

## US Bank Cardholder Instructions

### Access Online

#### **Please read the following prior to attempting to reconcile your transactions:**

On June 1, 2010, UNB moved from Access Direct to Access Online with US Bank throughout the Fredericton and Saint John campuses. U.S. Bank Access® Online is a new, exclusive web-based electronic program management tool that provides UNB cardholders with quick access to their complete account information enabling individuals to view their account activity and billing statements online!

In addition to making individual account management easier, Access Online provides significant benefits to our entire organization. Access Online aggregates all purchasing information into one comprehensive database enabling UNB to better manage purchasing activities and drive cost savings. When used in conjunction with the U.S. Bank Procurement or P-Card solution, Access Online helps UNB manage expenditures and achieve its overall goals.

In order to begin utilizing Access Online, you first need to be **registered**. Access Online provides a self-registration tool that empowers you to create your own User ID and Password and it is easy to use. Just like the rest of the Access Online features, self-registration has been designed to be intuitive; however, to ensure a positive experience, here are a few helpful hints:

- Go to: <https://access.usbank.com> and click on the "Register Online" link
- When asked to enter your company short name, please use **UOFNB**
- For addresses outside the US, a value of "00002" should be entered in the Zip/Postal Code field
- Phone and Fax number format: No dashes, hyphens, parenthesis or spaces (i.e., 4161234567)
- User ID's must be 7 to 12 characters in length and can be alpha and/or numeric. User ID's must also be unique; try to think of a distinctive ID (i.e., if your name is John F Smith try the User ID jofsmith3)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- User Verification is used to authenticate your account if you forget your User ID or Password
- When establishing your profile, you must click "Additional Account" to enter more than one card
- **DO NOT CLICK "CONTINUE"** until you are finished entering all cards you wish to register! If you need to register another card after clicking Continue, you must contact Julie Hynes, Procurement Card Administrator at 453-4626 or email at [Julie.hynes@unb.ca](mailto:Julie.hynes@unb.ca) for assistance

You are now registered to use Access Online. To maximize your online experience, I encourage you to check out the system's web-based training materials prior to utilizing Access Online. This highly intuitive web-based training experience will help you get the most out of this new tool. Please note, however, you will find the web-based training much more detailed than you will require to complete your reconciliation process. However, the training tool is very informative and will give you insight into what Access Online is capable of accomplishing. When entering information in self-registration, if any of the entered information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at (800) 588 8065 to unlock and reset your account.

Below, you will find a number of instructional sheets to assist you initially in your transaction reconciliation.

If you have any questions, please contact me at 453-4626 or the U.S. Bank Customer Service at (800) 588-8065.

Sincerely,

**Julie Hynes**

Program Administrator

**UNB Procurement Services**

## ONCE YOU ARE REGISTERED

### A. LOGIN:

1. Launch the internet browser by clicking on <http://access.usbank.com>
2. Enter ORGANIZATION SHORT NAME : uofnb
3. Enter your USER ID and PASSWORD

### B. TRANSACTION ACCOUNT CODE RECONCILIATION:

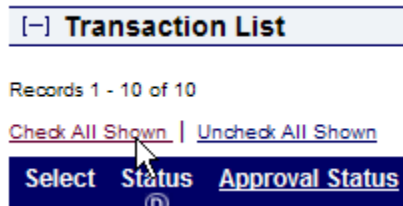
As with Access Direct, cardholders will be notified by email when cardholder transactions are to be reviewed and reconciled. However, with Access Online, cardholders need not wait until the email is received to review and reconcile transactions. **WITH ACCESS ONLINE, CARDHOLDERS CAN ACCESS THEIR ACCOUNTS ANYTIME** and are encouraged to do so.

Normal statement cycle date will remain the 5<sup>th</sup> of the month. Transactions are to be reviewed and updated with GL Account splits/changes no later than 6 working days after the email to the cardholders has been received. Again, cardholders are encouraged to review their transactions on an ongoing basis to avoid last-minute reconciliation.

1. Once logged in, click on TRANSACTION MANAGEMENT, then TRANSACTION LIST.
2. Cardholders will be prompted to input either their card number or name.
3. A CARD ACCOUNT SUMMARY page will appear indicating the cardholder transactions for the period. Clicking the Account Number will bring the cardholder to the TRANSACTION SUMMARY page under the ALLOCATIONS tab where cardholders can make changes to the account number, split the transaction allocations if so desired.
4. Once changes have been made, click REALLOCATE.  
**Please ignore the “Approve” and “Pull Back” icons indicated on the instruction sheet below. This option does not apply to UNB.**
5. The final step is to click on “Print Account Activity”, attach your receipts to the printout and pass it into Financial Services.

## Reviewing Transactions

To complete the monthly cycle, your transactions must be “Approved” – (Reviewed) in the previous transaction management website. You will “Approve” your transactions and set up your default (Final) Approver.



After you have finished allocated your transactions on the “Transaction List” screen, highlight all of the transactions by clicking the “Check All Shown” link.

Select	Status	Approval Status	Trans Date
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/05</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/09</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/06</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/03</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/03</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/03</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>

Disputed Reallocated Trans Data

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

All of the boxes under “Select” will have a ‘checkmark’ in them. You are ready to now approve your transactions.

“Click” the “approve” icon on the bottom of the screen.



## Splitting A Transaction

[-] Transaction List					
Select	Status	Approval Status	Trans Date	Posting Date	Merch
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/05</a>	11/16	APE
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/09</a>	11/16	APE

While on the “Transaction List”, open up the transaction you wish to split by “clicking” on the “Pending” hyperlink under the “Approval Status” heading.

### Transaction Summary

Status	Tran Date	Posting Date	Merch
	11/05	11/16	APE

Go to the “Allocations” tab

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The Summary tab shows high-level tran

Allocation Source: Default Acct Code Last Changed By: System

Amount	Percent	Accounting Code - Segment Name (Length)			
		COMPANY CODE (4)	GL ACCOUNT (6)	TAX CODE (2)	COST OBJ. IND
\$ 257.25	or 50.00 %	1100 *Q	620130 *Q	A1 *Q	C *Q

Amount: \$ 257.25    100.00 %    Apply Accounting Code:

Remaining: \$ 0.00    0.00 %    Additional Allocation(s):

Marked for deletion are subtracted from Total Allocated and Amount Remaining values.

After the transaction opens, you can either change the amount or percentage to the desired amount. In this example, the transaction is being split into two at a rate of 50% each.

To complete the second half of the transaction, “Click” the “Add” icon

Additional Allocation(s):

## ONCE YOU ARE REGISTERED

### A. LOGIN:

1. Launch the internet browser by clicking on <http://access.usbank.com>
2. Enter ORGANIZATION SHORT NAME : uofnb
3. Enter your USER ID and PASSWORD from registration

### B. TRANSACTION ACCOUNT CODE RECONCILIATION:

As with Access Direct, cardholders will be notified by email when cardholder transactions are to be reviewed and reconciled. However, with Access Inline, cardholders need not wait until the email is received to review and reconcile transactions. **WITH ACCESS ONLINE, CARDHOLDERS CAN ACCESS THEIR ACCOUNTS ANYTIME** and are encouraged to do so.

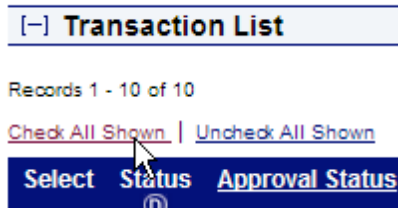
Normal statement cycle date will remain the 5<sup>th</sup> of the month. Transactions are to be reviewed and updated with GL Account splits/changes no later than 6 working days after the email to the cardholders has been received. Again, cardholders are encouraged to review their transactions on an ongoing basis to avoid last-minute reconciliation.

1. Once logged in, click on TRANSACTION MANAGEMENT, then TRANSACTION LIST
2. Cardholders will be prompted to input either their card ( account) number or name. Either works.
3. A CARD ACCOUNT SUMMARY page will appear indicating the cardholder transactions for the period. By clicking the Account Number will bring the cardholder to the TRANSACTION SUMMARY page under the ALLOCATIONS tab where cardholders can make changes to the account number, split the transaction allocations if so desired.
4. Once changes have been made, click SAVE ALLOCATIONS. **Please ignore the “Approve” and “Pull Back” icons indicated on the instruction sheet below. This option does not apply to UNB**

As with Access Direct, it is mandatory for cardholders to sign an Activity Report, have it approved by their immediate supervisor, attach original receipts and sent the Report with receipts to Procurement Services. However, with Access Online, cardholders will initially have to create a Cardholder Activity Report as detailed on the instruction sheets below entitled **“Instructions for Initial Setup of a Cardholder Activity Report/Statement.”** Once the Report is created, it can be saved and used for the next period. The only things that have to be changed are the Cycle Close Dates.

## Reviewing Transactions

To complete the monthly cycle, your transactions must be “Approved” – (Reviewed ) in the previous transaction management website. You will “Approve” your transactions and set up your default (Final) Approver.



After you have finished allocating your transactions on the “Transaction List” screen, highlight all of the transactions by clicking the “Check All Shown” link.

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<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/06</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/03</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/03</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/03</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">10/22</a>

All of the boxes under “Select” will have a ‘checkmark’ in them. You are ready to now approve your transactions.

Disputed Reallocated Trans Data

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

“Click” the “approve” icon on the bottom of the screen.



# Splitting A Transaction

**[ - ] Transaction List**

Records 1 - 10 of 10  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merch
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/05</a>	11/16	APE
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">11/09</a>	11/16	APE

While on the "Transaction List", open up the transaction you wish to split by "clicking" on the "Pending" hyperlink under the "Approval Status" heading.

## Transaction Summary

Status	Tran Date	Posting Date	Merch
	11/05	11/16	APE

Go to the "Allocations" tab

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The Summary tab shows high-level tran

Allocation Source: Default Acct Code Last Changed By: System

Amount	Percent	Accounting Code - Segment Name (Length)			
		COMPANY CODE (4)	GL ACCOUNT (6)	TAX CODE (2)	COST OBJ. IND
\$ 257.25	or 50.00 %	1100 *Q	620130 *Q	A1 *Q	C *Q

Amount: \$ 257.25    Percent: 100.00 %    Apply Accounting Code:

Remaining: \$ 0.00    Percent: 0.00 %    Additional Allocation(s):

Marked for deletion are subtracted from Total Allocated and Amount Remaining values.

After the transaction opens, you can either change the amount or percentage to the desired amount. In this example, the transaction is being split into two at a rate of 50% each.

To complete the second half of the transaction, "Click" the "Add" icon

Additional Allocation(s):



# Mass Allocation of Multiple Transactions

There are always going to be occasions where you wish to reallocate a number of transactions to the same accounting code other than the default code. This is done through the “Mass Reallocate” process.

[-] Transaction List Return to top

Records 1 - 10 of 10

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending	11/05	11/16	APEX INVESTIGATIONS & SEC	THUNDER BAY, ON	\$257.25				Multiple
<input type="checkbox"/>	Pending	11/09	11/16	APEX INVESTIGATIONS & SEC	THUNDER BAY, ON	\$257.25				1100 620130 A1 CI 119193
<input type="checkbox"/>	Pending	11/06	11/09	HOME DEPOT # 7102	THUNDER BAY, ON	\$45.18			000000000000000000	1100 620130 A1 CI 119193
<input checked="" type="checkbox"/>	Pending	11/03	11/04	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$233.54				1100 620130 A1 CI 119193
<input checked="" type="checkbox"/>	Pending	11/03	11/04	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$63.00				1100 620130 A1 CI 119193
<input checked="" type="checkbox"/>	Pending	11/03	11/04	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$252.56				1100 620130 A1 CI 119193
<input type="checkbox"/>	Pending	10/22	10/23	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$131.03				1100 620130 A1 CI 119193
<input type="checkbox"/>	Pending	10/22	10/23	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$492.00				1100 620130 A1 CI 119193
<input checked="" type="checkbox"/>	Pending	10/22	10/23	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$63.00				1100 620130 A1 CI 119193
<input checked="" type="checkbox"/>	Pending	10/22	10/23	QUALITY DOOR HARDWARE	THUNDER BAY, MB	\$63.00				1100 620130 A1 CI 119193

Disputed  
  Reallocated  
  Trans Detail Level  
  Extracted

Check All Shown | Uncheck All Shown

Records 1 - 10 of 10

On the “Transaction List” select the transactions to be “Mass Reallocated”. Then “click” the “Mass Reallocate” icon. The following window will open.

Mass Reallocation Action:

Replace Existing Allocations  
 Add Common Allocations

Alloc %	Accounting Code - Segment Name (Length)		TAX CODE (2)	COST OBJ. INDICATOR (1)	COST CENTRE (6)	ORDERS (12)	WBS ELEMENTS (16)	STATISTICAL ORDERS (6)
	COMPANY CODE (4)	GL ACCOUNT (6)						
0.00 %	1100 *Q	620130 *Q	A1 *Q	C *Q	119193 *Q			

Q Search

Total Allocated: 0.00 %      Additional Allocation(s): 1

Alloc %	Accounting Code - Segment Name (Length)	
	COMPANY CODE (4)	GL ACCOUNT (6)
100.00 %	1100 *Q	630140 *Q

Q Search

Total Allocated: 100.00 %

Make your desired changes. (arrow pointing to GL ACCOUNT field)  
 Change the “Alloc %” to 100.00% (arrow pointing to Alloc % field)  
 “Save Allocations” (arrow pointing to Save Allocations button)

The following screen will appear to confirm if you do indeed wish to “Mass Reallocate”

Confirm the changes by choosing “Yes, Save Allocations” icon at the bottom of the screen.

## Instructions for initial setup of a Cardholder Activity report/statement

This Flex Data template is re-used for each cycle date cardholder report.

These are one time instructions for initial set up.

1. At Home Page, select Reporting

The screenshot shows a dark blue navigation menu on the left with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Enhanced Supplier Management, Account Information, Reporting, and My Personal Information. The 'Reporting' item is highlighted. To the right, a section titled 'Message from U.S. Bank' contains a welcome message: '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.'

2. Select Flex Data Reporting (left hand navigation bar)

The screenshot shows the 'My Saved Reports' page. On the left is a dark blue navigation menu with items: Enhanced Supplier Management, Account Information, Reporting, Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Global, Report Scheduler, and Flex Data Reporting. The 'Reporting' item is highlighted. The main content area has two tabs: 'My Saved Reports' (selected) and 'Create a New Report'. Below the tabs is the heading 'List of My Saved Reports' and the instruction 'Select a saved template to modify and run a report.' A table with columns 'Delete', 'Name', 'Template', and 'Last Modified' is shown, containing the text 'You currently have no reports saved.' Below the table is a link '<< Back to Reporting'.

3. Select Create a New Report, check box for Allocation and Create button.

The screenshot shows the 'Create a New Report' page. At the top are two tabs: 'My Saved Reports' and 'Create a New Report' (selected). The heading is 'Create a New Report' with the instruction 'Select a 'base report' data template and up to one additional data template (optional) from the list below to Create'. Below this are two columns: 'PRIMARY REPORT DATA' and 'ADDITIONAL DATA'. Under 'PRIMARY REPORT DATA', there is a radio button selected for 'Transaction' with the description 'Create a report based on transaction information.' Under 'ADDITIONAL DATA', there is a checked checkbox for 'Allocation' with the description 'Include additional transaction allocat' and an unchecked checkbox for 'Merchant Supplemental' with the description 'Include additional supplemental mei'. At the bottom left is a green 'Create' button with the instruction 'Click CREATE button to begin building a new report.'

4. This is what will appear.

## Flex Data Reporting

★ Log Out

### Transaction w/Allocation

**Report Name:**

Transaction-Allocation, 04Feb2010

**Report Description:**

Transaction w/Allocation

**Report Output:**

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

**Save** **Revert to Last Saved** **Preview Layout** **Run Report**

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

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

Select Report Columns		Rename Report Columns	Wrap Data	Total	Filter
<input type="checkbox"/> Select All	<input type="checkbox"/> Show Only Selected				
<b>Hierarchy</b>					
<input checked="" type="checkbox"/>	Account Number	<input type="text"/>			<input type="radio"/>
<input type="checkbox"/>	Processing Hierarchy				<input checked="" type="radio"/>
<input type="checkbox"/>	Reporting Hierarchy				<input type="radio"/>

5. Change Report name to “Cardholder Name – Statement”
6. Select report parameters as follows:
7. Report Output type = PDF
8. On the Select Report Data Tab select your required fields. The suggested fields are as follows:
  - a. For Account Number, check off Filter (to right of field)

## Transaction w/Allocation

**Report Name:**

John Doe - Statement

**Report Description:**

Transaction w/Allocation

**Report Output:**

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

**Save**    **Revert to Last Saved**    **Preview Layout**    **Run Report**

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

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

Select Report Columns	Rename Report Columns	Wrap Data	Total	Filter
<input type="checkbox"/> Select All <input type="checkbox"/> Show Only Selected				
<b>Hierarchy</b>				
<input type="checkbox"/> Account Number				

- b. Select Allocation Accounting Code
- c. Select Allocation Amount and check off Total

Select Report Columns		Rename Report Columns	Wrap Data	Total	Filter
<input type="checkbox"/> Select All <input type="checkbox"/> Show Only Selected					
<b>Hierarchy</b>					
<input type="checkbox"/> Account Number	<input type="text"/>				<input checked="" type="radio"/>
<input type="checkbox"/> Processing Hierarchy					<input type="radio"/>
<input type="checkbox"/> Reporting Hierarchy					<input type="radio"/>
<b>[ - ] Account</b>					
<input type="checkbox"/> Account Name	<input type="text"/>				
<input type="checkbox"/> Lost Stolen	<input type="text"/>				
<input type="checkbox"/> Managing Account Name	<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Managing Account Name Line 2	<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Managing Account Number	<input type="text"/>				
<input type="checkbox"/> Optional 1	<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Optional 2	<input type="text"/>		<input type="text"/>		
<input type="checkbox"/> Replacement Account Number	<input type="text"/>				
<input type="checkbox"/> Short Name	<input type="text"/>		<input type="text"/>		
<b>[ - ] Allocation</b>					
<input checked="" type="checkbox"/> Allocation Accounting Code	<input type="text"/>		<input type="text"/>		
<input checked="" type="checkbox"/> Allocation Amount	<input type="text"/>			<input checked="" type="checkbox"/>	
<input type="checkbox"/> Allocation Date	<input type="text"/>				
<input type="checkbox"/> Allocation Last Changed By	<input type="text"/>		<input type="text"/>		

- d. Select Transaction Merchant Name
- e. For Cycle Close Date, check off Filter
- f. Select National Tax (Tax Tab) and check off Total

**[ - ] Merchant**

<input type="checkbox"/> MCC	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> MCC Description	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> MCCG Code	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> MCCG Description	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Transaction Merchant City	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Merchant Name	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Transaction Merchant Postal Code	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Transaction Merchant State	<input type="text"/>	<input type="checkbox"/>

**[ - ] Transaction**

<input type="checkbox"/> Authorization Number	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Cycle Close Date	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Disputed Indicator	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Disputed Status	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Disputed Status Date	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Exception Reason	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Freight Amount	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Memo to Account Name	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Memo to Account Number	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> National Tax (Association)	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> National Tax (Tax Tab)	<input type="text"/>	<input checked="" type="checkbox"/>

- g. Select Regional Tax (Tax Tab) and check off Total
- h. Select Transaction Amount
- i. Select Transaction Comment 1 and enter 2 (for 2" wide) in Wrap Data
- j. Select Transaction Date

<input type="checkbox"/> Posting Date	<input type="text"/>		<input type="checkbox"/>
<input type="checkbox"/> Posting Type	<input type="text"/>		<input type="checkbox"/>
<input type="checkbox"/> Purchase ID	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Purchase Method	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Reference Number	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Regional Tax (Association)	<input type="text"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/> Regional Tax (Tax Tab)	<input type="text"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/> Regional Tax Source (Tax Tab)	<input type="text"/>		
<input type="checkbox"/> Sales Tax	<input type="text"/>		<input type="checkbox"/>
<input type="checkbox"/> Source Currency	<input type="text"/>		
<input type="checkbox"/> Source Currency Amount	<input type="text"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Amount	<input type="text"/>		<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Comment 1	<input type="text"/>	<input type="text" value="2.0"/>	
<input type="checkbox"/> Transaction Comment 2	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Transaction Comment 3	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Transaction Comment 4	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Transaction Comment 5	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> Transaction Date	<input type="text"/>		<input type="checkbox"/>
<input type="checkbox"/> Transaction Reviewed Status	<input type="text"/>		<input type="checkbox"/>
<input type="checkbox"/> Transaction Type	<input type="text"/>		<input type="checkbox"/>

9. Select Filter for Content Tab

- a. Search for Account
- b. Cycle Close Date – Start Date is the first of the month; End Date is the day the reconciliation is being done, for the month containing the Cycle Date of the report to be created.

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

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

Selected Filters	Filter Criteria
Account Number	<p>At least one account is required. Separate multiple accounts by a comma and no spaces</p> <input type="text" value="*****12345*****"/> <p style="text-align: right;"><a href="#">Search for Accounts</a></p>
Cycle Close Date	<input type="text" value="01/01/2010"/> to <input type="text" value="01/29/2010"/>

10. Select Sort By Criteria Tab, as required or as suggested below:

- a. Sort 1 – Ascending by Transaction Date
- b. Sort 2-4 – No Sort

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

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

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

Sort 1	Sort 2	Sort 3	Sort 4
Transaction Date	No Sort	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order  <input type="radio"/> Break/Subtotal <input checked="" type="radio"/> No Break/Subtotal	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order  <input type="radio"/> Break/Subtotal	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order  <input type="radio"/> Break/Subtotal	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order  <input type="radio"/> Break/Subtotal



11. Select Set Report Layout
  - a. Move Report Column Labels Up and Down to end with this order. Top to bottom will display as left to right on the report.
12. Select **Save** button

Save Revert to Last Saved Preview Layout Run Report

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

Click on a report column header label, then use the buttons on the right to change the placement of that column within the report.

Report Column Labels	
Transaction Date	<a href="#">Top</a>
Transaction Merchant Name	
Transaction Amount	
Allocation Amount	<a href="#">Up</a>
Allocation Accounting Code	
National Tax (Tax Tab)	
Regional Tax (Tax Tab)	<a href="#">Down</a>
Transaction Comment 1	
	<a href="#">Bottom</a>

13. The report is now ready to be created.
14. Select Run Report and receive this confirmation message. “The Report Definition has been successfully saved”.

## Flex Data Reporting

i The Report Definition has been successfully saved.

### Transaction w/Allocation

**Report Name:**

John Doe - Statement

**Report Description:**

Transaction w/Allocation

**Report Output:**

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

Save Revert to Last Saved Preview Layout Run Report

---

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

15. The report is created.
16. The final Statement Output Parameter Page confirms the date range and account number that were selected for the report.
17. Select Print for all pages

Report Date: 02/04/2010

John Doe - Statement

Transaction Date	Transaction Merchant Name	Transaction Amount	Allocation Amount	Allocation Accounting Code	National Tax (Tax Tab)	Regional Tax (Tax Tab)	Transaction Comment 1
12/07/2009	TELUS-CUSTOMR PAY-PAPC	\$ 50.14	\$ 50.14	1101 2701 7220 9999 *	\$ 2.39	\$ 0.00	
12/09/2009	P A DOUGLAS & ASSOCIATES	414.75	414.75	1101 2701 7220 9999 *	19.75	0.00	
12/15/2009	ALSOO CANADA CORPORATION	23.63	23.63	1101 2701 7220 9999 *	1.13	0.00	
12/16/2009	TELUS MOBILITY.PREAUTH	88.15	88.15	1101 2701 7220 9999 *	4.20	0.00	
12/21/2009	BEST BUY #976	520.24	520.24	1101 2701 7220 9999 *	24.77	0.00	
01/04/2010	CULLIGAN	239.91	119.95	1101 2701 7220 9999 *	10.91	10.91	Feb. 4 test split on cycled transaction for Flex Data report.
01/04/2010	CULLIGAN	239.91	119.95	110690 2701 7220 9999 *	10.91	10.91	Feb. 4 test split on cycled transaction for Flex Data report.
<b>Report Totals</b>							
Number of Records:		7					
Column Totals:			1,336.82		74.06	21.82	

End of Report

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Report Date: 02/04/2010

John Doe - Statement Output Parameter Page

Cycle Close Date: 01/01/2010 to 01/29/2010

Sort: (1) Transaction Date (2) No Sort (3) No Sort (4) No Sort

Break/Subtotal Level: No Break/Subtotal

Account Number: Account  
\*\*\*\*\*000

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## Instructions for regular use of the Cardholder Activity report/statement

- A. The following month, select Flex Data Reporting
- B. In My Saved Reports, select “Cardholder Name - Statement”

My Saved Reports

Create a New Report

### List of My Saved Reports

Select a saved template to modify and run a report.

Delete	Name	Template	Last Modified
<input type="checkbox"/>	<a href="#">John Doe - Statement</a> Transaction w/Allocation	Transaction	02/04/2010 22:21

Delete

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

### C. Select Filter for Content Tab

#### Report Name:

John Doe - Statement

#### Report Description:

Transaction w/Allocation

#### Report Output:

Output Type:

PDF

Output Parameter Page Placement:

End

Optional for PDF only.

Save

Revert to Last Saved

Preview Layout

Run Report

Select Report Data

Filter for Content

Sort By Criteria

Set Report Layout


- Select the check box(es) next to the desired column names for the report. Column titles can be abbreviated or renamed.

- D. You must **change** Cycle Close Date – Start Date is the first of the month; End Date is the day the reconciliation is being done, for the month containing the Cycle Date of the report to be created.
- E. The report is now ready to be created.
- F. Select Run Report
- G. The report is created
- H. The final Statement Output Parameter Page confirms the date range and account number that were selected for the report.
- I. Select Print for all pages

Save
Revert to Last Saved
Preview Layout
Run Report

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

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

Selected Filters	Filter Criteria
Account Number	<p>At least one account is required. Separate multiple accounts by a comma and no spaces</p> <input type="text" value="12345"/> <p style="text-align: right;"><a href="#">Sea</a></p>
Cycle Close Date	<input type="text" value="02/01/2010"/>  to <input type="text" value="02/28/2010"/> 