & CRANE	61.75	[illegible]		[illegible]	[illegible]	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorizatio** [illegible]			[illegible]			
Unmatched	04/08/2008	04/11/2008	BUCKHICKMAN INONE	1,045.57	[illegible]		[illegible]	[illegible]	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization** [illegible]			[illegible]			
Unmatched	04/08/2008	04/11/2008	R&M ELECTRICAL GRO	609.90	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 012891			**Purchase ID:** 37660			
Unmatched	04/08/2008	04/11/2008	SOLENT CASKET CO	533.56	.00		N	N	N	Detail
Name: DOREE MARKS	**Account Number:** ******0005937660		**Reference Number:**	**Authorization Number:** 0000N			**Purchase ID:** 37660			
Unmatched	04/08/2008	04/11/2008	R&M ELECTRICAL GRO	6.16	.00		N	N	N	Detail

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 information on each possible parameter, refer to the *Access Online: Running Standard Reports* user guide. To review a description and sample of each standard report, refer to the *Access Online: Standard Report Samples* user guide.

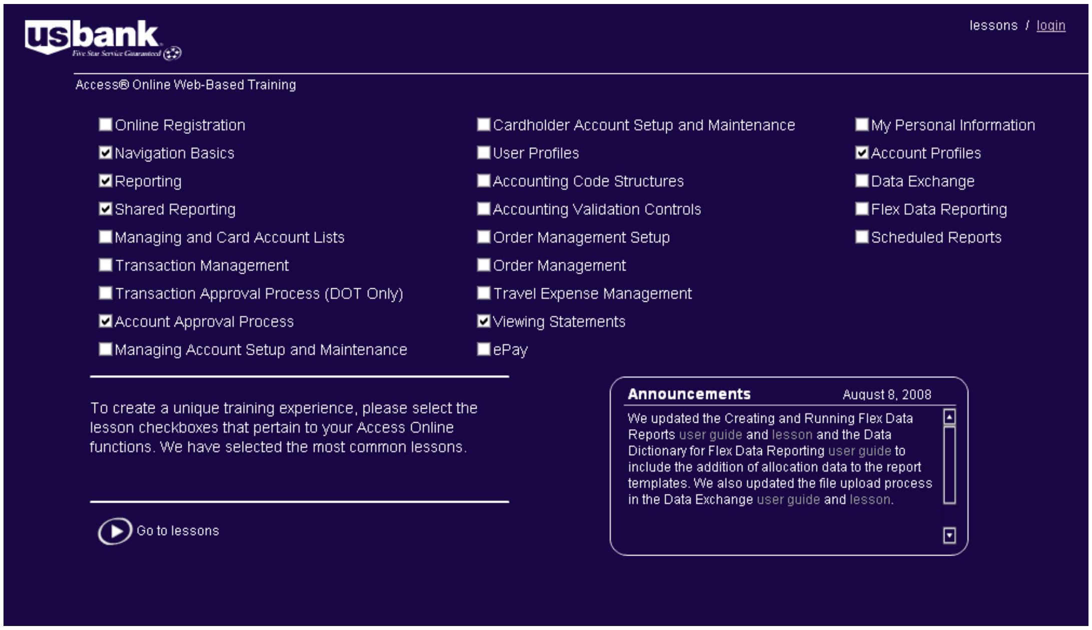
Additional Roles and Tasks

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

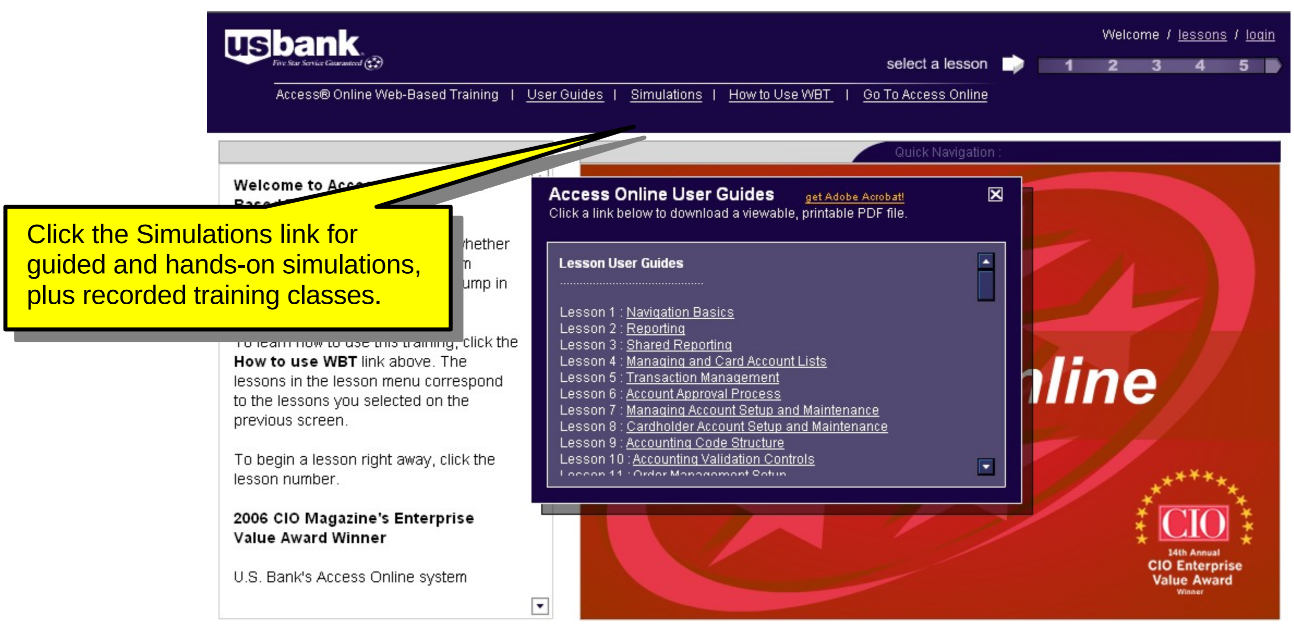
- For A/OPC tasks, including their portion of managing and cardholder account setup and maintenance and accounting validation control creation, refer to the *Access Online: A/OPC* user guide.
- For Resource Manager tasks, including managing account and cardholder account setup, child accounting code validation AVC) setup, and alternate accounting code AAC) setup, refer to the *Access Online: Resource Manager* 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 also log in to the web-based training as a cardholder and review cardholder lessons and training material.

Additional Resources

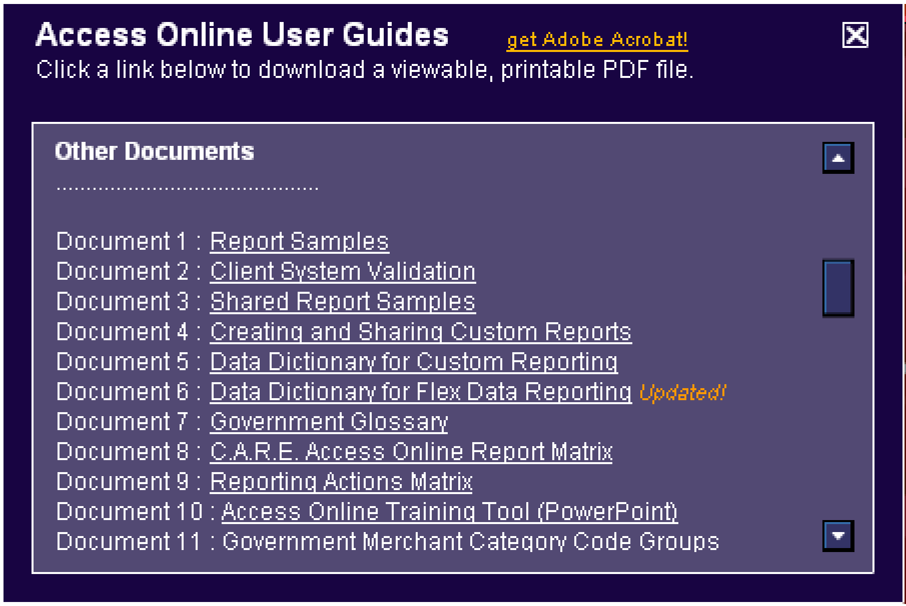
You can easily access topic-specific lessons on the WBT.



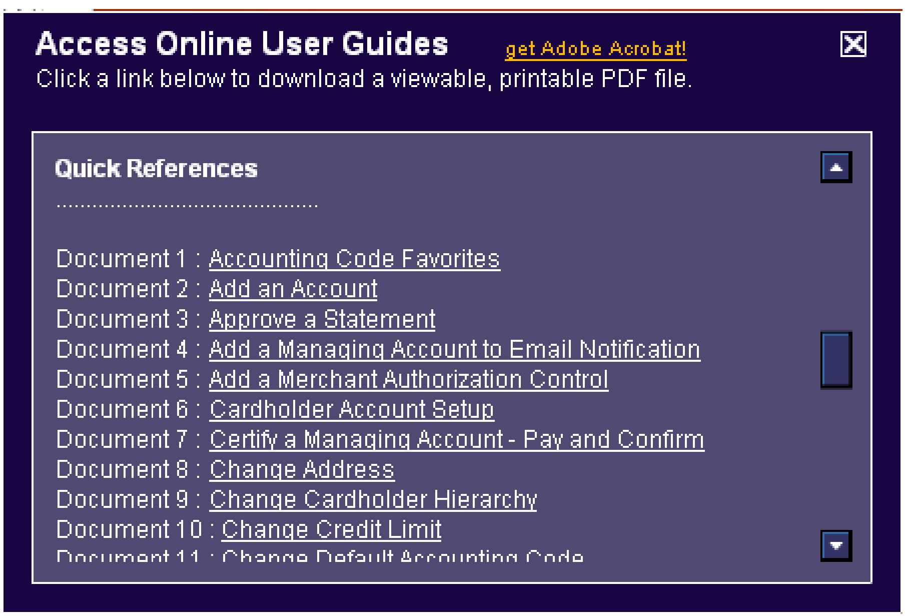
Each lesson provides step-by-step instructions on completing tasks.



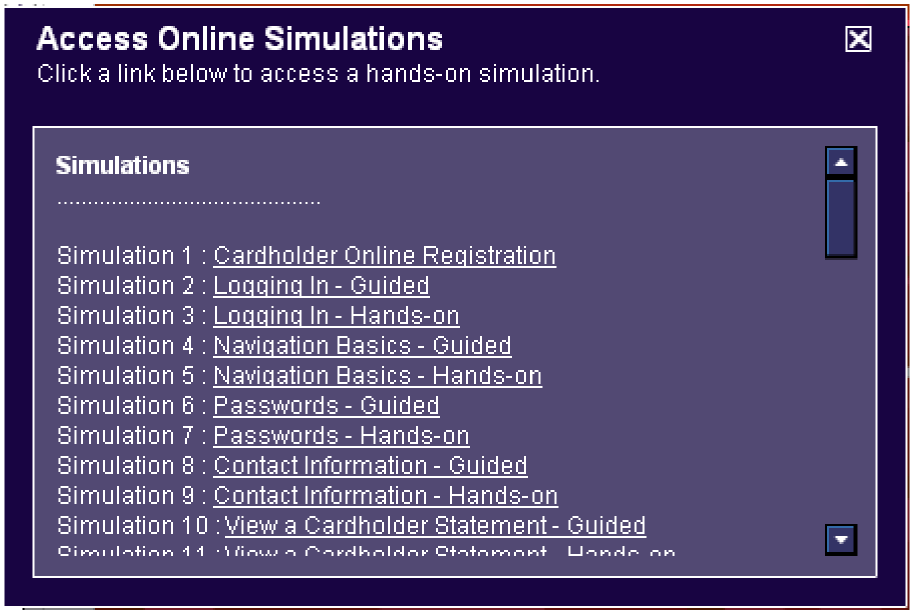
To access the topic-specific user guides with information on each field in the task), click the **User Guide** link and then navigate to the guide you want to read.



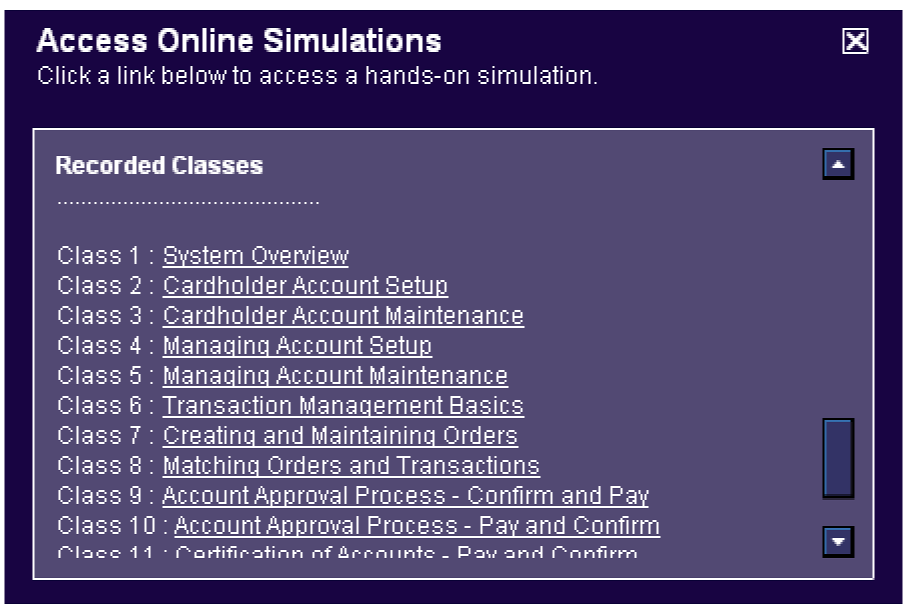
You also have additional documents available to you, including a glossary specifically for our government clients.



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.