

Access Online

Army Billing Official *User Guide*

Version 1.3



All of **us** serving you®



Contents

Introduction.....	3
Confirm and Pay Payment Model	4
Get Started.....	5
Login/Logoff	5
Basic Navigation.....	7
My Personal Information.....	9
View an Account Profile	15
Perform Order Management Tasks for the Cardholder.....	23
Create a Manual Order	23
Modify a Manual Order	30
Use the Match Multiple Function to Match Orders and Transactions.....	33
Dispute a Transaction for the Cardholder	35
Certify a Managing Account	40
Run a Standard Report	46
Additional Roles and Tasks	51
Additional Resources	52

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

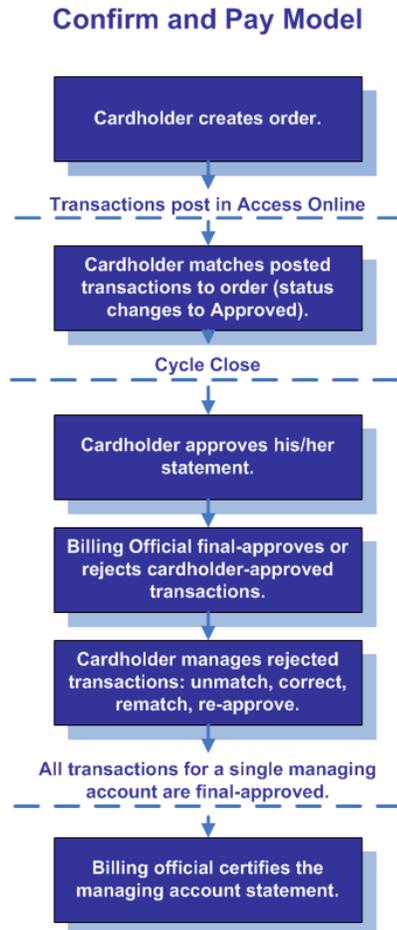
In this user guide, you will learn how to access and complete the key tasks you perform in Access Online. This guide provides you with the basic steps for critical tasks. For field descriptions and additional options, we will give you a cross reference to the comprehensive user guide on a specific topic.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

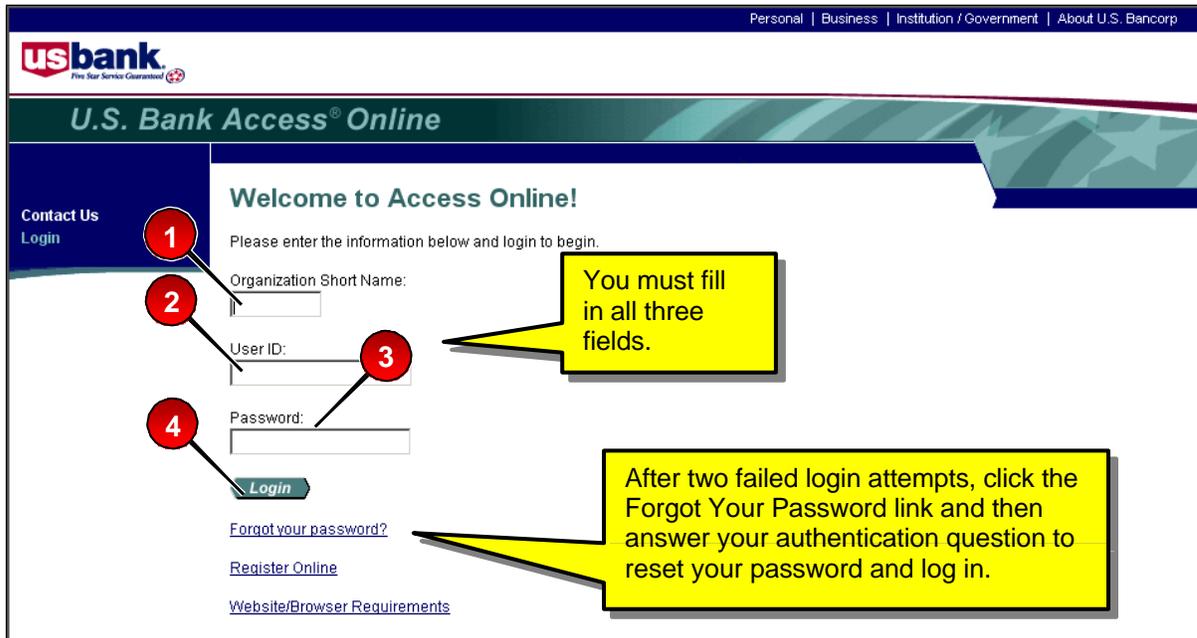
The tasks in this user guide reflect the Army's Confirm and Pay model, as the diagram below shows.



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.

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

usbank
Plus Star Service Guaranteed

ARMY

U.S. Bank Access® Online

5

Order Management
Transaction Management
Travel Expense Management
Account Information
Data Exchange
Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

Welcome!

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

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

When our clients are ready, so is Access Online.

[★ Log Out](#)

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

Basic Navigation

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. The U.S. Bank logo is on the left, and 'ARMY' is on the right. Below the header is a green banner with 'U.S. Bank Access® Online'. A dark blue left-column navigation bar contains links for Order Management, Transaction Management, Travel Expense Management, Account Information, Data Exchange, Reporting, My Personal Information, Home, and Contact Us. The main content area is titled 'Message from U.S. Bank' and includes a 'Log Out' link. A 'Welcome!' message follows, with a paragraph of text. Two yellow callout boxes are overlaid on the page: one pointing to the navigation bar and another pointing to the message area.

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 screenshot displays the U.S. Bank Access Online interface for an Army Billing Official. Key elements are highlighted with callouts:

- U.S. Bank links:** Located in the top navigation bar.
- Client name:** 'ARMY' is displayed in the top right corner.
- Error message:** A red message states: "Required field has been left blank. Please complete."
- Log Out button:** A button labeled "Log Out" is located in the top right of the main content area.
- Left-Column Navigation Bar:** A vertical bar on the left contains various menu items, with "My Personal Information" expanded to show sub-options like "Password", "Contact Information", "Account Access", and "Manage Favorites".
- Back link:** A link labeled "<< Back to Personal Information" is located at the bottom of the page.

The main content area includes a "My Personal Information" section with a "Change Password & Authentication" sub-section. It features a "User ID" field (pa1billing), an "Organization Short Name" (ARMY), and a "Functional Entitlement Group" (BILLING OFFICIAL). Below this is a "Change Password" section with three password input fields and an "Authentication" section with a dropdown menu for "Authentication Question" (set to "Pet's Name") and an "Authentication Response" input field. A "Save" button and a "Back link" are also present.

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. The left navigation bar includes: Order Management, Transaction Management, Travel Expense Management, Account Information, Data Exchange, Reporting, My Personal Information (selected), Password, Contact Information, Account Access, and Manage Favorites. Below this are Home and Contact Us links. The main content area is titled 'My Personal Information' and contains a 'User ID: pa1billi' field. Below the field are four sections: **Password** (Change your system password...), **Contact Information** (Update your user ID contact information...), **Account Access** (View access rights...), and **Manage Accounting Code Favorites** (Add favorites...).

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: pa1admin

Organization Short Name: ARMY
Functional Entitlement Group: BILLING OFFICIAL

* = required

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

Current Password: * 2b

Enter New Password: *

Re-enter New Password: *

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

Authentication Question: Pet's Name 2c

Authentication Response: * teacups

2d Save

[<< Back to Personal Information](#)

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

My Personal Information

User ID: pa3form

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

Contact Information
Update your user ID contact information (name, address, phone no., etc.).
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: pa1admin

Organization Short Name: ARMY
Functional Entitlement Group: BILLING OFFICIAL

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

3b

First Name:* Last Name:* MI:

Jane Doe

Address 1:* Address 2:

500 Chestnut Street Suite 1776

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

Philadelphia PA 19106

Country:*

United States

Phone Number:* Fax Number:

6129730000

Email Address:*

janedoe@army.mil

Other:

3c

Save Reset

[<< Back to Personal Information](#)

Required fields have red asterisks.

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

My Personal Information

User ID: pa3form

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

Contact Information 4a
Update your user ID contact information (name, address, phone no., etc.).

- o [Email Notification](#)

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

- o [Add Accounts](#)

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

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

My Personal Information
Email Notification

User ID: pa3form

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

* = required

Email Address: *
|josesanchez@army.mil

Email Notification

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

All
Successful Download
Unsuccessful Download

Action Pending Travel Expense Report

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

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

Accounts assigned directly to this user id:

Status	Account Number	Account Name	Account Type

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

Remove	Account	Account Name	Account Type

[<< 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: 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 information (name, address, phone no., etc.).

- o [Email Notifications](#)

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: pa1billing

Organization Short Name: ARMY
Functional Entitlement Group: BILLING OFFICIAL

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

[Add Accounts](#)

Product Description	Account Number	Designated User	User ID
---------------------	----------------	-----------------	---------

Hierarchy

Processing Hierarchy

Bank.Agent.Company.Div.Dept	Hierarchy Level
3058.0066.11791	Company
3058.0066.11790	Company

[<< 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. 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.).

- o [Email Notification](#)

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

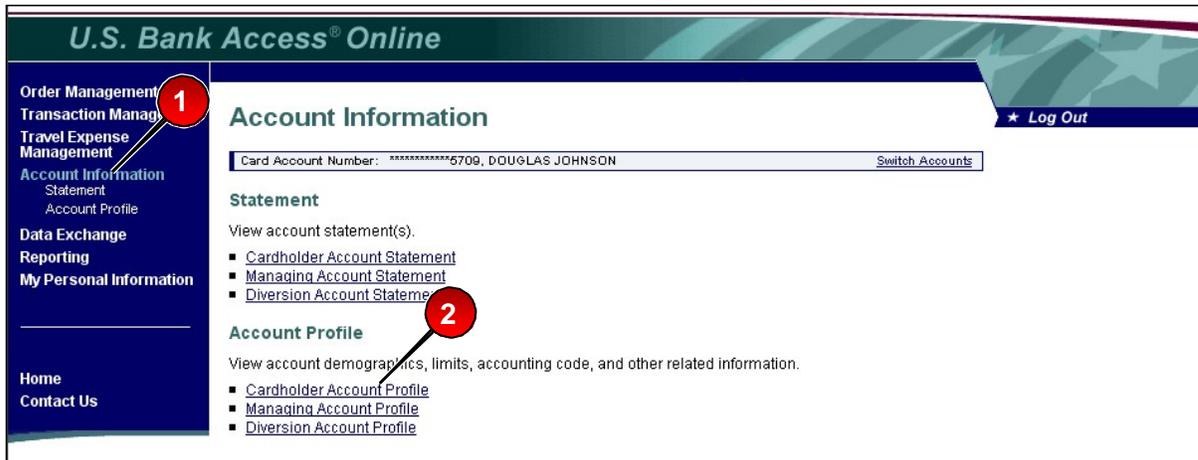
- o [Add Accounts](#)

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

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

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.

Cardholder Account Profile
Account Summary

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

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

[Demographic Information](#)
 View account name, address, and contact information.

[Account Information](#)
 View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

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

[Authorization Limits](#)
 View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

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

Account History

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

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.

Cardholder Account Profile

Demographic Information

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

Name

Name: ROSEANNE BUTLER
Date of Birth:
Identification Number:
Tax Exempt Number:
Optional 1:
Third Line Embossing:

Address

Address 1: 200 SOUTH 6TH STREET STE 200
Address 2: EP-MN-L26C TRAINING
City: MINNEAPOLIS MN 554021403
State/Province: MN
Zip/Postal Code: 55402-1403
Country: United States

Contact Information

Work Phone: 612-973-0000
Home Phone:
Alternate Phone: 000000000000000000
Fax: 999999999
Email Address: RBUTLER@ARMY.MIL

Demographics Comments:



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

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: *****6683, 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.

Cardholder Account Profile

Default Accounting Code

[★ Log Out](#)

Card Account Number: *****5683, ROSEANNE BUTLER [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	
23340000000000000000	11	54544	AFPC33	777777777777	88888888	23	44444444	4	122348	2	333	

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

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

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

Cardholder Account Profile

Authorization Limits

Card Account Number: *****6883, 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 limits 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.

Cardholder Account Profile
Financial History

Card Account Number: *****6683 [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	\$1,500.00	\$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 12 Month History tab contains financial history data for the past 12 months.

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

Cardholder Account Profile
Financial History

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

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

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

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

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

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

Cardholder Account Profile ★ Log Out
Financial History

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

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

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

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

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

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

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

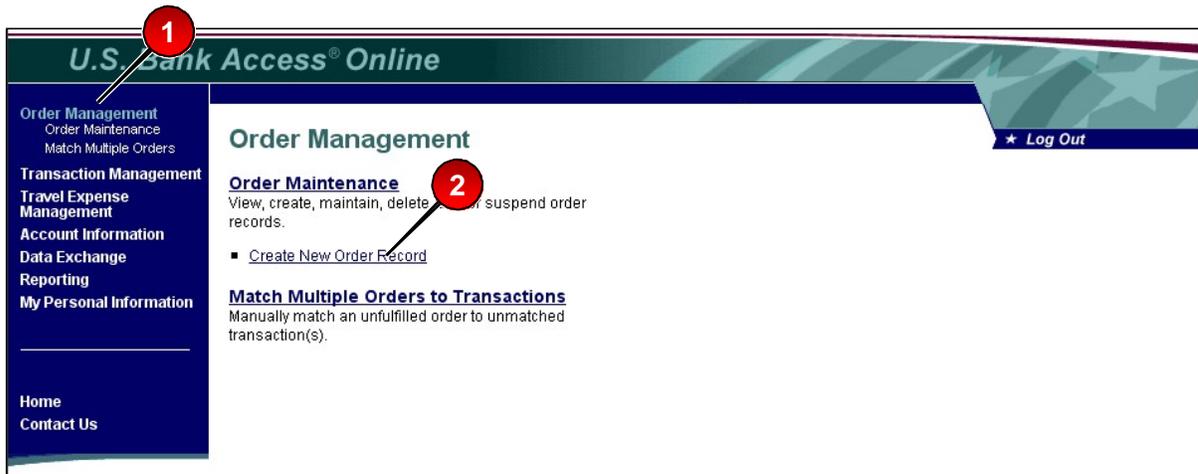
The *7 Year History* tab provides a yes/no indication of the listed events by month/year.

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

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.

Army Billing Official User Guide

Order Maintenance Log Out

Create Order

Client Relationship: United States Army Switch Relationship
 Card Account Number: *****528 ***** DCE Switch Account

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

* = required Create Order from Existing Order

Information Return to Top | Go to Page

General

Control Number: * 0014302634 Date: * Return to Top Creation Date: 09/17/2008

Status: Open Source: J0025 User ID: J0025

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

UD 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 OCONUS 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 Page

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

Remove	Product Code	Item Description	Qty	Line Measure	Unit Cost	Line Item Total	% of Amount
No Line Items have been defined for this Order. Click "Add" to add line items.							
<input type="button" value="Add"/>	1 Line Item(s)						

Allocations Return to Top | Go to Page

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 Amount	Accounting Code - Segment Name (length)
No Allocations exist for this Order. Click the "Add" button to add allocations.			
<input type="button" value="Add"/>	1 Additional Allocation(s)		

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

Comments Return to Top | Go to Page

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 Page

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.

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

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

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

[-] Information 3

General

Control Number: * 0014302834 4 Date: 09/17/2008 Creation Date: 09/17/2008
 Status: Open JDOE25 User ID: Jdoe25
 Business Unit: Invoice #: Document #: Requestor Name: * Transaction Method Code: Authorization Number:

Financials

Credit Order 5

Amount: * 0 6 Tax Amount: 0.00 Freight Amount: 7
 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.

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.

Army Billing Official User Guide

Contingency Operations:

Merchant

Name: * **8**

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:

Other Data:

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

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

8. Type a merchant name.
9. 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	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.							
<input type="button" value="Add"/>	<input type="text"/>	Line Items					

10

[\[-\] 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.

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

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"/>	<input type="text"/>	Copy Machine	1	Each	1000	1000.00	50.00 %
<input type="checkbox"/>	<input type="text"/>	Paper	100	Ream	10	1000.00	50.00 %

11

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

Line Items

Tax:	<input type="text" value="0.00"/>	<input type="text" value="0.00 %"/>
Freight:	<input type="text" value="0.00"/>	<input type="text" value="0.00 %"/>
Total:	<input type="text" value="2000.00"/>	<input type="text" value="100.00 %"/>
Amount Remaining:	<input type="text" value="0.00"/>	<input type="text" value="0.00 %"/>

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

Note the zero percent remaining.

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.

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

This section displays allocations associated to the order 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 the order can be saved. To allocate to additional accounting codes, click the "Add" button.

[Allocate by Line Item](#)

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection	APPROPRIATION (20)	OAC (2)	ASN
			Current Name	Change to:		
<input type="checkbox"/>	\$ 100.00	or 50.00 %	Office Supplies	--Change Current Value--	54540000000000000004 *	87
<input type="checkbox"/>	\$ 100.00	or 50.00 %	Utilities	--Change Current Value--	54540000000000000004 *	16
Unallocated Amount	\$ 0.00	0.00 %				

Check All Shown | Uncheck All Shown

Additional Allocation(s)

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

[-] Comments [Return to top](#)

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

Click this button to set the order to the cardholder's default accounting code.

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.

[+] 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 13

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

The comment field names are custom to your organization.

12. 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](#) [Miscellaneous Account List](#) [Card Account 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 Mex
 City: State: Postal Code:

Ship To

City: State: Postal Code:
 Destination Code: Hazardous Materials: No OCONUS 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 Show](#) | [Uncheck All Show](#)
[Remove](#) Freight: 0.00 0.00 %
[Add](#) Total: 2000.00 100.00 %
Amount Remaining: 0.00 0.00 %

[+] 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 (% (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.

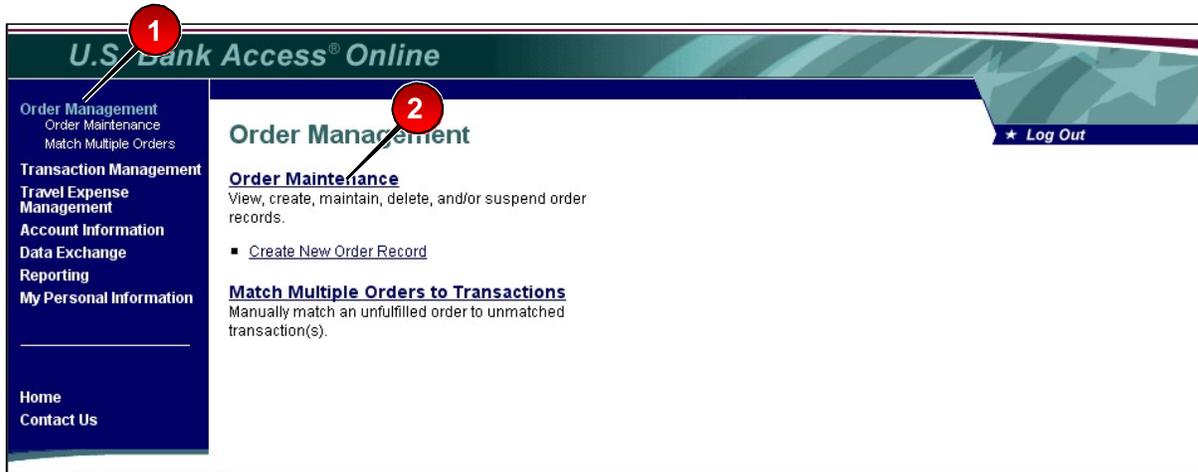
[Expand All](#) [Collapse All](#)
[Save](#)

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

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.

Order Management
★ [Log Out](#)

Search Order List

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

[Create Order](#) | [Manage Orders](#) | [Managing Acct List](#) | [Card Acct List](#) | [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: \$ to \$

Filter Orders by:

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

Account Number: [Search for Accounts](#)
Note: Separate multiple 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 - 1 of 1

Select	Order Date	Order Number	Merchant	Order Amt	# of Line Items	Account Number	Order Source	Receipt Status	Order Status	% Fulfilled	Last Match	Request Status
<input type="checkbox"/>	09/04/2008	ABC123	ABC Office Supply	\$500.00	2	...5683	pa1billing	Open		0.00%		

Order # not unique

Records 1 - 1 of 1

[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
Maintain Order

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

[Create Order](#) [Manage Orders](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

Order Number: ABC123 Order Date: 08/04/2008 Order Status: Open
Order Amount: 500.00 Tax Amount: 0.00 Freight Amount: 0.00
Merchant: ABC Office Supply Usage Code: Order Source: pa1billing
Billed Amount: 0.00 Variance %: 100.00% % Fulfilled: 0.00%
Trans. Matched: 0 Last Match: Receipt Status:

Order # not unique

Order Details **Matched Transactions**

Use the Order Details tab to edit user-entered order data prior to automatic and/or manual matches to transactions. You may also change the order status, for example, to suspend/unsuspend or cancel the order. **6**

* = required **5**
[Expand All](#) [Collapse All](#) [Copy to Create New Order](#)

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

[+] 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](#)

Save Order **Suspend Order From Matching** **Cancel Order**

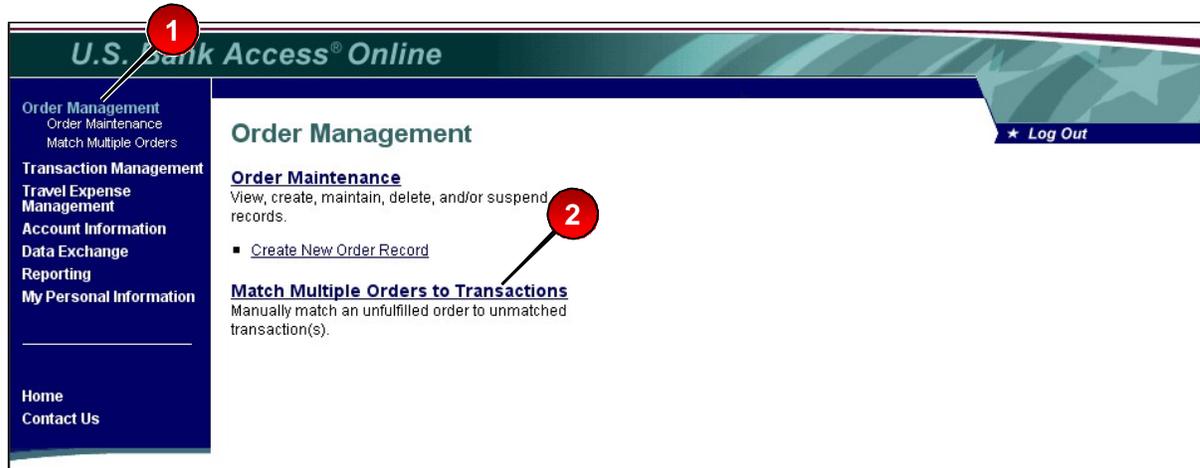
Print Order

<< [Back to Search Order List](#)

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.

Match Multiple Orders To Transactions

★ Log Out

Select Transactions to Match

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

Role: Certified - BD

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.

Date Range - Unfulfilled Orders to Match:

Start Date: to End Date:

m/m/dd/yyyy

Date Range - Unmatched Transactions Available to Match:

Start Date: to End Date:

m/m/dd/yyyy

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="checkbox"/>	05/01/2008	\$266.11	\$266.11	Bunzl	0000106000
<input type="checkbox"/>	05/01/2008	\$779.64	\$779.64	Hubert	0000106001
<input type="checkbox"/>	05/01/2008	\$4.51	\$4.51	DAPS-Western Region	0000106002

Order Not Unique

Unmatched Transactions

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount	Merchant	Purchase ID
<input type="checkbox"/>	05/15	\$4,942.50	DURO BAG MFG	05683
<input type="checkbox"/>	05/06	\$120.00	A-1 ENGRAVERS & STAMP SHP	05683
<input type="checkbox"/>	05/06	\$81.00	AFFORDABLE BLINDS	05683
<input type="checkbox"/>	05/06	\$100.00	IRON AGE CORP	05683
<input type="checkbox"/>	05/06	\$779.64	HUBERT COMPANY	05683
<input type="checkbox"/>	05/06	\$11.28	DAPS - WESTERN REGION	05683
<input type="checkbox"/>	05/06	\$4.51	DAPS - WESTERN REGION	05683
<input type="checkbox"/>	05/02	\$100.00	IRON AGE CORP	05683
<input type="checkbox"/>	05/02	\$266.11	BUNZL WEST	05683
<input type="checkbox"/>	05/02	\$5,556.83	BUNZL WEST	05683
<input type="checkbox"/>	05/01	\$19.12	THE HOME DEPOT 580	05683
<input type="checkbox"/>	05/01	\$193.31	OFFICE DEPOT #2098	05683

Reallocated

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.

U.S. Bank Access Online ★ Log Out

Transaction Management

Role: Certified - BO [Switch Role](#)

Order Management

- Transaction Management**
- Managing Acct List
- Card Account List
- Transaction List
- Manager Approval Queue
- Manager Approval History

Travel Expense Management

Account Information

Data Exchange

Reporting

My Personal Information

[Home](#)

[Contact Us](#)

Managing Account List
View summary information for all Managing and Diversion Accounts.

[Search Managing Account List](#)
Allows you to provide your own search criteria first before any results are presented.

Card Account List
View summary information for all Cardholder Accounts.

[Search Card Account List](#)
Allows you to provide your own search criteria first before any results are presented.

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.

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.

Transaction Management

★ Log Out

Transaction Detail

Card Account Number: ***** 5691, ROSANNE BUTLER
 Role: Cardholder [Switch Role](#)

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

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	↔	Purchase ID	Ⓜ	Accounting Coo
		06/20	06/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56			05691		233400000000

Ⓧ Disputed
 Ⓞ Matched
 ⚠ Exeoption
 ↔ Reallocated

Summary [Matched Order](#) [Allocations](#) [Approval History](#)

The Summary tab shows high-level transaction information.

To approve the transaction, click "Approve".
 To initiate a dispute, click the "Dispute" button.

Transaction

Date: 06/20/2008
Purchase ID: 05691
Total Amount: 1,195.56

Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant

Name: DOD EMALL
City/State: BATLE CREEK, MI
Transaction Type: SALES DRAFT
MCC Code: 9399
MCC Description: GOVERNMENT SERVICES- OTHER

Reference Information

Billing Cycle: Open
Posting Date: 06/24/2008
Reference Number: 4716300005905667
Authorization Number: 067852

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 1,195.56

Approve

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute

[\[+\] Dispute History](#)

Sales Draft Requests

- none

[<< Back to Transaction List](#)

6. Click the **Dispute** button.

Transaction Management

Select a Dispute Reason

Card Account Number: *****5883, ROSANNE BUTLER [Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
06/20/2008	06/28/2008	DOD EMALL	1195.56	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 7 charged for this transaction and...

Reason	Additional Items Required
<input type="radio"/> Unauthorized ...I did not authorize the charge.	Print, Signature
<input 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 did not receive the merchandise.	

[★ Log Out](#)

7. Select a dispute reason.

<input type="radio"/> ...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 8

[<< Back to Transaction Detail](#)

8. Click the **Select** button.

Transaction Management

Dispute Reason: Unauthorized

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

Tran Date	Statement Date	Merchant	Amount	Reference Number
06/20/2008	06/28/2008	DOD EMALL	1195.56	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:* 9

Requestor Phone Number:* 10

Comments:* 11

12

[Continue](#)

[<< Back to Select a Dispute Reason](#)

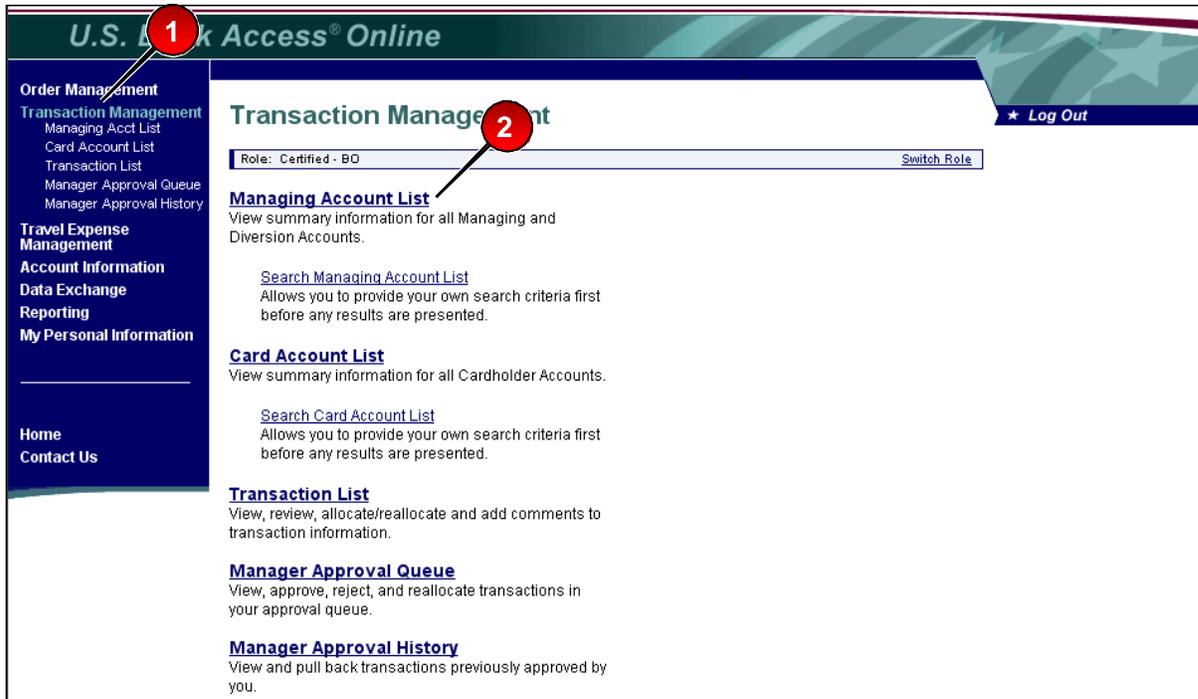
9. Type a new requestor name, if needed.
10. Type a phone number.
11. Type comments.
12. Click the **Continue** button. You get a printable version of the dispute. Follow the instructions on the printable form to print, sign and fax or mail the form to U.S. Bank.

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.

Transaction Management
Managing Account List ★ Log Out

Role: Certified - BO [Switch Role](#)

[Create Order](#) [Manage Orders](#) **» Managing Acct List** [Card Acct List](#) [Trans List](#) 3

[-] Product Summary

Total Number of Managing/ Diversion Accounts: 2 Open Card Accounts: 14 Suspended Card Accounts: 0

[-] Search Criteria [Return to top](#) 4

Cycle: Account Status:

Managing/Diversion Account Statement Approval Status:
Note: Hold down the Ctrl key to make multiple selections.

Pending
 Rejected
 Certified - BO

Filter List by:

Processing Hierarchy Position: 5

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

Managing/Diversion Account Numbers:
Note: separate multiples by a comma (max: 2)

Managing Account Name:

Last Name: First Name:

Display Accounts with:

Re: Transactions % of total of transactions

Cardholder Approved Transactions % of total of transactions

[-] Managing Account List [Return to top](#)

Records 1 - 2 of 2

[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	Cycle Date	Posted		Approved			
				# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input type="checkbox"/>	MA 4716304556606120	ACME CP ORGANIZATION	06/09/2008	175	\$97,061.46	0	0.0%	\$0.00	0.0%
<input type="checkbox"/>	MA 4716304556611542	ACME CP ORG TEST	06/10/2008	252	\$219,241.18	0	0.0%	\$0.00	0.0%

Open Account

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

Records 1 - 2 of 2

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.

Transaction Management

★ Log Out

Managing Account Summary with Card Account List

Managing Account Number: 4716304556606120, ACME CP ORGANIZATION
Switch Accounts

Role: Certified - BO
Switch Role

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

[-] Managing Account Summary

Account Number: 4716304556606120 Account Name: ACME CP ORGANIZATION

Search
[Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts:	7	Total Fees:	\$0.00
Open Card Accounts:	7	Total Transactions:	\$97,061.46 175
Suspended Card Accounts:	0	Cardholder Approved Transacts:	\$53,909.03 62
Previous Statement Balance:	\$0.00		
Payments Since Previous Statement:	\$0.00		

Certify MA/DA Statement
Reject
Statement Approval History

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

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

[-] Card Account List [Return to top](#)

Records 1 - 7 of 7

[Show/Hide Posted](#) |
 [Show/Hide Approved](#) |
 [Show/Hide Final Approved](#) |
 [Show/Hide Reallocated](#) |
 [Show/Hide Disputed](#)

				Posted		Approved			
Select	Account Number	Account Name	# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%	
	...5667	MARTIN DANIELS	50	\$44,919.79	50	100.0%	\$44,919.79	100.0%	
<input type="radio"/>	...5668	GILBERTO RODRIGUEZ	66	\$21,091.86	0	0.0%	\$0.00	0.0%	
	...5669	ROSANNE BUTLER	2	\$5,062.50	2	100.0%	\$5,062.50	100.0%	
<input type="radio"/>	...5691	A MARALDO	18	\$9,430.29	0	0.0%	\$0.00	0.0%	
	...5709	DOUGLAS JOHNSON	10	\$3,926.74	10	100.0%	\$3,926.74	100.0%	
<input type="radio"/>	...5717	JOSEPH HANCOCK	7	\$4,538.80	0	0.0%	\$0.00	0.0%	
<input type="radio"/>	...5725	LYNETTE PRICE	22	\$8,101.48	0	0.0%	\$0.00	0.0%	

Approve Card Acct Statement

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.

Transaction Management ★ Log Out

Card Account Summary with Transaction List

Card Account Number: *****6883, ROSEANNE BUTLER Switch Account
 Role: Certified - BO Switch Role

[Create Order](#) [Manage Orders](#) [Managing Acct List](#) [Card Acct List](#) [Trams List](#)

Card Account Summary

Account Number: ..5683 Outstanding Orders: \$3,269.65 12
 Account Name: ROSEANNE BUTLER Unmatched Transactions: \$24,581.56 56

Billing Cycle Close Date: 06/19/08 [Search](#)

Total Transactions: \$5,062.50 2 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 0.0%

Open Account
 Statement Approval History
[Show all](#)

Approval Status	Approval Date	Approved by
Approved	06/04/2008	ACPO04.pa1billing

Transaction List

Records 1 - 2 of 2
[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	05/15	05/16	DURO BAG MFG	800-879-3876, KY	\$4,942.50	05683	23340000000000000000			
<input checked="" type="checkbox"/>	Approved	05/09	05/12	A-1 ENGRAVERS & STAMP SHP	SAN ANTONIO, TX	\$120.00	05683	23340000000000000000			

Disputed Matched Exception Reallocated Trans Detail Level

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

Records 1 - 2 of 2

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

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

11. Select the transaction.

12. Click the **Approve** button.

Transaction List Return to top

Records 1 - 2 of 2
[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 checked="" type="checkbox"/>	Final Approved	05/15	05/16	DURO BAG MFG	800-879-3876, KY	\$4,942.50	05683	23340000000000000000			
<input type="checkbox"/>	Approved	05/09	05/12	A-1 ENGRAVERS & STAMP SHP	SAN ANTONIO, TX	\$120.00	05683	23340000000000000000			

Disputed Matched Exception Reallocated Trans Detail Level

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

Records 1 - 2 of 2

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

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

Note which cardholder accounts you have final-approved transactions for.

[-] Card Account List Return to top

Records 1 - 7 of 7
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide D...](#)

Select	Account Number	Account Name	Posted		Approved				Final Approved			
			# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%	# of Trans	%	\$ of Trans	%
▲	5667	MARTIN DANIELS	50	\$44,919.79	50	100.0%	\$44,919.79	100.0%	0	0.0%	\$0.00	0.0%
▲	5675	GILBERTO RODRIGUEZ	66	\$21,091.86	0	0.0%	\$0.00	0.0%	0	0.0%	\$0.00	0.0%
▲	5683	ROSEANNE BUTLER	2	\$5,062.50	2	100.0%	\$5,062.50	100.0%	2	100.0%	\$5,062.50	100.0%
▲	5691	DAMITA MARALDO	18	\$9,430.29	0	0.0%	\$0.00	0.0%	0	0.0%	\$0.00	0.0%
▲	5709	DOUGLAS JOHNSON	10	\$3,926.74	10	100.0%	\$3,926.74	100.0%	0	0.0%	\$0.00	0.0%
▲	5717	JOSEPH HANCOCK	7	\$4,538.80	0	0.0%	\$0.00	0.0%	0	0.0%	\$0.00	0.0%
▲	5725	LYNETTE PRICE	22	\$8,101.48	0	0.0%	\$0.00	0.0%	0	0.0%	\$0.00	0.0%

Open Account Approved
 Records 1 - 7 of 7
[Approve Card Acct Statement](#)

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

★ Log Out

Transaction Management
 Managing Account Summary with Card Account List

Managing Account Number: 4716304556608120, ACME CP ORGANIZATION [Switch Accounts](#)
 Role: Certified - BO [Switch Role](#)

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

[-] **Managing Account Summary**

Account Number: 4716304556608120 Account Name: ACME CP ORGANIZATION

Cycle: 06/19/08 [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts: 7	Total Fees: \$0.00
Open Card Accounts: 7	Total Transactions: \$97,061,46,175
Suspended Card Acct: 0	Cardholder Approved Transactions: \$97,071,46,175
Previous Statement Balance: \$0.00	
Payments Since Previous Statement: \$0.00	

Open Account
[Certify MA/DA Statement](#) Statement Approval History

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

Note that you have final-approved all transactions.

Note that all cardholders have approved their transactions and statements.

Select	Account Number	Account Name	Posted		Approved				Final Approved			
			# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%	# of Trans	%	\$ of Trans	%
▲	5667	MARTIN DANIELS	50	\$44,919.79	50	100.0%	\$44,919.79	100.0%	50	100.0%	\$44,919.79	100.0%
▲	5675	GILBERTO RODRIGUEZ	66	\$21,091.86	66	100.0%	\$21,091.86	100.0%	66	100.0%	\$21,091.86	100.0%
▲	5683	ROSEANNE BUTLER	2	\$5,062.50	2	100.0%	\$5,062.50	100.0%	2	100.0%	\$5,062.50	100.0%
▲	5691	DAMITA MARALDO	18	\$9,430.29	18	100.0%	\$9,430.29	100.0%	18	100.0%	\$9,430.29	100.0%
▲	5709	DOUGLAS JOHNSON	10	\$3,926.74	10	100.0%	\$3,926.74	100.0%	10	100.0%	\$3,926.74	100.0%
▲	5717	JOSEPH HANCOCK	7	\$4,538.80	7	100.0%	\$4,538.80	100.0%	7	100.0%	\$4,538.80	100.0%
▲	5725	LYNETTE PRICE	22	\$8,101.48	22	100.0%	\$8,101.48	100.0%	22	100.0%	\$8,101.48	100.0%

Open Account Approved
 Records 1 - 7 of 7
[Approve Card Acct Statement](#)

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.

Transaction Management Managing Account Statement Confirmation

16

Pursuant to authority vested in me, I certify that this invoice (billing statement) is correct and proper for payment, except as may be noted herein or on supporting documents.

17

Agree **Disagree**

- 16. Read the statement confirmation text carefully.
- 17. Click the **Agree** button.

Transaction Management
★ Log Out

Managing Account Summary with Card Account List

Managing Account Number: 4716304556606120, ACME CP ORGANIZATION
[Switch Accounts](#)

Role: Certified - BO
[Switch Role](#)

[Create Order](#)
[Manage Orders](#)
[Managing Acct List](#)
[Card Ac](#)

Note the C icon to show you have certified this managing account.

i The action was successfully completed.

(-) Managing Account Summary

Account Number: 4716304556606120
Account Name: ACME CP ORGANIZATION

C ✓
[Display All Card Accounts for All Managing/Diversion Accounts](#)

Cycle: 06/19/08 [Search](#)

Total # Card Accounts: 7
Total Fees: \$0.00

Open Card Accounts: 7
Total Transactions: \$97,061.46 175

Suspended Card Accounts: 0
Cardholder Approved Transactons: \$97,071.46 175

Previous Statement Balance: \$0.00

Payments Since Previous Statement: \$0.00

C Open Account
✓ Certified - BO

[Certify MA/DA Statement](#)
[Reject](#)

Statement Approval History
[Show all](#)

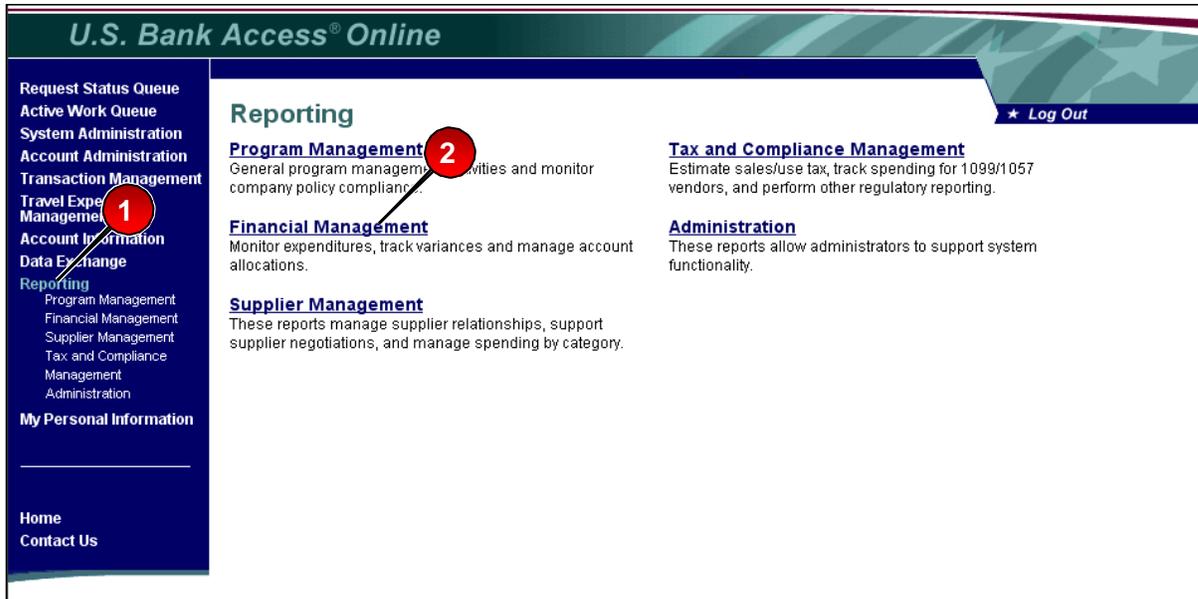
Approval Status	Approval Date	Approved by
Certified - BO	08/04/2008	ACPO04.pa1billing

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

(-) Card Account List
[Return to top](#)

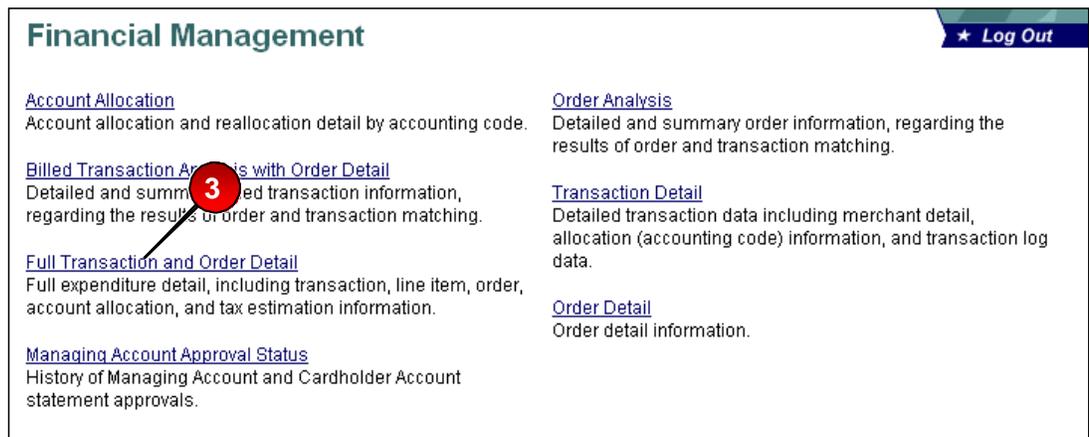
Run a Standard Report

You have a full range of 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.

Financial Management
★ Log Out

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: [Aug] Begin Day: [--] Year: [2008] to End Month: [Aug] End Day: [--] End Year: [2008]

Matching

Matching Status: [All]

Transaction Status

Reviewed Status: [All]

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

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: [All]
 Allocation Detail
 Order Detail: [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: [All] Matching Status: [All] Transaction Date: [All] Transaction Amount: [All]

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

Report Output

Excel is not available if more than "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: [3058] Agent: [66] Company: [11791] Division: [] Department: [] [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 -]

[<< Back to Financial Management](#)

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.

Financial Management ★ Log Out

Select a Processing Hierarchy Position

Search for a Hierarchy Position
 Select the hierarchy **12c** you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Bank: Agent: Company: **12d** Division: Department:

Search

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position". To remove a selected position from the list, mark the position in the list to the right and click "Remove Position". When you are satisfied with your selection(s), click "Accept Hierarchy".

Found Hierarchy Position(s)
 Records 1 - 2 of 2

Select	Bank	Agent	Comp	Div	Dept
<input checked="" type="checkbox"/>	3058	0066	11790		
<input type="checkbox"/>	3058	0066	11791		

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

Records 1 - 2 of 2

12e **12f**

Selected Hierarchy Position(s)

Remove	Bank	Agent	Comp	Div	Dept
<input type="checkbox"/>	3058	0066	11790		

12g

Accept Hierarchy

[<< Back to Full Transaction and Order Detail](#)

- 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.

Army Billing Official User Guide

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 Unmatched	04/04/2008	04/05/2008	BACO METAL CENTRES LTD	\$ 272.07	\$.00	000109		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/05/2008	04/06/2008	RAYLIAM UK LTD	72.73	.00	040187		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/05/2008	04/06/2008	ROAD RUNNER MOTOR	30.16	.00	055407		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/06/2008	04/12/2008	COMMERCIAL COMPONENTS	680.49	.00	054890		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/06/2008	04/07/2008	HI-TEC SPRAY	381.65	.00	066872		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/07/2008	04/08/2008	HAMP SHIRE WELDINGPROD	1,797.01	.00	026592		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/07/2008	04/08/2008	MONKS & CRANE	1,617.61	.00	056883		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/07/2008	04/11/2008	BEI	642.00	.00	023034		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/07/2008	04/08/2008	MONKS & CRANE	61.75	.00	056883		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/08/2008	04/11/2008	BUCKHICKMAN INONE	1,045.57	.00	056883		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/08/2008	04/11/2008	R&M ELECTRICAL GRO	609.90	.00	056883		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/08/2008	04/11/2008	SOLENT CASKET CO	533.56	.00	012891		Purchase ID: 37660 N N	N	Detail
Name: DOREE MARKS Unmatched	04/08/2008	04/11/2008	R&M ELECTRICAL GRO	6.16	.00	0000N		Purchase ID: 37660 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.

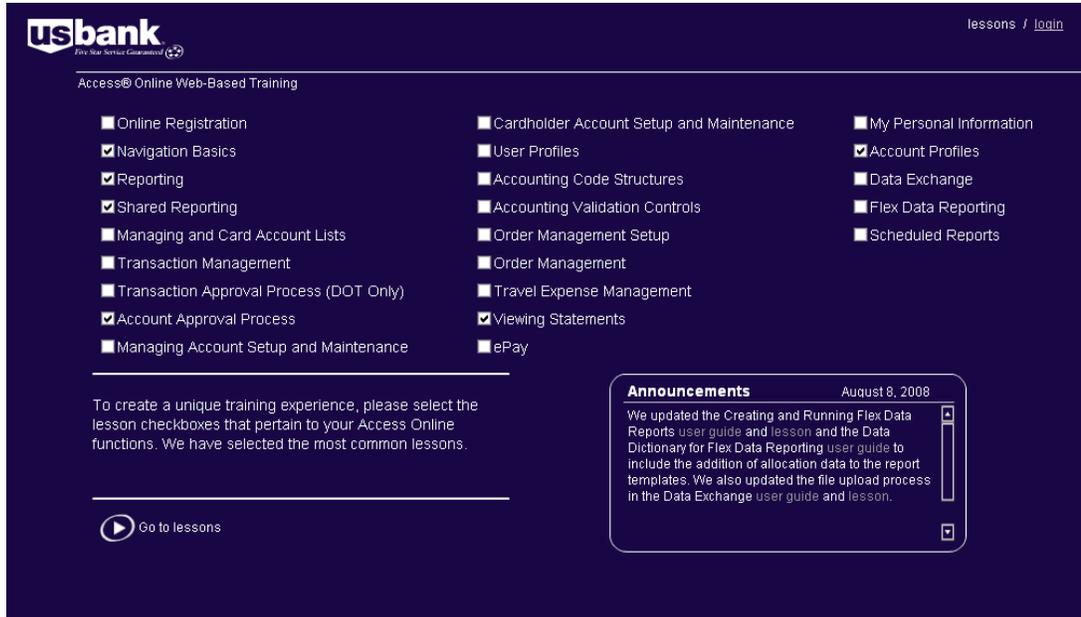
Additional Roles and Tasks

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

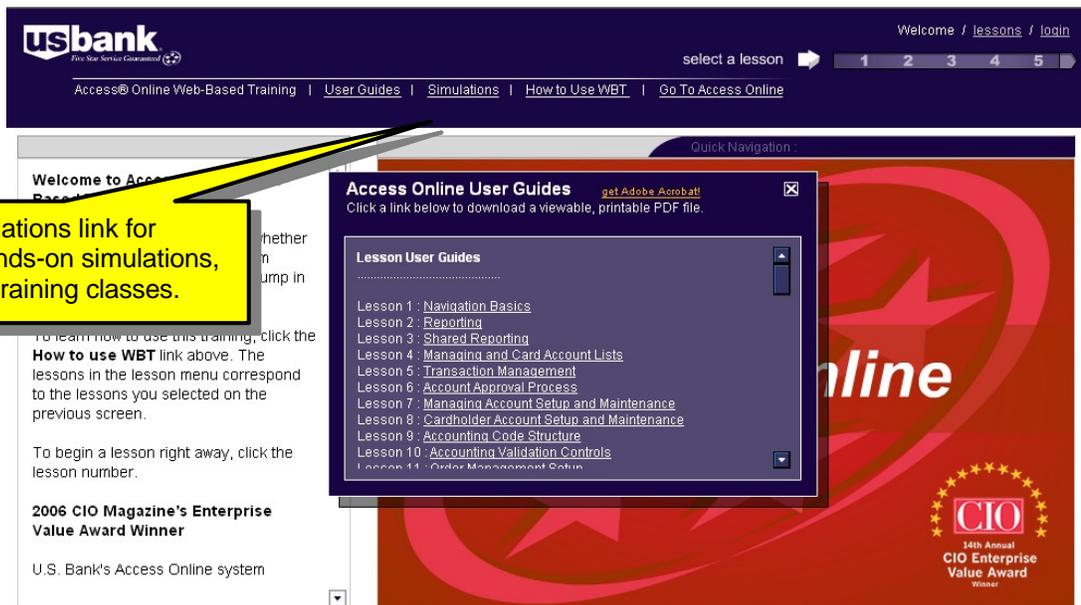
- For A/OPC tasks, including their portion of managing and cardholder account setup and maintenance and accounting validation control creation, refer to the *Access Online: A/OPC* user guide.
- For Resource Manager tasks, including managing account and cardholder account setup, child accounting code 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

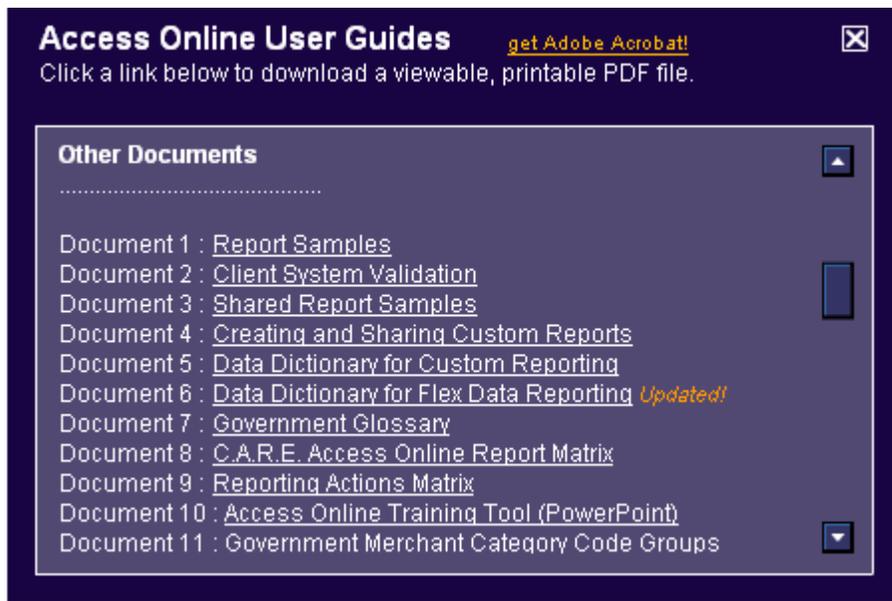
You can easily access topic-specific lessons on the WBT.



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.



Access Online User Guides [get Adobe Acrobat!](#) ✕

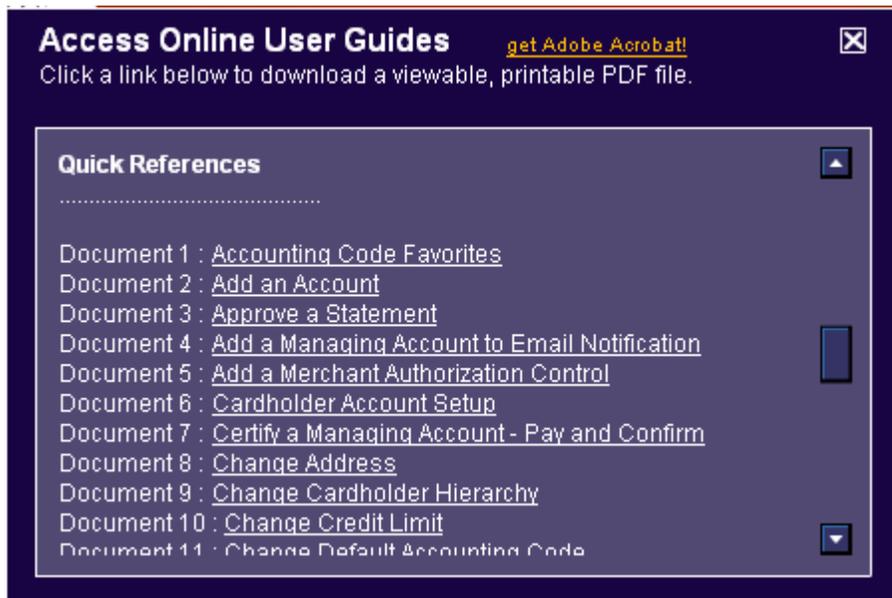
Click a link below to download a viewable, printable PDF file.

Other Documents

.....

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

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



Access Online User Guides [get Adobe Acrobat!](#) ✕

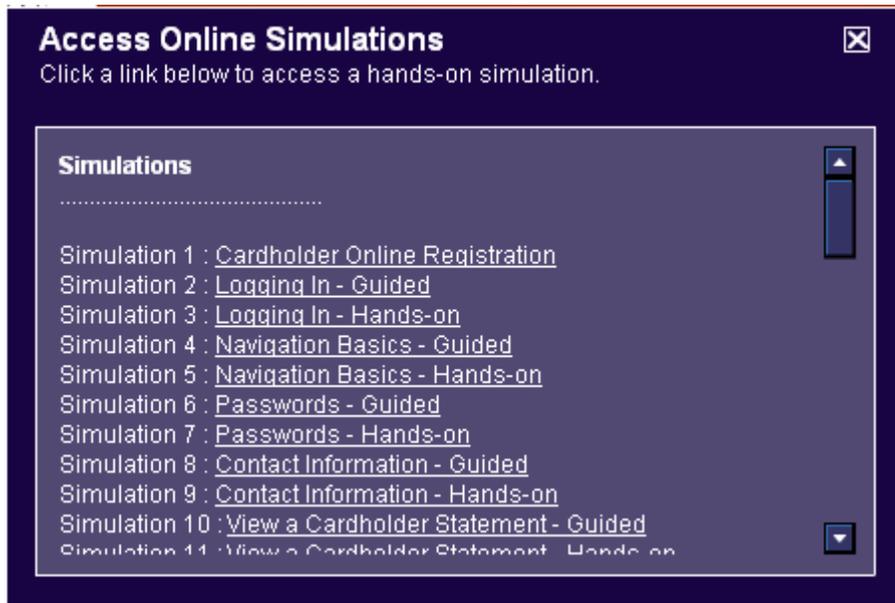
Click a link below to download a viewable, printable PDF file.

Quick References

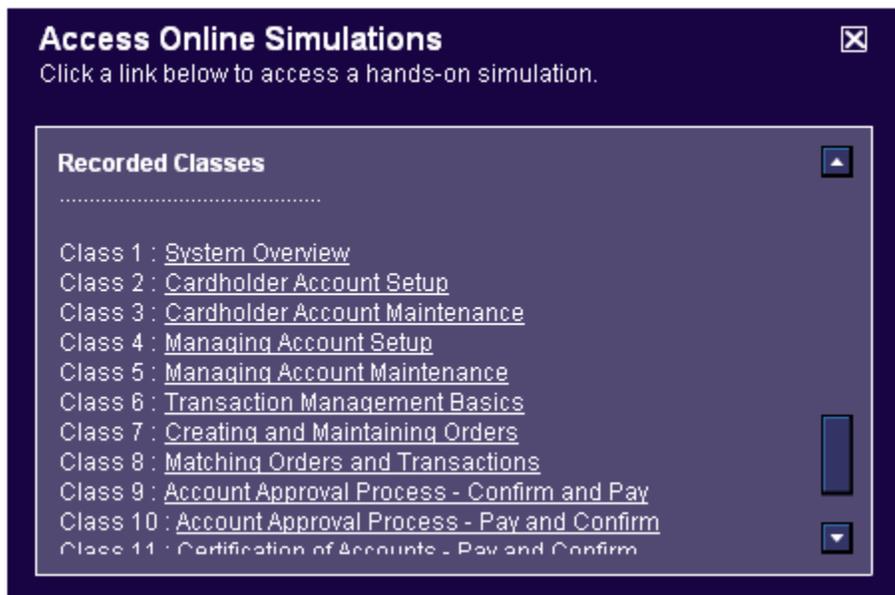
.....

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

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



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



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

Army Billing Official User Guide

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