

AccessOnline Report Scheduler

Introduction

Report Scheduler provides users with a time-saving tool by automatically running recurring reports based on their business needs (i.e., daily, weekly, monthly or annually).

Recommended Reports to Schedule

Cash Advance – Schedule a weekly or monthly review of cash advance for fraud/misuse detection.

Account List – Schedule a monthly review of single purchase limits, credit limits, and accounts that need to be closed.

Account Status Change – Schedule a weekly review for traveler profile updates.

Declined Transaction Authorizations – Although this report cannot be scheduled, we recommend running the report weekly to determine needed corrective action (e.g. limit increases, MCC group changes, user education).

Request Status Queue – Schedule a weekly review for misuse detection, traveler profile maintenance, and determining need for user education.

Transaction Detail – Schedule a monthly review for fraud/misuse detection.

System User List – Although this report cannot be scheduled, we recommend running the report weekly to ensure users have a business need to access the system and are set up for the correct hierarchy and functional entitlements.

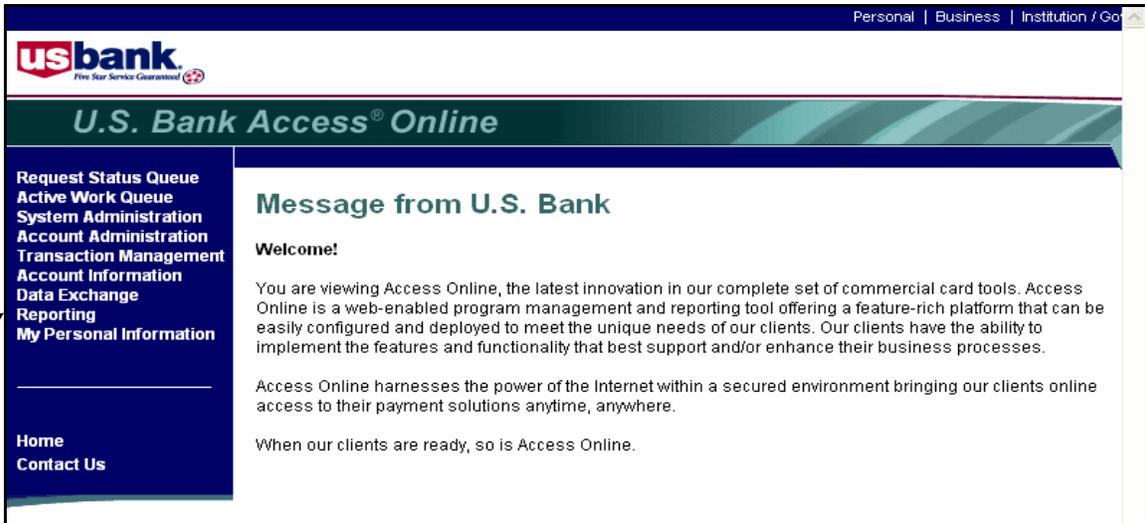
How to Schedule an AccessOnline Report

1. **Sign on to AccessOnline.** AccessOnline is available at <https://access.usbank.com/cpsApp1/index.jsp>. You must be assigned a user ID and password to sign in. Contact your department's program administrator if you have a business need to use AccessOnline.

AccessOnline Report Scheduler

2. Schedule your report.

From the left column blue navigation bar, click on **Reporting**.



From the Reporting screen, click on the type of report you want to run.



AccessOnline Report Scheduler

From the report type screen, click on the report you want to run.

U.S. Bank Access Online State of Alaska

Program Management [★ Log Out](#)

Spend
[Account Spend Analysis](#)
Summary of account spending (excluding merchant detail)

[Cash Advance](#)
Detail of account cash advances including transaction amount, date, and reference number.

[Declining Balance/Managed Spend](#)
Summary and detail information on declining balance accounts by name and account number.

Administration
[Account List](#)
Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.

[Account Status Change](#)
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

Deinquency Management
[Account Suspension](#)
Provides information on open accounts that are past due and suspended or pending suspension.

[Charge-Off](#)
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

[Past Due](#)
Accounts with past due balances and the number of times past due situations have occurred.

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

Complete the fields on the report screen to enter or select criteria.

U.S. Bank Access Online State of Alaska

Program Management [★ Log Out](#)

Account List

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

* = required

Date

Last Maintained Date Range: Account Open Date Range:

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

Account Information

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

[All] [Open] [Closed] [Blank]

Account Type:
Cardholder Account

AccessOnline Report Scheduler

- Report Frequency – Select Once, Daily, Weekly, Monthly, Quarterly or Yearly.
- Month of Period –
For **quarterly**, select 1st month, 2nd month, or 3rd month.
For **yearly**, select January through December.
- Day of Period –
For **weekly**, select Monday through Friday.
For **monthly**, **quarterly**, and **yearly**, select First Day, 2nd through 31st day, or Last Day.
- For the previous –
For **weekly**, select 1 week, 2 weeks, 3 weeks, or 4 weeks.
For **monthly**, select 1 month through 24 months.
For **quarterly**, select 1 Quarter, 2 Quarters, 3 Quarters, or 4 Quarters.
For **yearly**, select 1 year or 2 years.
- Scheduled Start Date – Select any Month, Day and Year.
- Scheduled End Date – Select any Month, Day and Year.

Schedule

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

Scheduled Start Date: Scheduled End Date:

The following table identifies the fields that are available for each report frequency.

Frequency	Month of Period	Day of Period	For the previous	Scheduled Start Date	Scheduled End Date
Once	N/A	N/A	N/A	Available	N/A
Daily	N/A	N/A	N/A	Available	Available
Weekly	N/A	Available	Available	Available	Available
Monthly	N/A	Available	Available	Available	Available
Quarterly	Available	Available	Available	Available	Available
Yearly	Available	Available	Available	Available	Available

AccessOnline Report Scheduler

Click on the **Search for Users** link.

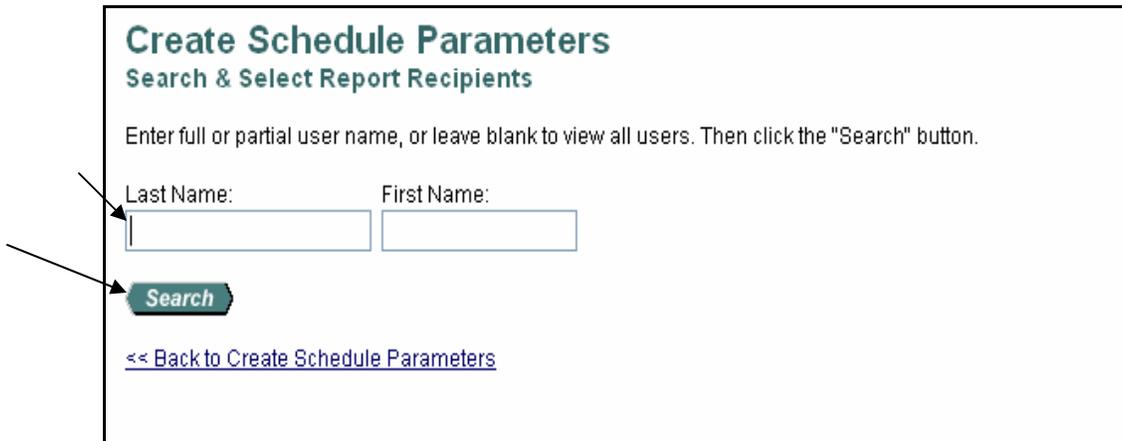


Recipients

[Search for Users](#) Include Me

No Users Currently Selected

On the Create Schedule Parameters, Search & Select Report Recipients screen, enter the full or partial last name and click on the **Search** button to display users beginning with the entered criteria. You can leave the Last Name and First Name fields blank and click on the **Search** button to display all users you have authority to view.



Create Schedule Parameters
Search & Select Report Recipients

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

Last Name: First Name:

Search

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

AccessOnline Report Scheduler

On the Create Schedule Parameters, Search & Select Report Recipients screen, select the users that will receive the scheduled report and click on the **Select User(s)** button. The names selected will display on the Create Schedule Parameters screen.

Create Schedule Parameters

Search & Select Report Recipients

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

Last Name: First Name:

Search

Records 1 - 2 of 2

Select	User Name	User ID	Can Download From Data Exchange
<input checked="" type="checkbox"/>	SHAKESPEARE, CHERYL	CASHAKESPEARE	Yes
<input type="checkbox"/>	Shakespeare, Cheryl	testviewer	Yes

Records 1 - 2 of 2

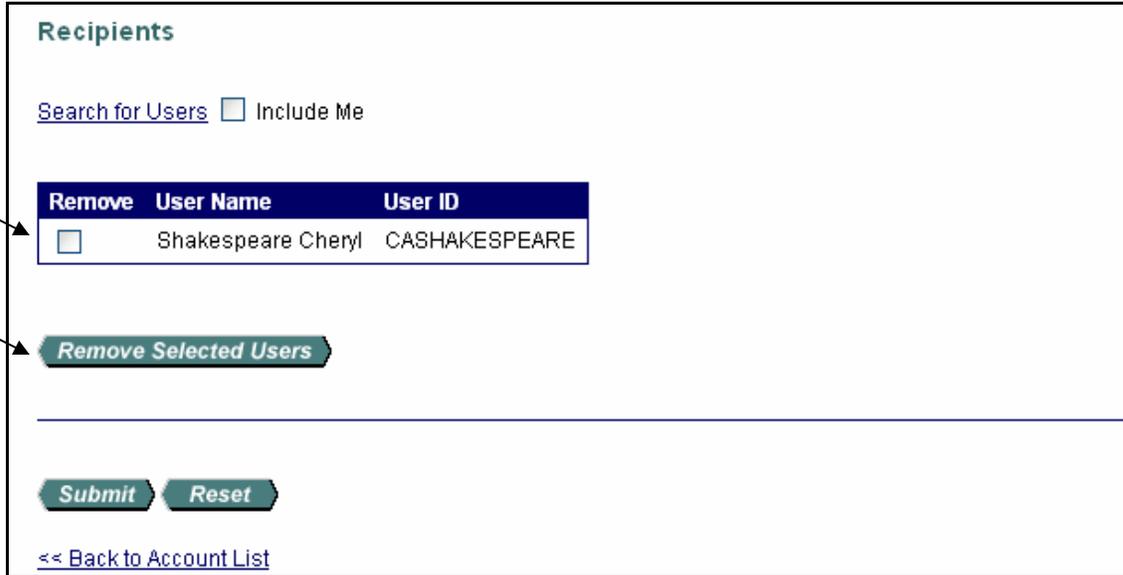
Select User(s)

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

AccessOnline Report Scheduler

Review the list of recipients. If you need to remove a recipient from the list, select the user and click on the **Remove Selected Users** button.

***NOTE:** If you remove recipients, you will need to re-enter the scheduled report fields for the options you want.*



Recipients

[Search for Users](#) Include Me

Remove	User Name	User ID
<input type="checkbox"/>	Shakespeare Cheryl	CASHAKESPEARE

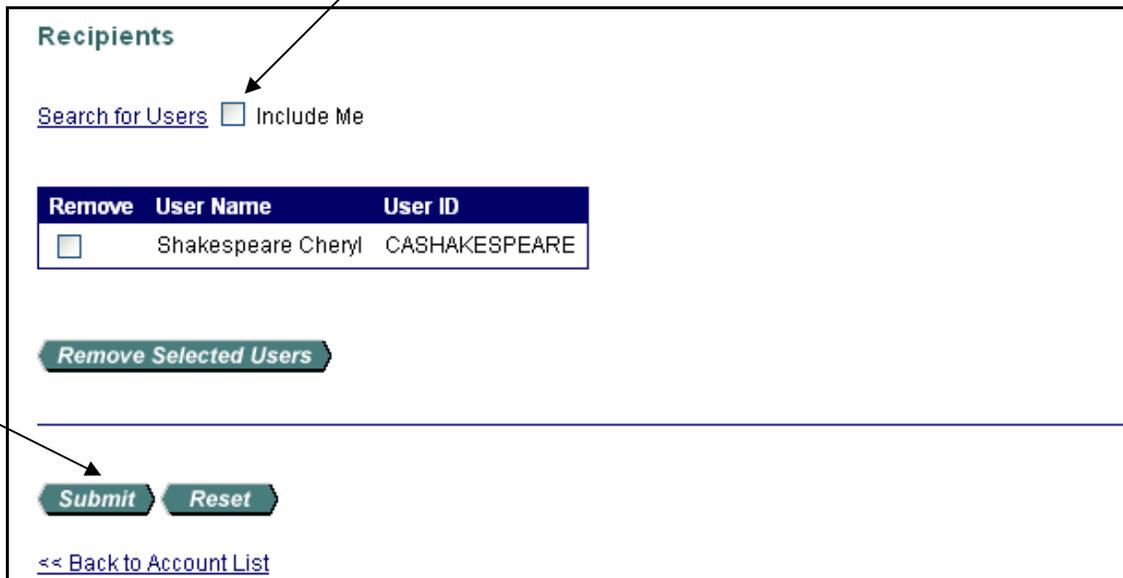
Remove Selected Users

Submit **Reset**

[<< Back to Account List](#)

If you want to receive the report, click on **Include Me**.

Click on the **Submit** button to schedule the report.



Recipients

[Search for Users](#) Include Me

Remove	User Name	User ID
<input type="checkbox"/>	Shakespeare Cheryl	CASHAKESPEARE

Remove Selected Users

Submit **Reset**

[<< Back to Account List](#)

AccessOnline Report Scheduler

The “Are You Sure?” screen displays. Verify that the report request is correct and click on the **Yes, Save Report** button.

Are You Sure?

★ Log Out

Do you want to change the following fields in the test report:

Field	Old Value	New Value
EMAIL PREFERENCE		ONERROR
OUTPUT FILENAME		test
RUN DAYS		32
END YEAR		2008
EMAIL ADDRESS		CHERYL.SHAKESPEARE@ALASKA.GOV
END DAY		30
START YEAR		2008
DATAX PREFERENCE		Y
OUTPUT FORMAT		PDF
SCHEDULE DESCRIPTION		Account List
RUN INTERVAL		M
START MONTH		5
END MONTH		5
INCLUDE ME		N
SCHEDULER		ALASKA.cashakespeare
RECIPIENT	ADDED	Shakespeare Cheryl : ALASKA.cashakespeare
START DAY		30

Yes, Save Report **No**

If you are successful, the Scheduled Reports, Scheduled Report List screen displays with the message “Your report has been scheduled, and will be delivered on the schedule day(s).”

Scheduled Reports

★ Log Out

Scheduled Report List

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

Please select reports from the results list below.
Click "Frequency" to view the Schedule Parameters
Click "Report Name" to view the Report Parameters

Records 1 - 1 of 1

Output Filename	Description	Report Name	Frequency	Status	Last Modified	Modified By	Last Run
ForSuzie.pdf	Account List Division of Finance	Account List	Monthly	Active	05/30/2008	ALASKA.CASHAKESPEARE	

Records 1 - 1 of 1

Create New Scheduled Report

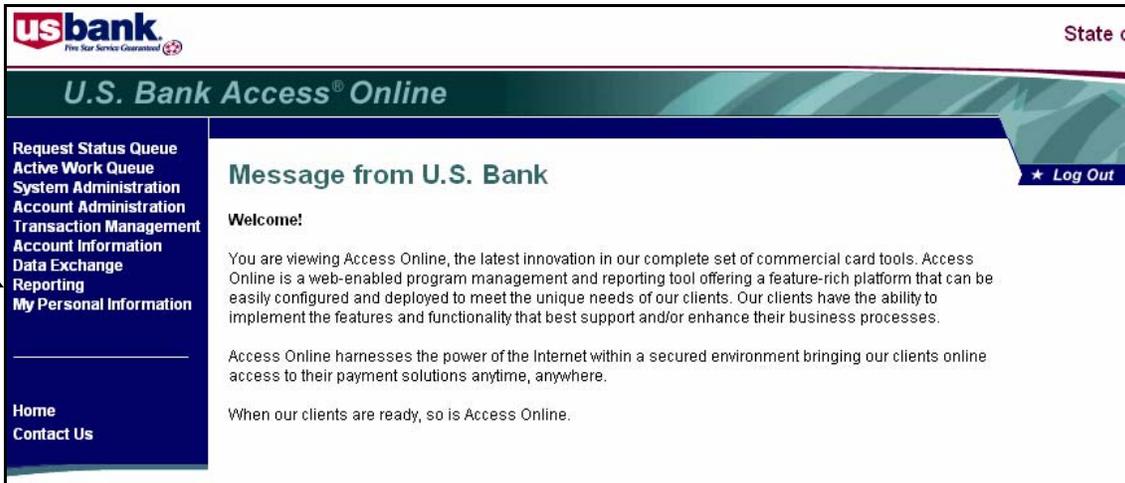
- Select Report -

[<< Back to Reporting](#)

AccessOnline Report Scheduler

3. View and maintain your current scheduled reports.

From the left column blue navigation bar, click on **Reporting**.



The screenshot shows the U.S. Bank Access Online interface. At the top left is the US Bank logo with the tagline 'The Star Service Guarantee'. Below the logo is a blue navigation bar with the following links: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Account Information, Data Exchange, Reporting, and My Personal Information. Below this bar are links for Home and Contact Us. The main content area features a 'Message from U.S. Bank' with a 'Log Out' button. The message includes a welcome note and a description of the Access Online platform.

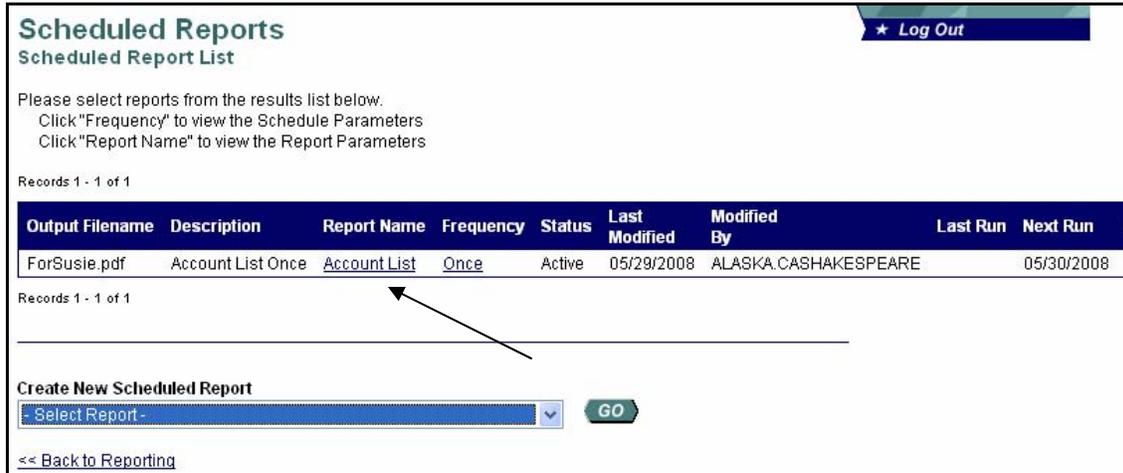
From the Reporting screen, click on **Scheduled Reports**.



The screenshot shows the Reporting screen. At the top left is the 'Reporting' title, and at the top right is a 'Log Out' button. The screen is divided into four sections: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, and Administration. Each section has a brief description of its functionality. At the bottom left, there is a link for 'Scheduled Reports' with a description: 'View and maintain current scheduled reports.' An arrow points to this link.

AccessOnline Report Scheduler

Click on the report name link to view/update the report with the report parameters.



Scheduled Reports ★ Log Out

Scheduled Report List

Please select reports from the results list below.
Click "Frequency" to view the Schedule Parameters
Click "Report Name" to view the Report Parameters

Records 1 - 1 of 1

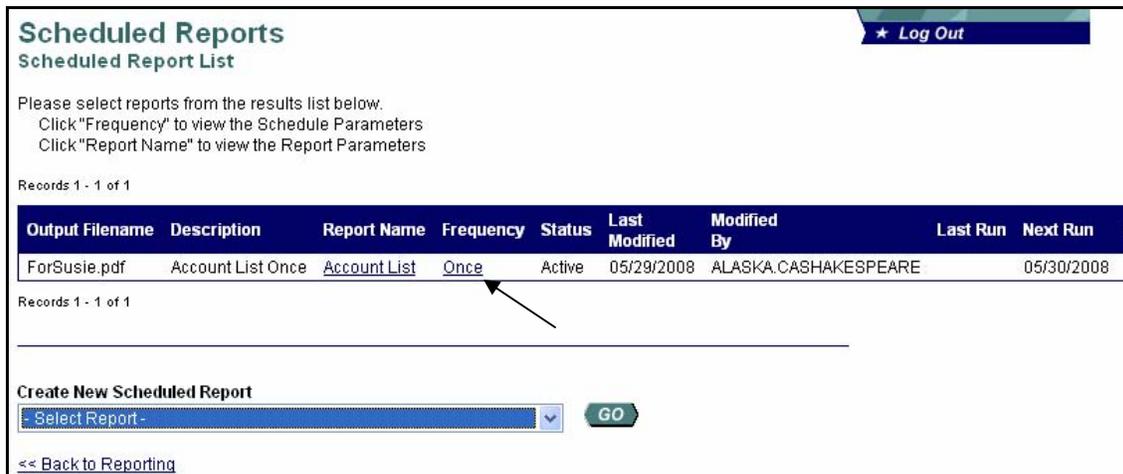
Output Filename	Description	Report Name	Frequency	Status	Last Modified	Modified By	Last Run	Next Run
ForSusie.pdf	Account List Once	Account List	Once	Active	05/29/2008	ALASKA.CASHAKESPEARE		05/30/2008

Records 1 - 1 of 1

Create New Scheduled Report

[<< Back to Reporting](#)

Click on the frequency link to view/update the scheduled parameters for the report.



Scheduled Reports ★ Log Out

Scheduled Report List

Please select reports from the results list below.
Click "Frequency" to view the Schedule Parameters
Click "Report Name" to view the Report Parameters

Records 1 - 1 of 1

Output Filename	Description	Report Name	Frequency	Status	Last Modified	Modified By	Last Run	Next Run
ForSusie.pdf	Account List Once	Account List	Once	Active	05/29/2008	ALASKA.CASHAKESPEARE		05/30/2008

Records 1 - 1 of 1

Create New Scheduled Report

[<< Back to Reporting](#)

4. Delete a scheduled report.

From the left column blue navigation bar, click on **Reporting**.



usbank State of

U.S. Bank Access® Online

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

Message from U.S. Bank ★ Log Out

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

AccessOnline Report Scheduler

From the Reporting screen, click on **Scheduled Reports**.

Reporting

★ Log Out

Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Supplier Management
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Scheduled Reports
View and maintain current scheduled reports.

Tax and Compliance Management
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration
These reports allow administrators to support system functionality.

From the Scheduled Reports, Scheduled Report List screen, click on the frequency link.

Scheduled Reports

★ Log Out

Scheduled Report List

Please select reports from the results list below.
Click "Frequency" to view the Schedule Parameters
Click "Report Name" to view the Report Parameters

Records 1 - 1 of 1

Output Filename	Description	Report Name	Frequency	Status	Last Modified	Modified By	Last Run	Next Run
ForSusie.pdf	Account List	Account List	Once	Active	05/29/2008	ALASKA.CASHAKESPEARE		05/30/2008

Records 1 - 1 of 1

Create New Scheduled Report

Select Report:

[<< Back to Reporting](#)

On the Schedule Reports, Maintain Schedule Parameters screen, click on the **Remove Scheduled Report** button.

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

AccessOnline Report Scheduler

On the “Are You Sure?” screen, click on the **Yes, Remove Report** button. The Scheduled Reports, Scheduled Report List screen displays with the Output Filename removed.

