

AccessOnline User Training Reporting

Division of Finance

July 2009

Comments

The reports that are accessible to you are based on your assigned entitlement. You may not have access to all reports listed in this document.

If you download the reports into Excel, you may need to save the report before you open the report, depending on your computer settings. On some computers, when you open an Excel report without initially saving the report, the Excel toolbars do not display (e.g., format, sort, save, etc.) When you save the report first and then open the file, all of the Excel toolbars are available.

Many reports can be scheduled. These reports will have the button **Create Scheduled Report** available at the bottom of the report request screen. Reports can be scheduled for a variety of frequencies including once, daily, weekly, monthly, quarterly, and yearly. The reports can be distributed to the user and to multiple recipients. The reports are delivered to the recipient's AccessOnline Data Exchange folder. If desired, the user can set up email notification when the reports are generated. For more detailed information on how to schedule reports, review the *Report Scheduler Procedure* located on the Division of Finance website at http://doa.alaska.gov/dof/charge_cards/resource/AO_Report_Scheduler.pdf.

Additional information addressing AccessOnline reports is available on the Division of Finance website and includes *Best Reports to Use and Why* and a quick reference *Available Report Fields*.

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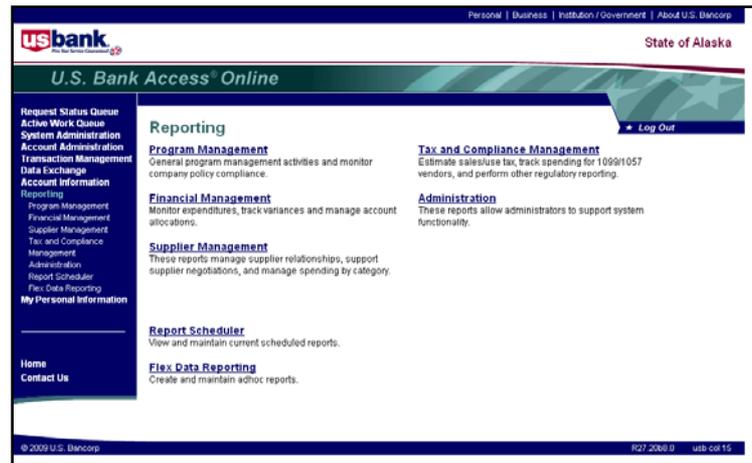
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Reporting

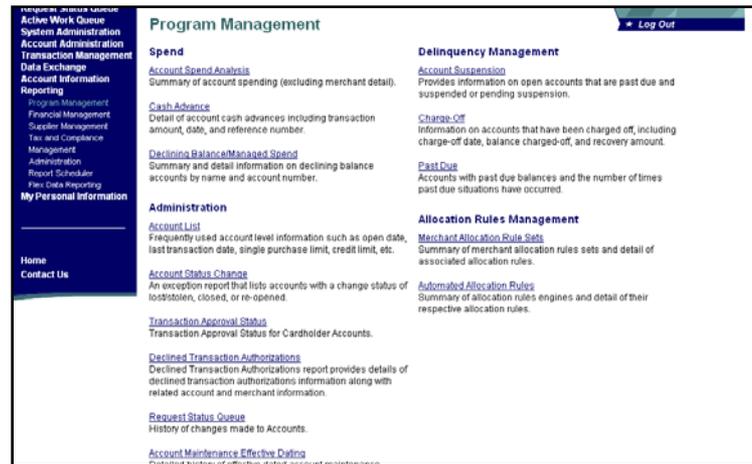


From the Reporting screen you can click on links to access specific types of reports:

- Program management reports
- Financial management reports
- Supplier management reports
- Tax and compliance management reports
- Administration reports

You can schedule reports using the Report Scheduler link or create ad hoc reports using the Flex Data Reporting link.

Reporting, Program Management



From the Program Management screen you can click on links to access specific reports. All AccessOnline users can run the following reports to display information for State accounts:

- Account Spend Analysis
- Cash Advance
- Account List
- Account Status Change
- Declined Transaction Authorizations
- Request Status Queue

Note 1: Your screen may have different reports from the screen shown above, depending on your entitlement.

Note 2: Reports not included in the list above are not used in the State's One Card program.

Program Management, Spend, Account Spend Analysis Report, Part I

- Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- Current Default Accounting Code:** Leave blank. The State does not use the accounting code modules.
- Account Information:** From the drop down box select **All**, **With Spend**, or **Without Spend**.
- Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Spend, Account Spend Analysis Report, Part II

The screenshot shows a web-based configuration interface for an Account Spend Analysis Report. At the top, there are four radio button options, each with 'Ascending Order' selected and 'Descending Order' unselected. Below this is the 'Report Output' section, which includes a dropdown menu currently set to 'PDF'. Underneath is the 'Output Parameter Page Placement' section, with a dropdown menu set to 'End'. The 'Group Report By' section has two radio button options: 'Processing Hierarchy Position.' (selected) and 'Account Number(s)'. The 'Processing Hierarchy Position.' option includes a table with columns for 'Bank', 'Agent', 'Company', 'Division', and 'Department', and a search link. The 'Account Number(s)' option includes a search link. At the bottom, there is a 'Break/Subtotal Level' dropdown menu set to '- No Break/Subtotal -'. Three buttons are located at the bottom: 'Run Report', 'Reset', and 'Create Scheduled Report'. A link for '<< Back to Program Management' is at the very bottom.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Program Management, Spend, Cash Advance Report, Part I

U.S. Bank Access Online

Request Status Queue Active Work Queue System Administration Account Administration Transaction Management Data Exchange Account Information Reporting Program Management Financial Management Supplier Management Tax and Compliance Management Administration Report Scheduler Fax Data Reporting My Personal Information

Home Contact Us

Program Management

Cash Advance

Log Out

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: Mar Begin Day: -- Begin Year: 2009 to End Month: Mar End Day: -- End Year: 2009

Current Default Accounting Code

To limit the results from the default of "all" enter a full or partial "begins with" current default accounting code (at least 3 characters).

Sort Report By

Name	No Sort	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is the 25th day of the month.
- **Current Default Accounting Code:** Leave blank. The State does not use the accounting code modules.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Spend, Cash Advance Report, Part II

The screenshot shows a web-based configuration interface for a report. At the top, there are four radio button groups, each with 'Ascending Order' selected. Below this is the 'Report Output' section with a dropdown menu set to 'PDF'. Underneath is the 'Output Parameter Page Placement' section with a dropdown menu set to 'End'. The 'Group Report By' section has two radio buttons: 'Processing Hierarchy Position' (selected) and 'Account Number(s)'. The 'Processing Hierarchy Position' section includes fields for 'Bank' (3757), 'Agent', 'Company', and 'Division', with a 'Search for Position or Add Multiple' link. The 'Account Number(s)' section has a text input field and a 'Search for Accounts' link. The 'Break/Subtotal Level' section has a dropdown menu set to '- No Break/Subtotal -'. At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report', along with a 'Back to Program Management' link.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Program Management, Spend, Declining Balance/Managed Spend Report

The screenshot shows a web application interface for generating a report. On the left is a blue navigation menu with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information, Reporting, Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, and File Data Reporting. Below these are 'Home' and 'Contact Us' links. The main content area is titled 'Program Management Declining Balance/Managed Spend' and includes a '+ Log Out' link. Below the title is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' and a note that '*' is required. The form contains several sections: 'Report Type' with radio buttons for 'Summary' (selected) and 'Detail (Excel Only)'; 'Account Information' with dropdown menus for 'Account Status' (All) and 'Pre-Funding Status' (All); 'Activity Status' with a dropdown menu set to 'Active'; and 'Sort Report By' with four dropdown menus: 'Account Name', 'Account Number', 'No Sort', and 'No Sort'. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'. At the bottom, there is a 'Report Output' label.

The State does not currently use Declining Balance accounts.

Program Management, Administration, Account List Report, Part I

The screenshot shows a web application interface for 'Program Management Account List'. On the left is a navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information Reporting', 'Program Management', 'Finance Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area is titled 'Program Management Account List' and includes a 'Log Out' link. Below the title is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that says '* = required'. The 'Date' section has three radio buttons: 'Last Maintained Date Range' (selected), 'Account Open Date Range', and 'Pending Renewal Date Range'. Below are 'Start Date' and 'End Date' fields with calendar icons. The 'Account Information' section has a note: 'Account Status: Hold down the Ctrl key to make multiple selections.' It features a multi-select dropdown menu with 'All' selected. Below that is an 'Account Type' dropdown menu with 'Cardholder Account' selected. The 'Method' section has another note: 'Method: Hold down the Ctrl key to make multiple selections.' and a multi-select dropdown menu with 'Data Feed', 'File', and 'Manual' selected.

- **Date:** Click on the option button to select the type of account information to display, **Last Maintained Date Range**, **Account Open Date Range** or **Pending Renewal Date Range**. Click on the calendar icons to select the **Start Date** and the **End date**.
- **Account Status:** You can select one or more account statuses. The most frequently assigned statuses are **All**, **Open**, **Closed**, **FR Referral**, **F1 Lost/Stolen**, **FA Fraud**, **T9 Terminated**, and **V9 Voluntarily Closed**. Hold down the **Ctrl** key to select more than one status.
- **Account Type:** Select either **Cardholder Account** or **Managing Account**. The State does not currently use Diversion Accounts.
- **Method:** Select the method of account setup. We recommend that you leave the selection on the blank line which allows the system to select all setup methods.

Program Management, Administration, Account List Report, Part II

The screenshot shows a web-based configuration interface for an account list report. It is divided into several sections:

- Additional Detail:** A section with the instruction "Selected options allow a drill-down to additional detail if available." It contains six checkboxes: Demographics, Default Accounting Code, Merchant Authorization Control Details, Account Information, Authorization Limits, and Merchant Authorization Control Limits.
- Account Comments:** A section with the instruction "Select 'Yes' to include available Account Comments in the Report Output." It features two radio buttons: "Yes" and "No".
- Sort Report By:** A section with four dropdown menus. The first two are labeled "Account Name" and "Account Status", and the last two are labeled "No Sort". Below each dropdown are two radio buttons for "Ascending Order" and "Descending Order".
- Report Output:** A section with a dropdown menu set to "PDF". Below it is the text "Output Parameter Page Placement" and "Selection defines the location of the Parameter Page details on the report output." followed by a dropdown menu set to "End".
- Group Report By:** A section with a radio button selected for "Processing Hierarchy Position." Below this is a note: "If selected, a processing hierarchy position is required." It includes a table with columns: "Bank", "Agent", "Company", "Division", and "Department". The "Bank" column has the value "3757". To the right of the table is a button labeled "Search for Position or Add Multiple".

- **Additional Detail:** Click in the box(es) to display information from one or more account setup/maintenance screens. Do not select Default Accounting Code as the State does not enter information on this screen.
- **Account Comments:** Click the **Yes** option button if you want to display comments entered in the account setup/maintenance screens.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Administration, Account List Report, Part III

The screenshot shows a web-based configuration interface for generating an account list report. It is divided into several sections:

- Sort Report By:** Contains four dropdown menus for 'Account Name', 'Account Status', 'No Sort', and 'No Sort'. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'.
- Report Output:** A dropdown menu set to 'PDF'. Below it, a section titled 'Output Parameter Page Placement' with a dropdown menu set to 'End'.
- Group Report By:** Two radio button options:
 - Processing Hierarchy Position:** Selected. Includes a note: 'If selected, a processing hierarchy position is required'. Below are input fields for 'Bank' (3757), 'Agent', 'Company', and 'Division', followed by a 'Department' field and a 'Search for Position or Add Multiple' link.
 - Account Number(s):** Unselected. Includes a note: 'If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.' followed by an empty input field and a 'Search for Accounts' link.

At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. A link '<< Back to Program Management' is located at the very bottom left.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Program Management, Administration, Account Status Change Report, Part I

The screenshot shows a web application interface for generating an 'Account Status Change' report. On the left is a vertical navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Schedules', 'Pay Data Reporting', and 'My Personal Information'. The main content area is titled 'Program Management Account Status Change' and includes a 'Log Out' link. Below the title is a disclaimer: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note states '* = required'. The 'Date' section has a 'Calendar Month Range' with 'Begin Month' (Feb) and 'Begin Year' (2009) on the left, and 'End Month' (Mar) and 'End Year' (2009) on the right. The 'Account Information' section has an 'Account Status' dropdown set to 'All'. The 'Current Default Accounting Code' section has a text input field with a note: 'To limit the results from the default of "all" enter a full or partial "begins with" current default accounting code (at least 3 characters)'. The 'Sort Report By' section has four columns, each with a dropdown menu set to 'Name' and radio buttons for 'Ascending Order' (selected) and 'Descending Order'.

- **Date:** Select the beginning and ending month and year from the drop down boxes.
- **Account Status:** From the drop down box, select **All**, **Open**, or **Closed**.
- **Current Default Accounting Code:** Leave blank. The State does not use the accounting code modules.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Administration, Account Status Change Report, Part II

The screenshot shows a web-based configuration interface for a report. At the top, there are four sets of radio buttons, each with 'Ascending Order' selected. Below this is the 'Report Output' section with a dropdown menu set to 'PDF'. Underneath is the 'Output Parameter Page Placement' section with a dropdown menu set to 'End'. The 'Group Report By' section has two radio buttons: 'Processing Hierarchy Position.' (selected) and 'Account Number(s)'. The 'Processing Hierarchy Position.' section includes a table with columns for Bank, Agent, Company, Division, and Department, and a search link. The 'Account Number(s)' section includes a search link. The 'Break/Subtotal Level' section has a dropdown menu set to '- No Break/Subtotal -'. At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report', followed by a link to 'Back to Program Management'.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Program Management, Administration, Order File History Report

Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
Program Management
Finance Management
Supplier Management
Tax and Compliance
Management
Administration
Report Scheduler
Plan Data Reporting
My Personal Information

[Home](#)
[Contact Us](#)

Program Management
Order File History [Log Out](#)

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

Date
Order File Load Date Range:
Begin Month: Apr | Begin Day: 1 | Begin Year: 2009 | to | End Month: Apr | End Day: 1 | End Year: 2009

Sort Report By
Order File Load Date | Order File Load Time | Order File Name | Order File Sequence Nbr

Ascending Order
 Descending Order

Ascending Order
 Descending Order

Ascending Order
 Descending Order

Ascending Order
 Descending Order

Report Output
PDF

[Run Report](#) [Reset](#)

[Back to Program Management](#)

The State does not currently use the order modules.

Program Management, Administration, Transaction Approval Status Report

The screenshot shows a web application interface with a blue sidebar on the left containing a navigation menu. The main content area is titled 'Program Management' and 'Transaction Approval Status'. It includes a 'Log Out' link in the top right corner. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that says '* = required'. The 'Date' section has four radio buttons: 'Cycle Close Date Range' (selected), 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is a checkbox for 'Enable Cycle Day'. Below this is a date range selector with dropdowns for 'Begin Month' (Mar), 'Begin Day' (--), 'Begin Year' (2009), 'End Month' (Mar), 'End Day' (--), and 'End Year' (2009). The 'Transactions Included' section has a dropdown for 'Approval Status' set to 'All'. The 'Approvers' section has a text input field with the instruction 'Separate multiple user ID's with a comma.' The 'Sort Report By' section has four dropdown menus, all set to 'Name' and 'No Sort'. Below these are eight radio buttons for sorting: 'Ascending Order' and 'Descending Order' for each of the four dropdowns, with 'Ascending Order' selected for all.

The State does not currently use the transaction approval modules.

Program Management, Administration, Declined Transaction Authorizations Report, Part I

- **Activity Date Range:** Select the **beginning** and **ending month, day and year** from the drop down boxes.
- **Merchant Category Code Group:** From the drop down box, select **All** or one or more merchant categories. Hold down the **Ctrl** key to select multiple merchant categories.
- **Merchant Category Codes:** If you want to view declined transactions for specific merchant category codes, click on the option button in front of Merchant Category Codes and enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Merchant Names:** You can further limit your results by entering a word(s) in the Merchant Names box. Use this option with caution. If you enter "office", the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). After you enter the word(s), click the **Add** button to move your entry to the box on the right side of the page.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Administration, Declined Transaction Authorizations Report, Part II

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Sort Report By:** Four dropdown menus are set to 'MCCO Description', 'Decline Date', 'No Sort', and 'No Sort'. Below each dropdown are radio buttons for 'Ascending Order' and 'Descending Order'.
- Report Output:** A dropdown menu is set to 'PDF'.
- Output Parameter Page Placement:** A dropdown menu is set to 'End'.
- Group Report By:** A radio button for 'Processing Hierarchy Position:' is selected. Below it are input fields for 'Bank' (containing '3757'), 'Agent', 'Company', and 'Division', followed by a 'Department' field and a 'Search for Position or Add Multiple' link.
- Account Numbers(s):** A radio button is unselected. Below it is an input field and a 'Search for Accounts' link.
- Break/Subtotal Level:** A dropdown menu is set to '- No Break/Subtotal -'.
- Buttons:** 'Run Report' and 'Reset' buttons are located at the bottom.
- Footer:** A link '<< Back to Program Management' is at the bottom left.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Program Management, Administration, Request Status Queue Report, Part I

The screenshot shows a web application interface for the 'Request Status Queue' report. On the left is a blue navigation menu with categories like 'Active Work Queue', 'System Administration', 'Account Information', and 'Reporting'. The main content area is titled 'Program Management Request Status Queue' and includes a 'Log Out' link. Below the title is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' There are several input sections: 'Date' with 'Request Start Date Range' containing 'Start Date' (03/18/2009) and 'End Date' (03/25/2009) fields with calendar icons; 'Request Information' with a 'Request Category' dropdown menu showing 'All', 'Setup and Maintenance', and 'Cardholder Hierarchy Node Movement'; 'Account Request Started by' with a text input field and a 'Search for Users' link; and 'Sort Report By' with four dropdown menus for 'Request Status', 'Request Start Date', 'No Sort', and 'No Sort', each with radio buttons for 'Ascending Order' and 'Descending Order'.

- **Request Start Date Range:** Click on the calendar icons to select the **Start Date** and the **End Date**.
- **Request Category:** You can select one or more request categories, **All**, **Setup and Maintenance**, and **Cardholder Hierarchy Node Movement**. Hold down the **Ctrl** key to select more than one category.
- **Account Request Started by:** You can enter one or more user IDs that started the account requests in the box. If you enter multiple user IDs, enter a comma between the user IDs and do not insert spaces. To search for available user IDs, click on the **Search for Users** link. A list of user names with email addresses displays from which you can make a selection.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Administration, Request Status Queue Report, Part II

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Sort Report By:** Contains four dropdown menus for 'Request Status', 'Request Start Date', and two 'No Sort' options. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'.
- Report Output:** A dropdown menu set to 'PDF'. Below it is a section for 'Output Parameter Page Placement' with a dropdown menu set to 'End'.
- Group Report By:** Features two radio button options:
 - Processing Hierarchy Position:** Selected. Below it is a table with columns 'Bank', 'Agent', 'Company', 'Division', and 'Department'. The 'Bank' field contains '3757'. To the right is a link 'Search for Position or Add Multiple'.
 - Account Number(s):** Unselected. Below it is a text input field and a link 'Search for Accounts'.

At the bottom of the form are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. Below the buttons is a link: '<< Back to Program Management'.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Program Management, Administration, Account Maintenance Effective Dating Report, Part I

The screenshot shows a web application interface for generating a report. On the left is a vertical navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. At the bottom of the menu are 'Home' and 'Contact Us' links. The main content area is titled 'Program Management Account Maintenance Effective Dating' and includes a 'Log Out' link. Below the title is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that says '* = required'. The form contains several sections: 1. 'Effective Dated Maintenance Information (Report Context)' with a dropdown menu set to 'All'. 2. 'Date' section with three radio buttons: 'Effective Start Date Range' (selected), 'Effective End Date Range', and 'Last Modified Date Range'. Below these are two date input fields with calendar icons, both showing '03/01/2009' to '03/31/2009'. 3. 'Account Maintenance Category (Field Category)' section with a note 'Hold down the Ctrl key to make multiple selections.' and a multi-select dropdown menu containing 'All', 'Demographics', and 'Account Information'. 4. 'Users / Modified By' section with a text input field for 'User ID(s)' and a 'Search for Users' link. A note below the input field says 'To limit the results from the default of "all" enter a value. Separate multiple user ID's by a comma and no spaces.'

- **Effective Dated Maintenance Information:** From the drop down box, select **All**, **Active**, or **Pending**.
- **Date:** Click on the option button to select **Effective Start Date Range**, **Effective End Date Range** or **Last Modified Date Range**. Click on the calendar icons to select the beginning range date and the ending range date.
- **Account Maintenance Category :** From the drop down box, select **All**, **Demographics**, **Account Information**, **Accounting Code** or **Authorization Limits**. Hold down the **Ctrl** key to select multiple categories.
- **Users / Modified By:** Enter user IDs to retrieve information for specific users. If you enter multiple user IDs, enter a comma between the user IDs and do not insert spaces. To view and select a list of users you are authorized to report on, click on the Search for Users link.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Program Management, Administration, Account Maintenance Effective Dating Report, Part II

The screenshot shows a web-based report configuration interface. At the top, there is a 'Sort Report By' section with four dropdown menus: 'Account Name', 'Field Category', 'Field Name', and 'Effective Start Date'. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'. The 'Report Output' section has a dropdown menu set to 'PDF' and a label 'Output Parameter Page Placement' with a note 'Selection defines the location of the Parameter Page details on the report output.' Below this is a dropdown menu set to 'End'. The 'Group Report By' section has two radio buttons: 'Processing Hierarchy Position.*' (selected) and 'Account Number(s)*'. Under 'Processing Hierarchy Position.*', there is a note 'If selected, a processing hierarchy position is required.' and a table with columns 'Bank', 'Agent', 'Company', and 'Division'. The 'Bank' column contains the value '3757'. To the right of the table is a link 'Search for Position or Add Multiple'. Under 'Account Number(s)*', there is a note 'If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.' and a link 'Search for Accounts'. At the bottom of the form are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. Below the buttons is a link '<< Back to Program Management'.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Program Management, Delinquency Management, Account Suspension Report

The screenshot displays the 'Program Management' web application interface. The left sidebar contains a navigation menu with categories: 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', and 'Reporting'. Under 'Reporting', the following options are listed: 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Pay Data Reporting', and 'My Personal Information'. At the bottom of the sidebar are 'Home' and 'Contact Us' links.

The main content area is titled 'Program Management' and 'Account Suspension'. It includes a 'Log Out' button in the top right corner. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that states '* = required'.

The 'Sort Report By' section contains four dropdown menus: 'Days Currently Past Due', 'Past Due Amount', 'No Sort', and 'No Sort'. Below these are radio button options for 'Ascending Order' and 'Descending Order' for each dropdown.

The 'Report Output' section has a 'PDF' dropdown menu. Below it is the 'Output Parameter Page Placement' section, which includes the text 'Selection defines the location of the Parameter Page details on the report output.' and a dropdown menu set to 'End'.

The 'Group Report By' section has two radio button options: 'Processing Hierarchy Position*' and 'Account Number(s)*'. The 'Processing Hierarchy Position*' option includes a note 'If selected, a processing hierarchy position is required.' and a form with fields for 'Bank', 'Agent', 'Company', 'Division', and 'Department'. The 'Bank' field contains the value '3757'. A 'Search for Position or Add Multiple' link is located to the right of these fields. The 'Account Number(s)*' option includes a note 'If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.' and a text input field with a 'Search for Accounts' link to its right.

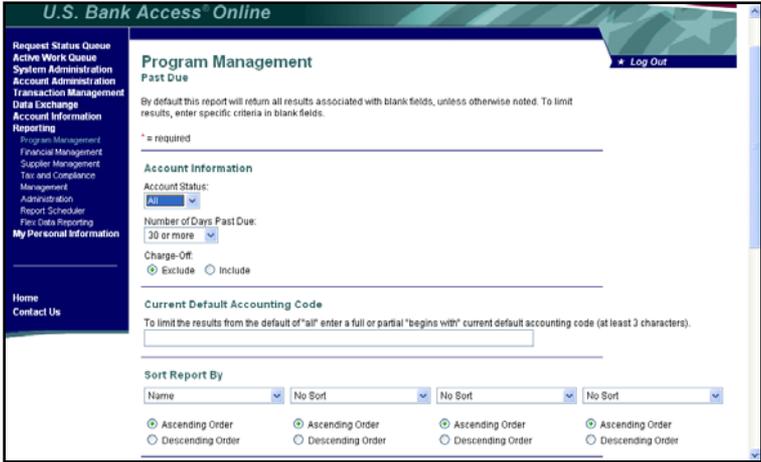
The State should not have account suspensions as transactions are paid daily.

Program Management, Delinquency Management, Charge-Off Report

The screenshot shows a web application interface for generating a 'Program Management Charge-Off' report. On the left is a vertical navigation menu with categories like 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', and 'Reporting'. The main content area is titled 'Program Management Charge-Off' and includes a 'Log Out' button. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A search bar with an asterisk indicates required fields. The 'Date' section has radio buttons for 'Current Date' and 'Calendar Month Range', with the latter selected. It includes dropdowns for 'Begin Month' (Feb), 'Begin Year' (2009), 'End Month' (Mar), and 'End Year' (2009). The 'Sort Report By' section has four dropdown menus, all set to 'No Sort', and radio buttons for 'Ascending Order' (selected) and 'Descending Order'. The 'Report Output' section has a dropdown set to 'PDF' and a section for 'Output Parameter Page Placement' with a dropdown set to 'End'. The 'Group Report By' section has a radio button selected for 'Processing Hierarchy Position', with a note that a processing hierarchy position is required if selected.

The State should not have charge-offs as transactions are paid daily.

Program Management, Delinquency Management, Past Due Report



The State should not have past due balances as transactions are paid daily.

Program Management, Allocation Rules Management, Merchant Allocation Rule Sets Report

The screenshot shows a web application interface for 'Program Management - Merchant Allocation Rule Sets'. On the left is a dark blue navigation menu with the following items: Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information, Reporting (with sub-items: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, Data Reporting), and My Personal Information. Below the menu are links for Home and Contact Us. The main content area has a title bar with 'Program Management' and 'Merchant Allocation Rule Sets', and a 'Log Out' button. Below the title bar is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' and a note '* = required'. The 'Accounting Code Structure' section has a text input field containing 'DEFAULT 3757'. The 'Merchant Allocation Rules Set Enabled Indicator' section has a dropdown menu set to 'All'. The 'Sort Report By' section has four dropdown menus: 'Accounting Code Structure', 'MARS Name', 'No Sort', and 'No Sort'. Below these are four pairs of radio buttons for 'Ascending Order' and 'Descending Order'. The 'Report Output' section has a dropdown menu set to 'PDF'. At the bottom, there is a section for 'Output Parameter Page Placement' with a note: 'Selection defines the location of the Parameter Page details on the report output.'

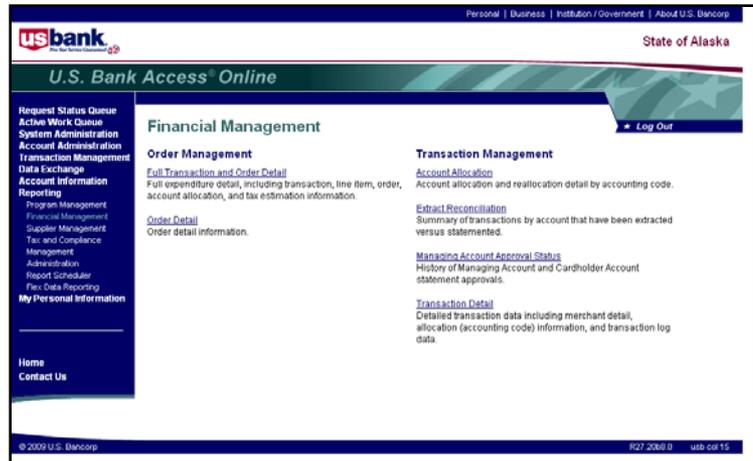
The State does not currently use merchant allocation rules.

Program Management, Allocation Rules Management, Automated Allocation Rules Report

The screenshot shows a web application interface for "Program Management" with a sub-section for "Automated Allocation Rules". On the left is a dark blue navigation menu with categories like "Active Work Queue", "System Administration", "Account Administration", "Transaction Management", "Data Exchange", "Account Information", "Reporting", "Program Management", "Financial Management", "Supplier Management", "Tax and Compliance Management", "Administration", "Report Scheduler", "File Data Reporting", and "My Personal Information". At the bottom of the menu are "Home" and "Contact Us" links. The main content area has a "Log Out" link in the top right. Below the title, there is a paragraph: "By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields." A note says "* = required". The "Report Type" section has radio buttons for "Summary" (selected) and "Detail". The "Accounting Code Structure" section includes a text input for "Accounting Code Structure Name" and a "Search" button. A dropdown menu is open, showing "All" (selected) and "DEFAULT 3757". Below this is the "Allocation Rules Engine" section with a text input for "Allocation Rule Name(s)" and a "Search for Allocation Rules" button. At the bottom, there is an "Allocation Rules Engine Enabled Indicator" with a dropdown menu set to "All".

The State does not currently use merchant allocation rules.

Reporting, Financial Management



From the Financial Management screen you can click on links to access specific reports. All AccessOnline users can run the following report to display information for State accounts:

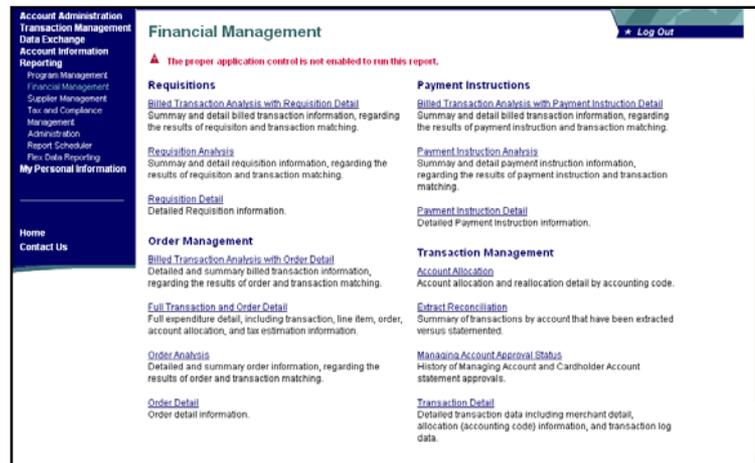
- Transaction Detail

Note 1: Your screen may have different reports from the screen shown above, depending on your entitlement.

Note 2: Reports not included in the list above are not used in the State's One Card program.

Financial Management, Requisitions / Payment Instructions

- Billed Transaction Analysis with Requisition Detail Report
- Requisition Analysis Report
- Requisition Detail Report
- Billed Transactions Analysis with Payment Instruction Detail Report
- Payment Instruction Analysis Report
- Payment Instruction Detail Report



The State does not currently use requisition and payment modules.

Financial Management, Order Management, Billed Transaction Analysis with Order Detail Report

The screenshot shows a web application interface for Financial Management. The main heading is "Financial Management" with a sub-heading "Billed Transaction Analysis with Order Detail". A "Log Out" button is in the top right corner. A left-hand navigation menu includes: Account Administration, Transaction Management, Data Exchange, Account Information, Reporting, Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, Fax Data Reporting, My Personal Information, Home, and Contact Us. The main content area contains the following sections:

- Date:** Radio buttons for "Cycle Close Date Range" (selected), "Calendar Month Range", "Posting Date Range", and "Transaction Date Range". A checkbox for "Enable Cycle Day" is present.
- Begin/End Dates:** A table of dropdown menus for "Begin Month", "Begin Day", "Begin Year", "End Month", "End Day", and "End Year". The values are currently set to "Apr", "--", "2009", "Apr", "--", and "2009" respectively.
- Report Type:** Radio buttons for "Summary" (selected) and "Detail".
- Matching:** A dropdown menu for "Matching Status" set to "All".
- Transaction Status:** Two dropdown menus for "Reviewed Status" and "Disputed Status", both set to "All".

The State does not currently use transaction and order modules.

Financial Management, Order Management, Full Transaction and Order Detail Report

The screenshot displays a web application interface for 'Financial Management'. On the left is a vertical navigation menu with categories: Action Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information, Reporting, Program Management, Finance Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, File Data Reporting, and My Personal Information. At the bottom of the menu are links for Home and Contact Us. The main content area is titled 'Financial Management' and 'Full Transaction and Order Detail'. It includes a 'Log Out' link in the top right. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that states '* = required'. The 'Date' section contains radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is a checkbox for 'Enable Cycle Day'. Below this are dropdown menus for 'Begin Month' (Mar), 'Begin Day' (--), 'Begin Year' (2009), 'End Month' (Mar), 'End Day' (--), and 'End Year' (2009). The 'Matching' section has a 'Matching Status' dropdown set to 'All'. The 'Transaction Status' section has 'Reviewed Status' and 'Disputed Status' dropdowns, both set to 'All'. The 'Accounting Code Validation Status' section has a 'Validation Status' dropdown set to 'All' and a note: 'Validation Status: Hold down the Ctrl key to make multiple selections.'

The State does not currently use transaction and order modules.

Financial Management, Order Management, Order Analysis Report

The screenshot shows a web application interface for "Financial Management Order Analysis". On the left is a navigation menu with categories like "Account Administration", "Transaction Management", "Data Exchange", "Account Information", "Reporting", "Program Management", "Finance Management", "Supplier Management", "Tax and Compliance Management", "Administration", "Report Scheduler", "Plan Data Reporting", and "My Personal Information". The main content area is titled "Financial Management Order Analysis" and includes a "Log Out" button. Below the title, there is a note: "By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields." and a legend: "* = required".

Date

Calendar Month Range: Order Date Range: Order Creation Date:

Begin Month: Apr | Begin Day: -- | Begin Year: 2009 | to | End Month: Apr | End Day: -- | End Year: 2009

Orders Included

Order Status: (Hold down the Ctrl key to make multiple selections)

Order Source: All

Unique/Non Unique Order Numbers: All

Sort Report By

Order Status: [No Sort] [No Sort] [No Sort] [No Sort]

Ascending Order Descending Order

Ascending Order Descending Order

Ascending Order Descending Order

Ascending Order Descending Order

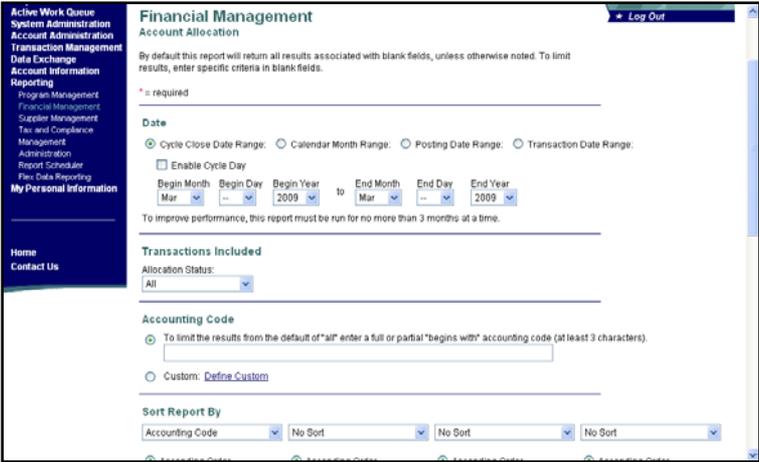
The State does not currently use order modules.

Financial Management, Order Management, Order Detail Report

The screenshot shows a web application interface for a report titled "Financial Management Order Detail". On the left is a vertical navigation menu with categories like "Active Work Queue", "System Administration", "Account Administration", "Transaction Management", "Data Exchange", "Account Information", "Reporting", "Program Management", "Financial Management", "Supplier Management", "Tax and Compliance Management", "Administration", "Report Scheduler", "Fac Data Reporting", and "My Personal Information". At the bottom of the menu are "Home" and "Contact Us" links. The main content area has a "Log Out" link in the top right. Below the title, there is a disclaimer: "By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields." and a note that "*" indicates required fields. The "Date" section has three radio buttons: "Calendar Month Range" (selected), "Order Date Range", and "Order Creation Date". Below these are input fields for "Begin Month", "Begin Day", "Begin Year", "End Month", "End Day", and "End Year", with "Mar", "--", "2009", "Mar", "--", and "2009" respectively. The "Orders Included" section has a note "Hold down the Ctrl key to make multiple selections." and a dropdown menu for "Order Status" with options "All", "Open", and "Partial". Below are dropdowns for "Order Source" (set to "All"), "Unique/Non Unique", and "Order Numbers" (set to "All"). The "Additional Detail" section has a checkbox for "Include Line Item Detail" which is currently unchecked. The "Sort Report By" section has four dropdown menus, all set to "No Sort".

The State does not currently use order modules.

Financial Management, Transaction Management, Account Allocation Report



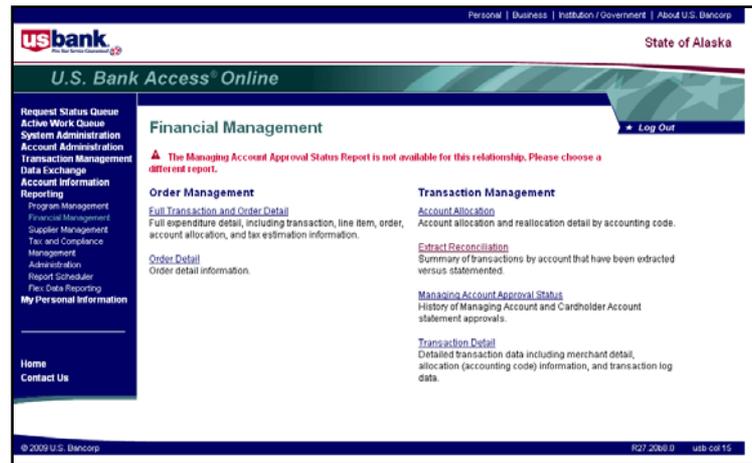
The State does not currently use account allocation modules.

Financial Management, Transaction Management, Extract Reconciliation Report

The screenshot shows a web application interface for generating an Extract Reconciliation report. On the left is a vertical navigation menu with categories like 'Request Status Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Finance Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area is titled 'Financial Management Extract Reconciliation' and includes a 'Log Out' button. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A section labeled '* = required' follows. The 'Date' section contains three radio buttons: 'Cycle Close Date Range' (selected), 'Calendar Month Range', and 'Posting Date Range'. There is also an 'Enable Cycle Day' checkbox. Below this is a date range selector with fields for 'Begin Month', 'Begin Day', 'Begin Year', 'End Month', 'End Day', and 'End Year'. The 'Sort Report By' section has four dropdown menus: 'OLE % of Total Amount', 'SFE % of Total Amount', 'Name', and 'No Sort'. Each dropdown is followed by two radio buttons for 'Ascending Order' and 'Descending Order'. The 'Additional Detail' section includes a note: 'Selected options allow a drill-down to additional detail if available. NOTE: only 2 options available in PDF output.' It features three checkboxes: 'Standard Financial Extract (SFE)' (checked), 'General Ledger Extract (OLE)' (checked), and 'Payment Extract (PE)' (unchecked). At the bottom, the 'Report Output' section has a 'Summary Output' option.

The State does not currently use extract reconciliation modules.

Financial Management, Transaction Management, Managing Account Approval Status Report



The State does not currently use account statement approval modules.

Financial Management, Transaction Management, Transaction Detail Report, Part I

Financial Management
Transaction Detail

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

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Begin Month: Mar | Begin Day: -- | Begin Year: 2009 | to | End Month: Mar | End Day: -- | End Year: 2009

Transactions Included

Transaction Status: [All]

Reviewed Status: [All]

Disputed Status: [All]

Transaction Amount: []

Posting Type: [All]

Payments: Exclude Include

Fees: Exclude Include

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Reviewed Status:** Do not change the default status **All**. The State does not use the review functionality.
- **Disputed Status:** Select a dispute status from the drop down box. Available selections include **All**, **Disputed**, **Not Disputed**, **Resolved** and **Unresolved**.
- **Transaction Amount:** Select **less than or equal to**, **equal to**, or **greater than or equal to**. Enter the desired dollar amount in the \$ box. You can leave the \$ box field blank to select all transaction amounts.
- **Posting Type:** Select a posting type from the drop down box. Available selections include **All**, **Posted**, or **Memo**.
- **Payments:** Click on the **Include** option button if you want to include payments in the report.

Financial Management, Transaction Management, Transaction Detail Report, Part II

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Fees:** Radio buttons for 'Exclude' (selected) and 'Include'.
- Additional detail:** Checkboxes for 'Display Transaction Comments' and 'Display Allocation Detail', both of which are unchecked.
- Merchants:**
 - Merchant Category Code Group:** A radio button (selected) with a dropdown menu showing 'AIRLINE', 'AUTORV DEALERS', and 'BUILDING SERVIC'. Below it is the instruction: 'Hold down the Ctrl key to make multiple selections.'
 - Merchant Category Codes:** A radio button (unchecked) with a text input field and a 'Search for Codes' link. Instruction: 'To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.'
 - Merchant Names:** A radio button (unchecked) with a text input field and an 'Add >>' button. Instruction: 'To limit the results from the default of "all" enter a full or partial "begins with" merchant name and add it to the list'. There is also a '<< Remove' button.
- Select By:** A radio button (selected) with a dropdown menu showing 'Accounting Code'. Instruction: '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)'.

- **Fees:** Click on the **Include** option button if you want to include fees in the report.
- **Additional Detail:** Do not click on the Additional Detail boxes. The State does not use transaction comments or allocation details.
- **Merchant Category Code Group:** From the drop down box, select **All** or one or more merchant categories. To make multiple selections, hold down the **Ctrl** key.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, click on the option button in front of Merchant Category Codes, and enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Merchant Names:** If you want to view transactions for merchant names that contain a specific word, click on the option button in front of Merchant Names and enter a word(s) in the Merchant Names box. Use this option with caution. If you enter "office", the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). After you enter the word(s), click on the **Add** button to move your entry to the box on the right side of the page.

Financial Management, Transaction Management, Transaction Detail Report, Part III

The screenshot shows a web-based configuration form for a report. It is divided into several sections:

- Select By:** A section with a title and a sub-instruction: "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)." It contains two text input fields: "Accounting Code" and "Alternate Accounting Code Name".
- Sort Report By:** A section with four dropdown menus. The first two are labeled "Account Name" and "Trans Date", both set to "No Sort". Below each dropdown are two radio buttons for "Ascending Order" and "Descending Order".
- Report Output:** A section with a dropdown menu set to "PDF". Below it is a label "Output Parameter Page Placement:" followed by a sub-instruction: "Selection defines the location of the Parameter Page details on the report output." and a dropdown menu set to "End".
- Group Report By:** A section with a radio button selected for "Processing Hierarchy Position.*". Below it is a sub-instruction: "If selected, a processing hierarchy position is required." and a table of input fields for "Bank", "Agent", "Company", "Division", and "Department". The "Bank" field contains the value "3757". A link "Search for Position or Add Multiple" is to the right. Below this is another radio button for "Account Number(s).*" with a sub-instruction: "If selected, at least one account is required. Separate multiple accounts by a comma and no spaces."

- **Select By:** Do not enter information in the Accounting Code or Alternate Accounting Code Name box. The State does not use the accounting code functionality in AccessOnline.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.

Financial Management, Transaction Management, Transaction Detail Report, Part IV

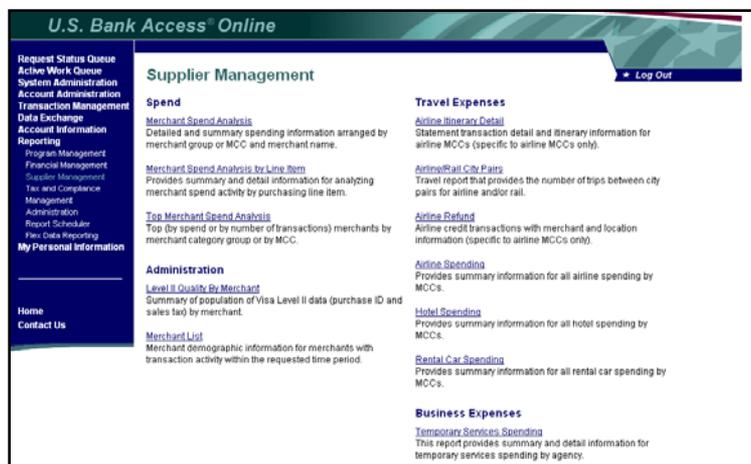
The screenshot shows a web-based configuration interface for a report. It includes the following sections:

- Report Output:** A dropdown menu set to "PDF".
- Output Parameter Page Placement:** A dropdown menu set to "End".
- Group Report By:** Two radio button options:
 - Processing Hierarchy Position:** Selected. Below it are input fields for "Bank" (containing "3757"), "Agent", "Company", "Division", and "Department". A link "Search for Position or Add Multiple" is to the right.
 - Account Number(s):** Unselected. Below it is an empty input field and a link "Search for Accounts".
- Break/Subtotal Level:** A dropdown menu set to "- No Break/Subtotal -".
- Page Break:** Radio buttons for "Yes" and "No", with "No" selected.
- Note:** "Page Break is applicable only if a Break/Subtotal Level is chosen."
- Buttons:** "Run Report", "Reset", and "Create Scheduled Report".
- Footer:** A link "Back to Financial Management".

- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Reporting, Supplier Management



From the Supplier Management screen you can click on links to access specific reports. The following reports can be used to display information for State accounts:

- Merchant Spend Analysis
- Merchant Spend Analysis by Line Item
- Top Merchant Spend Analysis
- Level II Quality By Merchant
- Merchant List
- Airline Itinerary Detail
- Airline/Rail City Pairs
- Airline Refund
- Airline Spending
- Hotel Spending
- Rental Car Spending
- Temporary Services Spending

Note 1: Your screen may have different reports from the screen shown above, depending on your entitlement.

Supplier Management, Spend, Merchant Spend Analysis Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with a 'Merchant Spend Analysis' report configuration page. On the left is a navigation menu with categories like 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area includes a 'Log Out' button, a title 'Supplier Management Merchant Spend Analysis', and a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' Below this is a section for 'Date' with radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is an 'Enable Cycle Day' checkbox. A date range is set from 'Mar -- 2009' to 'Mar -- 2009'. The 'Report Type' section has radio buttons for 'Summary', 'Detail', and 'Merchant with Transaction Detail (Excel only)'. The 'Merchants' section has a text input box and 'Add' and 'Remove' buttons. At the bottom, there is a 'Merchant Category Code Group' section with a radio button and a note: 'Hold down the Ctrl key to make multiple selections.'

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Report Type:** Click on the option button to select **Summary**, **Detail**, or **Merchant with Transaction Detail**.
- **Merchant Names:** If you want to view information for merchant names that contain a specific word, enter a word(s) in the Merchants box. Use this option with caution. If you enter "office", the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). After you enter the word(s), click on the **Add** button to move your entry to the box on the right side of the page.

Supplier Management, Spend, Merchant Spend Analysis Report, Part II

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Merchants:** Contains two radio buttons. The first is selected and labeled "Merchant Category Code Group: Hold down the Ctrl key to make multiple selections." Below it is a multi-select dropdown menu with options "AIRLINE", "AUTORV DEALERS", and "BUILDING SERVIC". The second radio button is labeled "Merchant Category Codes: To limit the results from the default of 'all,' enter a MCC or search. Separate multiple MCCs by a comma and no spaces." Below it is a text input field and a "Search for Codes" link.
- Merchant States:** Contains a radio button and a multi-select dropdown menu with options "All", "Alabama", "Alaska", and "Arizona".
- Sort Report By:** Contains four dropdown menus, each set to "No Sort". Below each dropdown are two radio buttons for "Ascending Order" (selected) and "Descending Order".
- Report Output:** Contains a dropdown menu set to "PDF".
- Output Parameter Page Placement:** A small text label at the bottom stating "Selection defines the location of the Parameter Page details on the report output".

- **Merchant Category Code Group:** From the drop down box, select **All** or a merchant category. To make multiple selections, hold down the **Ctrl** key.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, click on the option button in front of Merchant Category Codes, and enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Merchant States:** From the drop down box, you can select **All** (states) or select one or more states. To make multiple selections, hold down the **Ctrl** key while selecting the desired states.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Spend, Merchant Spend Analysis Report, Part III

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Sort Report By:** Four dropdown menus, each set to "No Sort". Below each dropdown are two radio buttons: "Ascending Order" (selected) and "Descending Order".
- Report Output:** A dropdown menu set to "PDF". Below it is a section titled "Output Parameter Page Placement" with a dropdown menu set to "End".
- Group Report By:** A section titled "Processing Hierarchy Position:" with a sub-label "Bank: Agent: Company: Division: Department:". Below this are five input fields. The first field contains "3757". To the right is a link that says "Search for Position or Add Multiple".
- Break/Subtotal Level:** A dropdown menu set to "- No Break/Subtotal -".
- Buttons:** Three buttons: "Run Report" (green), "Reset" (grey), and "Create Scheduled Report" (green).
- Footer:** A link that says "<< Back to Supplier Management".

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Supplier Management, Spend, Merchant Spend Analysis by Line Item Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with a sub-header 'Merchant Spend Analysis by Line Item'. A left-hand navigation menu includes categories like 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area contains instructions: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' Below this, there are sections for 'Date', 'Merchants', and 'Merchant Names'. The 'Date' section has radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range', along with an 'Enable Cycle Day' checkbox and a date range selector with dropdowns for month, day, and year. The 'Merchants' section has a 'Merchant Category Code Group' dropdown menu (showing 'All', 'AIRLINE', 'AUTORV DEALERS', 'BUILDING SERVIC') and a 'Merchant Category Codes' text input field with a 'Search for Codes' link. The 'Merchant Names' section has a text input field and an 'Add >>' button.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Merchant Category Code Group:** From the drop down box, select **All** or a merchant category. To make multiple selections, hold down the **Ctrl** key.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, click on the option button in front of Merchant Category Codes, and enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.

Supplier Management, Spend, Merchant Spend Analysis by Line Item Report, Part II

The screenshot shows a configuration window for the Merchant Spend Analysis by Line Item Report. It includes several sections:

- Merchant States:** A multi-select dropdown menu with 'All' selected. Below it are 'Alabama', 'Alaska', and 'Arizona'.
- Line Item Detail Type:** A dropdown menu set to 'Transaction'.
- Sort Report By:** Four dropdown menus for 'Merchant Name', 'Transaction Date', 'Transaction Amount', and 'No Sort'. Each has radio buttons for 'Ascending Order' and 'Descending Order'.
- Report Output:** A dropdown menu set to 'PDF'.
- Output Parameter Page Placement:** A dropdown menu set to 'End'.
- Group Report By:** A section with a note: "Processing Hierarchy Position." If selected, a processing hierarchy position is required. Below are input fields for 'Bank', 'Agent', 'Company', 'Division', and 'Department'. The 'Bank' field contains '3757'. A 'Search for Position or Add Multiple' button is at the bottom right.

- **Merchant Names:** If you want to view information for merchant names that contain a specific word, enter a word(s) in the Merchant Names box. Use this option with caution. If you enter “office”, the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). After you enter the word(s), click on the **Add** button to move your entry to the box on the right side of the page.
- **Merchant States:** From the drop down box, you can select **All** (states) or select one or more states. To make multiple selections, hold down the **Ctrl** key while selecting the desired states.
- **Line Item Detail Type:** Leave the default selection of Transaction. The State does not use the User or Order functionality.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.

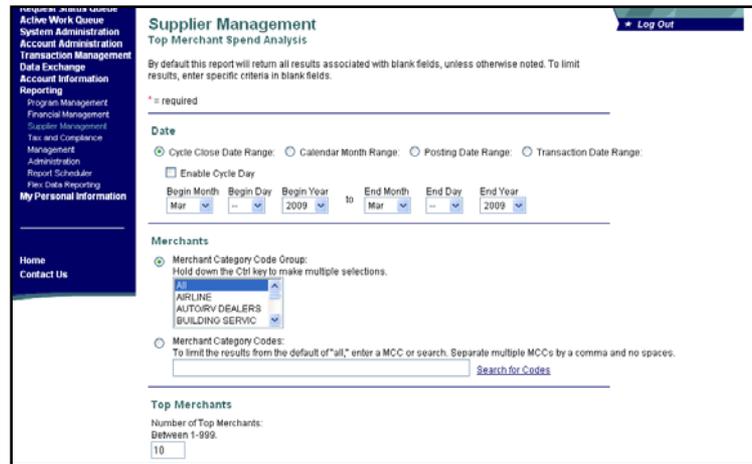
Supplier Management, Spend, Merchant Spend Analysis by Line Item Report, Part III

The screenshot shows a web-based configuration interface for a report. At the top, there are four radio button options, each with 'Ascending Order' and 'Descending Order' sub-options. Below this is the 'Report Output' section, which includes a dropdown menu set to 'PDF' and a section for 'Output Parameter Page Placement' with a dropdown set to 'End'. The 'Group Report By' section has two radio button options: 'Processing Hierarchy Position: *' and 'Account Number(s): *'. The first option includes a note 'If selected, a processing hierarchy position is required.' and a table with columns for Bank, Agent, Company, Division, and Department. The 'Bank' column contains the value '3757'. A link 'Search for Position or Add Multiple' is next to the table. The second option includes a note 'If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.' and a text input field with a 'Search for Accounts' link. Below these sections is a 'Break/Subtotal Level' dropdown menu set to '- No Break/Subtotal -'. At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. A link 'Back to Supplier Management' is at the very bottom.

- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Supplier Management, Spend, Top Merchant Spend Analysis Report, Part I



- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Merchant Category Code Group:** From the drop down box, select **All** or a merchant category. To make multiple selections, hold down the **Ctrl** key.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, click on the option button in front of Merchant Category Codes, and enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.

Supplier Management, Spend, Top Merchant Spend Analysis Report, Part II

The screenshot shows a web-based configuration interface for a report. It includes the following sections:

- Number of Top Merchants:** A text input field containing the number '10', with a note 'Between 1-999'.
- Define "Top Merchants" By:** Two radio buttons: 'Spend' (selected) and 'No. of Transactions'.
- Sort Report By:** Four dropdown menus. The first is set to 'MCCO'. The second is 'Merchant Name'. The third and fourth are 'No Sort'. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'.
- Report Output:** A dropdown menu set to 'PDF'.
- Output Parameter Page Placement:** A dropdown menu set to 'End'.
- Group Report By:** A section for 'Processing Hierarchy Position' with input fields for 'Bank' (containing '3757'), 'Agent', 'Company', 'Division', and 'Department'. A link 'Search for Position or Add Multiple' is next to the fields.
- Buttons:** 'Run Report', 'Reset', and 'Create Scheduled Report'.
- Footer:** A link 'Back to Supplier Management'.

- **Number of Top Merchants:** Enter a number between 1 and 999 for the number of top merchants you want listed on your report.
- **Define "Top Merchants" By:** Click on the **Spend** option button if you want the top merchants defined by the amount spent within the selected date range OR click on the **No. of Transactions** option button if you want the top merchants defined by the number of transactions created within the selected date range.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Supplier Management, Administration, Level II Quality By Merchant Report, Part I

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.

Note: The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.

- **Merchants:** You can limit your results by entering a word(s) in the Merchants box. Use this option with caution. If you enter "office", the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). After you enter the word(s), click on the **Add** button to move your entry to the box on the right side of the page.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Administration, Level II Quality By Merchant Report, Part II

Sort Report By

Merchant Name No Sort No Sort No Sort

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

Report Output

PDF

Group Report By

Processing Hierarchy Position:
If selected, a processing hierarchy position is required.
Bank: Agent: Company: 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 -

Run Report Reset

[Back to Supplier Management](#)

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Administration, Merchant List Report, Part I

The screenshot shows the 'Supplier Management' interface with the 'Merchant List' report selected. The left sidebar contains navigation links such as 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area is titled 'Supplier Management Merchant List' and includes a 'Log Out' link. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A legend indicates that '*' is required. The 'Date' section has four radio buttons: 'Cycle Close Date Range' (selected), 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is an 'Enable Cycle Day' checkbox. Below these are dropdown menus for 'Begin Month', 'Begin Day', 'Begin Year', 'End Month', 'End Day', and 'End Year'. The 'Merchants' section has two radio buttons: 'Merchant Category Code Group' (selected) and 'Merchant Category Codes'. The 'Merchant Category Code Group' section has a dropdown menu with options: 'All', 'AIRLINE', 'AUTORV DEALERS', and 'BUILDING SERVICE'. The 'Merchant Category Codes' section has a text input field and a 'Search for Codes' link. At the bottom, there is a 'Merchants:' section with a text input field, an 'Add ->' button, and a '<- Remove' button.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Merchant Category Code Group:** From the drop down box, select **All** or a merchant category. To make multiple selections, hold down the **Ctrl** key while selecting the desired categories.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, click on the option button in front of Merchant Category Codes, and enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.

Supplier Management, Administration, Merchant List Report, Part II

To limit the results from the default of "all" enter a full or partial "begins with" merchant name and add it to the list.

Sort Report By

MCCG	Merchant Name	No Sort	No Sort
------	---------------	---------	---------

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

Report Output

PDF

Group Report By

Processing Hierarchy Position: *

Bank:	Agent:	Company:	Division:	Department:
3757				

[Search for Position or Add Multiple](#)

Break/Subtotal Level

- No Break/Subtotal -

[Back to Supplier Management](#)

- **Merchants:** You can limit your results by entering a word(s) in the Merchants box. Use this option with caution. If you enter “office”, the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). After you enter the word(s), click on the **Add** button to move your entry to the box on the right side of the page.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Travel Expenses, Airline Itinerary Detail Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with the sub-page 'Airline Itinerary Detail'. On the left is a vertical navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Pay Data Reporting', and 'My Personal Information'. The main content area includes a 'Log Out' button, a disclaimer about blank fields, a 'Date' section with radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', and 'Transaction Date Range', and a checkbox for 'Enable Cycle Day'. Below this are date selection fields for 'Begin Month', 'Begin Day', 'Begin Year', 'End Month', 'End Day', and 'End Year'. There is also a 'Current Default Accounting Code' section with a text input field and a 'Sort Report By' section with four columns of dropdown menus for 'Name' and 'No Sort', each with 'Ascending Order' and 'Descending Order' options. At the bottom is a 'Report Output' section with a 'PDF' dropdown.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
Note: The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Current Default Accounting Code:** Leave blank. The State does not use the accounting code modules.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Travel Expenses, Airline Itinerary Detail Report, Part II

The screenshot shows a web-based report configuration interface. At the top, there is a 'Sort Report By' section with four columns. Each column has a dropdown menu set to 'No Sort' and two radio buttons for 'Ascending Order' (selected) and 'Descending Order'. Below this is the 'Report Output' section with a dropdown menu set to 'PDF'. The 'Group Report By' section has two radio buttons: 'Processing Hierarchy Position:' (selected) and 'Account Number(s):'. Under 'Processing Hierarchy Position:', there are input fields for 'Bank' (containing '3757'), 'Agent', 'Company', 'Division', and 'Department', followed by a 'Search for Position or Add Multiple' link. Under 'Account Number(s):', there is an empty input field and a 'Search for Accounts' link. At the bottom, there is a 'Break Subtotal Level' dropdown menu set to '- No Break/Subtotal -'. Below the dropdown are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. At the very bottom, there is a link: '<< Back to Supplier Management'.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen:

Run Report (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Supplier Management, Travel Expenses, Airline/Rail City Pairs Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with a sub-section for 'Airline/Rail City Pairs'. On the left is a vertical navigation menu with options like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fax Data Reporting', and 'My Personal Information'. At the bottom of the menu are 'Home' and 'Contact Us' links. The main content area has a 'Log Out' link in the top right. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' The 'Date' section includes a 'Departure Month Range' with 'Begin Month' (Feb) and 'Begin Year' (2009) on the left, and 'End Month' (Mar) and 'End Year' (2009) on the right, separated by 'to'. The 'Air/Rail Information' section has a note about Air/Rail Codes and two input boxes for 'Air/Rail Code 1' and 'Air/Rail Code 2'. The 'Merchant Detail' section has a note about Merchant Category Codes and a 'Search for Codes' link. The 'Top Merchants/Top City Pairs' section has a note and a dropdown for 'Top Number of Merchants' with an adjacent input box.

- **Departure Month Range:** Select the beginning and ending month and year from the drop down boxes.
- **Air/Rail Codes:** To report on all travel activity, leave the boxes blank. To report on all travel activity for a specific location, enter the three character air or rail code in the Air/Rail Code 1 box (e.g., JNU for Juneau). To report on travel activity between two locations, enter the three character air or rail code in the Air/Rail Code1 and Air/Rail Code 2 boxes.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Top Merchants/Top City Pairs:** You can report on the **Top Number of Merchants** or the **Top Number of City Pairs**. Select one of the options and leave the box blank to report on all the merchants or city pairs, or enter a number between 1 and 999 in the box to report on the top merchants or city pairs.

Supplier Management, Travel Expenses, Airline/Rail City Pairs Report, Part II

The screenshot shows a web-based form for configuring a report. At the top, there is a dropdown menu for 'Top Number of Merchants' with a value of 1. Below this is the 'Sort Report By' section, which includes four dropdown menus: 'Merch Cat Desc', 'Number of Trips', 'AirRail Name 1', and 'AirRail Name 2'. Each dropdown menu has radio buttons for 'Ascending Order' and 'Descending Order'. The 'Report Output' section has a dropdown menu set to 'PDF'. The 'Group Report By' section has two radio buttons: 'Processing Hierarchy Position:' (selected) and 'Account Number(s):'. The 'Processing Hierarchy Position:' section includes a table with columns for 'Bank', 'Agent', 'Company', and 'Department', and a 'Search for Position or Add Multiple' link. The 'Account Number(s):' section includes a text input field and a 'Search for Accounts' link. At the bottom, there are 'Run Report' and 'Reset' buttons, and a link to 'Back to Supplier Management'.

- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Travel Expenses, Airline Refund Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with a sub-section for 'Airline Refund'. On the left is a vertical navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Accounting', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', and 'Pay Date Reporting'. Below this is a 'My Personal Information' section with 'Home' and 'Contact Us' links. The main content area is titled 'Supplier Management Airline Refund' and includes a 'Log Out' button. Below the title is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A '*' symbol indicates required fields. The 'Date' section has four radio button options: 'Cycle Close Date Range' (selected), 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is an 'Enable Cycle Day' checkbox. Below are date selection fields: 'Begin Month' (Mar), 'Begin Day' (--), 'Begin Year' (2009), 'End Month' (Mar), 'End Day' (--), and 'End Year' (2009). The 'Current Default Accounting Code' section has a text input field and a note: 'To limit the results from the default of "all" enter a full or partial "begins with" current default accounting code (at least 3 characters)'. The 'Sort Report By' section has four dropdown menus, each set to 'No Sort', and four pairs of radio buttons for 'Ascending Order' and 'Descending Order'. The 'Report Output' section has a dropdown menu set to 'PDF'.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Current Default Accounting Code:** Leave blank. The State does not use the accounting code modules.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Travel Expenses, Airline Refund Report, Part II

The screenshot shows a web-based report configuration interface. It is divided into several sections:

- Sort Report By:** Four dropdown menus, each set to "No Sort". Below each dropdown are radio buttons for "Ascending Order" (selected) and "Descending Order".
- Report Output:** A dropdown menu set to "PDF".
- Group Report By:** Two radio button options:
 - Processing Hierarchy Position:** Selected. Below it are input fields for "Bank" (containing "3757"), "Agent", "Company", "Division", and "Department". A link "Search for Position or Add Multiple" is to the right.
 - Account Number(s):** Unselected. Below it is a text input field and a link "Search for Accounts".
- Break/Subtotal Level:** A dropdown menu set to "- No Break/Subtotal -".
- Buttons:** "Run Report" and "Reset" buttons.
- Footer:** A link "<< Back to Supplier Management".

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Travel Expenses, Airline Spending Report, Part I

Supplier Management
Airline Spending

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

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Begin Month: Begin Day: Begin Year: to End Month: End Day: End Year:

Mar -- 2009 to Mar -- 2009

Report Type

Summary Detail

Merchants

Merchant Category Codes:
To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.

Search for Codes

Sort Report By

Total Spend Merch Cat Desc No Sort No Sort

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

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Report Type:** Click on the option button for the type of report you want, **Summary** or **Detail**.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Travel Expenses, Airline Spending Report, Part II

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.
 [Search for Codes](#)

Sort Report By

Total Spend Merch Cat Desc No Sort No Sort

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

Report Output

PDF

Group Report By

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

Break/Subtotal Level

- No Break/Subtotal -

[Run Report](#) [Reset](#)

[Back to Supplier Management](#)

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- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Travel Expenses, Hotel Spending Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with a 'Hotel Spending' report configuration page. On the left is a navigation menu with categories like 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area is titled 'Supplier Management Hotel Spending' and includes a 'Log Out' link. Below the title is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A horizontal line separates the title from the configuration options. Below the line, there is a note: '* = required'. The 'Date' section has four radio buttons: 'Cycle Close Date Range' (selected), 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is an 'Enable Cycle Day' checkbox. Below these are three columns of dropdown menus for 'Begin Month', 'Begin Day', and 'Begin Year' (set to 2009), followed by 'to', and then three columns for 'End Month', 'End Day', and 'End Year' (set to 2009). The 'Report Type' section has three radio buttons: 'Summary' (selected), 'Detail', and 'Folio'. The 'Merchants' section has two radio buttons: 'Merchant Category Codes' (selected) and 'Number of Top Merchants'. Below the first radio button is a text input field and a 'Search for Codes' link. Below the second radio button is a text input field with the value '10'. The 'Sort Report By' section has four dropdown menus: 'Total Spend', 'Merch Cat Desc', 'No Sort', and 'No Sort'.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.

Note: The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.

- **Report Type:** Click on the option button for the type of report you want, **Summary**, **Detail** or **Folio**.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Number of Top Merchants:** If you want to limit your report to top hotel merchants, click on the option button in front of **Number of Top Merchants** and enter a number between 1 and 999 in the box.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Travel Expenses, Hotel Spending Report, Part II

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Sort Report By:** Contains four dropdown menus. The first is set to 'Total Spend', the second to 'Merch Cat Desc', and the last two to 'No Sort'. Below these are eight radio buttons for 'Ascending Order' and 'Descending Order' for each of the four dropdowns.
- Report Output:** A dropdown menu set to 'PDF'.
- Output Parameter Page Placement:** A dropdown menu set to 'End'. A note below states: 'Selection defines the location of the Parameter Page details on the report output.'
- Group Report By:** Two radio buttons. The first is selected and labeled 'Processing Hierarchy Position.*'. Below it, a note says 'if selected, a processing hierarchy position is required.' There are four input fields for 'Bank', 'Agent', 'Company', and 'Division', with 'Department' also listed. The 'Bank' field contains '3757'. A link 'Search for Position or Add Multiple' is to the right. The second radio button is labeled 'Account Number(s)*' with a note 'if selected, at least one account is required. Separate multiple accounts by a comma and no spaces.' and a 'Search for Accounts' link.
- Break/Subtotal Level:** A dropdown menu set to '- No Break/Subtotal -'.
- Buttons:** 'Run Report' and 'Reset' buttons at the bottom.
- Footer:** A link '<< Back to Supplier Management'.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Travel Expenses, Rental Car Spending Report, Part I

The screenshot shows a web application interface for 'Supplier Management' with a sub-section for 'Rental Car Spending'. On the left is a vertical navigation menu with options like 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fee Data Reporting', and 'My Personal Information'. The main content area has a 'Log Out' button in the top right. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that says '* = required'. The 'Date' section has four radio buttons: 'Cycle Close Date Range' (selected), 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is an 'Enable Cycle Day' checkbox. Below are dropdown menus for 'Begin Month' (Mar), 'Begin Day' (--), 'Begin Year' (2009), 'End Month' (Mar), 'End Day' (--), and 'End Year' (2009). The 'Report Type' section has two radio buttons: 'Summary' (selected) and 'Detail'. The 'Merchants' section has two radio buttons: 'Merchant Category Codes' (selected) and 'Number of Top Merchants'. The 'Merchant Category Codes' section has a text input field and a 'Search for Codes' link. The 'Number of Top Merchants' section has a text input field with the value '10'. The 'Sort Report By' section has four dropdown menus: 'Total Spend', 'Merch Cat Desc', 'No Sort', and 'No Sort'.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Report Type:** Click on the option button for the type of report you want, **Summary** or **Detail**.
- **Merchant Category Codes:** If you want to view transactions for specific merchant category codes, enter the merchant category codes in the box. If you enter multiple codes, separate the codes with a comma and do not insert spaces. If you want to search for merchant category codes, click on the **Search for Codes** link.
- **Number of Top Merchants:** If you want to view top hotel merchants, click on the option button in front of **Number of Top Merchants** and enter a number between 1 and 999 in the box.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Supplier Management, Travel Expenses, Rental Car Spending Report, Part II

The screenshot shows a web-based configuration interface for a report. It includes several sections: 'Merchant Category Codes' with a search box and a 'Search for Codes' link; 'Number of Top Merchants' with a text input field containing '10'; 'Sort Report By' with four columns of dropdown menus for 'Total Spend', 'Merch Cat Desc', 'No Sort', and 'No Sort', each with radio buttons for 'Ascending Order' and 'Descending Order'; 'Report Output' with a dropdown menu set to 'PDF'; 'Group Report By' with a 'Processing Hierarchy Position' label and input fields for 'Bank', 'Agent', 'Company', 'Division', and 'Department', with a 'Search for Position or Add Multiple' link; and 'Break: Subtotal Level' with a dropdown menu set to '- No Break/Subtotal -'. At the bottom, there are 'Run Report' and 'Reset' buttons, and a link to '<< Back to Supplier Management'.

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Supplier Management, Business Expenses, Temporary Services Spending Report, Part I

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is the 25th day of the month.
- **Report Type:** Click on the option button for the type of report you want, **Summary** or **Detail**.
- **Merchant Names:** You can limit your results by entering a word(s) in the first box. Use this option with caution. If you enter "office", the report will only display merchant names that begin with office (Office Max) but not those where office is listed in the middle or end of the merchant name (Capital Office Supply). When you finish entering the word(s) in the first box, click on the **Add** button to move the word(s) to the second box on the right side of the page.
- **Current Default Accounting Code:** Leave blank. The State does not use the accounting code modules.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

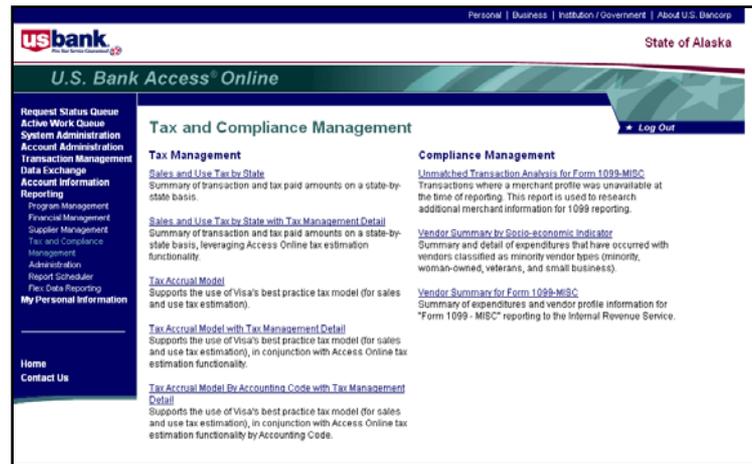
Supplier Management, Business Expenses, Temporary Services Spending Report, Part II

The screenshot displays a web-based configuration interface for a report. At the top, there are four dropdown menus, each set to 'Debit Amount' and 'No Sort'. Below these are four radio button options for sorting: 'Ascending Order' (selected) and 'Descending Order' (unselected). The 'Group Report By' section has two radio buttons: 'Processing Hierarchy Position' (selected) and 'Account Numbers' (unselected). Under 'Processing Hierarchy Position', there are input fields for 'Bank', 'Agent', 'Company', and 'Department', with the 'Bank' field containing '3757'. A link 'Search for Position or Add Multiple' is next to the 'Bank' field. Under 'Account Numbers', there is a link 'Search for Accounts'. The 'Break/Subtotal Level' section has a dropdown menu set to '- No Break/Subtotal -'. The 'Report Output' section has a dropdown menu set to 'PDF'. Below this is a section for 'Output Parameter Page Placement' with a dropdown menu set to 'End'. At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. A link 'Back to Supplier Management' is at the very bottom.

- **Processing Hierarchy Position:** Click on the option button and enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Account Numbers:** Click on the option button and enter account number(s) to retrieve information for specific accounts. If you list multiple account numbers, separate the numbers by a comma and do not insert spaces. To view and select a list of accounts you are authorized to report on, click on the **Search for Accounts** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Reporting, Tax and Compliance Management



From the Tax and Compliance Management screen you can click on links to access specific reports. The following reports can be used to display information for State accounts:

- Sales and Use Tax by State
- Tax Accrual Model
- Unmatched Transaction Analysis for Form 1099-MISC
- Vendor Summary by Socio-economic Indicator
- Vendor Summary for Form 1099-MISC

Note 1: Your screen may have different reports from the screen shown above, depending on your entitlement.

Note 2: Reports not included in the list above are not used in the State's One Card program.

Tax and Compliance Management, Tax Management, Sales and Use Tax by State Report, Part I

The screenshot displays the 'Tax and Compliance Management' interface for 'Sales and Use Tax by State'. The left sidebar contains a navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Finance Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fax Data Reporting', and 'My Personal Information'. The main content area includes a 'Log Out' button, a note about blank fields, and a '* = required' indicator. The 'Date' section has radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. Below this is an 'Enable Cycle Day' checkbox and a date range selector with fields for 'Begin Month', 'Begin Day', 'Begin Year', 'End Month', 'End Day', and 'End Year'. The 'State' section has radio buttons for 'Merchant state' and 'Cardholder state', followed by a 'States' dropdown menu with a note to hold down the Ctrl key for multiple selections. The 'Sort Report By' section features four dropdown menus for 'Total Trans Amount', 'No Sort', 'No Sort', and 'No Sort', each with radio buttons for 'Ascending Order' and 'Descending Order'.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **State:** Click on the option button for the type of report you want to create, **Merchant State** or **Cardholder State**.
- **States:** From the drop down box, you can select **All** (states) or select one or more states. To make multiple selections, hold down the **Ctrl** key while selecting the desired states.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Tax and Compliance Management, Tax Management, Sales and Use Tax by State Report, Part II

The screenshot shows a web-based configuration interface for a report. At the top, there is a dropdown menu for selecting a state, currently set to 'All'. Below this is the 'Sort Report By' section, which contains four dropdown menus, each set to 'Total Trans Amount'. Underneath each dropdown are two radio buttons: 'Ascending Order' (selected) and 'Descending Order'. The 'Report Output' section features a dropdown menu set to 'PDF' and another dropdown for 'Output Parameter Page Placement' set to 'End'. The 'Group Report By' section includes input fields for 'Bank' (containing '3757'), 'Agent', 'Company', 'Division', and 'Department', followed by a link labeled 'Search for Position or Add Multiple'. At the bottom of the form are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. A link at the very bottom reads 'Back to Tax and Compliance Management'.</p></div>

- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

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Tax and Compliance Management, Tax Management, Sales and Use Tax by State with Tax Management Detail Report

The screenshot shows a web application interface with a blue sidebar on the left containing navigation links such as 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'File Data Reporting', and 'My Personal Information'. The main content area is titled 'Tax and Compliance Management' and 'Sales and Use Tax by State with Tax Management Detail'. It includes a 'Log Out' link in the top right corner. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that states '* = required'. The 'Date' section contains radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. There is an unchecked checkbox for 'Enable Cycle Day'. Below this are dropdown menus for 'Begin Month' (Mar), 'Begin Day' (--), 'Begin Year' (2009), 'End Month' (Mar), 'End Day' (--), and 'End Year' (2009). The 'State Destination Code' section has radio buttons for 'Merchant State', 'Ship To State', 'Ship From State', and 'Destination Code'. A note says 'States: Hold down the Ctrl key to make multiple selections.' and another note says 'To limit the results from the default of "all," enter a full or partial destination code.' Below these is a dropdown menu showing 'All', 'Alabama', 'Alaska', and 'Arizona'. The 'Tax' section has a label 'Tax Implied: Display transactions where tax is implied:' followed by a dropdown menu set to 'All' and another dropdown menu labeled 'Taxability:' also set to 'All'.

The State does not currently use tax management functionality.

Tax and Compliance Management, Tax Management, Tax Accrual Model Report, Part I

The screenshot shows a web application interface for configuring a Tax Accrual Model report. The page title is "Tax and Compliance Management Tax Accrual Model". A sidebar on the left contains a navigation menu with items like "Active Work Queue", "System Administration", "Account Administration", "Transaction Management", "Data Exchange", "Account Information", "Reporting", "Program Management", "Financial Management", "Supplier Management", "Tax and Compliance Management", "Administration", "Report Scheduler", "File Data Reporting", and "My Personal Information". The main content area includes a "Log Out" link, a note about default results, a "Date" section with radio buttons for "Cycle Close Date Range", "Calendar Month Range", "Posting Date Range", and "Transaction Date Range", and an "Enable Cycle Day" checkbox. Below this are dropdown menus for "Begin Month", "Begin Day", "Begin Year", "End Month", "End Day", and "End Year". A "State" section has three radio button options for state selection, with a "Select" link for the third option. A table below the "Select" link shows "Type" and "Selected State(s)" for "Cardholder Account State(s)" and "Merchant State(s)". At the bottom, a "Sort Report By" section has four columns of dropdown menus for "Account State", "Merchant State", "Merchant (DBA) Name", and "Transaction Amount", each with "Ascending Order" and "Descending Order" radio buttons.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.

Note: The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.

- **State Selection:** Click on the option button for the type of state report you want to create, **Cardholder Account State is not equal to Merchant State**, **Cardholder Account State is equal to Merchant State**, or **Select Cardholder Account State(s) and Merchant State(s)**. If you select **Select Cardholder Account State(s) and Merchant State(s)**, click on the **Select** link to display selection drop down boxes. From the drop down boxes, you can select **All** (states) or select one or more states. To make multiple selections, hold down the **Ctrl** key while selecting the desired states.

Tax and Compliance Management, Tax Management, Tax Accrual Model Report, Part II

The screenshot shows a web-based configuration interface for a report. It is divided into several sections:

- Sort Report By:** Four dropdown menus are selected: 'Account State/Province', 'Merchant State/Province', 'Merchant (DBA) Name', and 'Transaction Amount'. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'.
- Report Output:** A dropdown menu is set to 'PDF'. Below it, a label reads 'Output Parameter Page Placement' with a sub-label 'Selection defines the location of the Parameter Page details on the report output.' A dropdown menu is set to 'End'.
- Group Report By:** A section titled 'Processing Hierarchy Position: *' with a sub-label 'Bank: Agent: Company: Division: Department:'. Below this are input fields for '3757', an empty field, an empty field, an empty field, and an empty field. A link 'Search for Position or Add Multiple' is to the right.
- Break/Subtotal Level:** A dropdown menu is set to '- No Break/Subtotal -'.
- Buttons:** Three buttons are at the bottom: 'Run Report', 'Reset', and 'Create Scheduled Report'.
- Footer:** A link '<- Back to Tax and Compliance Management' is at the bottom left.

- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Tax and Compliance Management, Tax Management, Tax Accrual Model with Tax Management Detail Report

Tax and Compliance Management
Tax Accrual Model with Tax Management 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: Mar | Begin Day: -- | Begin Year: 2009 | to | End Month: Mar | End Day: -- | End Year: 2009

State

State Selection:

"Ship To" State is not equal to "Ship From" State

"Ship To" State is equal to "Ship From" State

Select "Ship To" State(s) and "Ship From" State(s):

Type	Selected State(s)
"Ship To" State(s)	ALL
"Ship From" State(s)	ALL

Merchants

Merchant Category Codes:

Include selected merchant category codes

Exclude selected merchant category codes

The State does not currently use tax management functionality.

Tax and Compliance Management, Tax Management, Tax Accrual Model By Accounting Code with Tax Management Detail Report

The screenshot displays a web application interface for 'Tax and Compliance Management'. The page title is 'Tax Accrual Model By Accounting Code with Tax Management Detail'. A sidebar on the left contains a navigation menu with categories like 'Request Status Update', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Management Administration', 'Report Scheduler', 'Tax Data Reporting', and 'My Personal Information'. The main content area includes a 'Log Out' button, a description of the report, a 'Date' section with radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range', and a date selection table. Below this is an 'Accounting Code' section with radio buttons for 'Include selected accounting codes' and 'Exclude selected accounting codes', and a search field. The 'Merchants' section includes radio buttons for 'Include selected merchant category codes' and 'Exclude selected merchant category codes', and another search field with a 'Search for Codes' button.

Tax and Compliance Management * Log Out

Tax Accrual Model By Accounting Code with Tax Management Detail

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

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Begin Month	Begin Day	Begin Year	to	End Month	End Day	End Year
Mar	--	2009		Mar	--	2009

Accounting Code

Include selected accounting codes
 Exclude selected accounting codes

To limit the results from the default of "all," enter a full or partial "begins with" accounting code (at least 3 characters).

Merchants

Merchant Category Codes:

Include selected merchant category codes
 Exclude selected merchant category codes

To limit the results from the default of "all," enter a MCC or search. Separate multiple MCC's by a comma and no spaces.

 [Search for Codes](#)

The State does not currently use tax management functionality.

Tax and Compliance Management, Compliance Management, Unmatched Transaction Analysis for Form 1099-MISC Report, Part I

The screenshot shows a web application interface for generating a report. On the left is a navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fax Data Reporting', and 'My Personal Information'. The main content area is titled 'Tax and Compliance Management' and 'Unmatched Transaction Analysis for Form 1099-MISC'. It includes a 'Log Out' button, a note about default results, and a '* is required' indicator. The 'Date' section has radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. Below this is an 'Enable Cycle Day' checkbox and a date range selector with dropdowns for 'Begin Month', 'Begin Day', 'Begin Year', 'End Month', 'End Day', and 'End Year'. The 'Sort Report By' section has four columns, each with a dropdown for 'Merchant Name' and radio buttons for 'Ascending Order' and 'Descending Order'. The 'Report Output' section has a dropdown for 'PDF'. The 'Group Report By' section has a 'Processing Hierarchy Position' dropdown and input fields for 'Bank', 'Agent', 'Company', 'Division', and 'Department', with a 'Search for Position or Add Multiple' button.

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.

Tax and Compliance Management, Compliance Management, Unmatched Transaction Analysis for Form 1099-MISC Report, Part II

Administration
Report Scheduler
File Data Reporting
My Personal Information

Home
Contact Us

Enable Cycle Day

Begin Month: Mar, Begin Day: --, Begin Year: 2009, to, End Month: Mar, End Day: --, End Year: 2009

Sort Report By

Merchant Name: [No Sort], [No Sort], [No Sort], [No Sort]

Ascending Order, Descending Order (repeated for each No Sort)

Report Output: PDF

Group Report By

Processing Hierarchy Position: *

Bank: 3757, Agent: [], Company: [], Division: [], Department: []

Break/Subtotal Level: - No Break/Subtotal -

Run Report, Reset, Create Scheduled Report

[Back to Tax and Compliance Management](#)

- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.
- **Break/Subtotal Level:** If the report output is Browser or PDF, you can break and subtotal the report by Bank, Agent, or Company number if desired. Select the desired break/subtotal from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Tax and Compliance Management, Compliance Management, Vendor Summary by Socio-economic Indicator Report, Part I

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
Program Management
Financial Management
Supplier Management
Tax and Compliance Management
Administration
Report Scheduler
Fee Data Reporting
My Personal Information

Home
Contact Us

Log Out

Tax and Compliance Management

Vendor Summary by Socio-economic Indicator

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: Mar | Begin Day: -- | Begin Year: 2009 | to | End Month: Mar | End Day: -- | End Year: 2009

Merchants

Merchant States:
Hold down the Ctrl key to make multiple selections.

All
Alabama
Alaska
Arizona

Socio-Economic Indicator

Hold down the Ctrl key to make multiple selections.

All
No Indicator
Minority Owned
Woman Owned

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Merchant States:** From the drop down box, you can select **All** (states) or select one or more states. To make multiple selections, hold down the **Ctrl** key while selecting the desired states.
- **Socio-Economic Indicator:** From the drop down box, you can select **All**, **No Indicator**, **Minority Owned**, **Woman Owned**, **Veteran Owned** or **Small Business**. To make multiple selections, hold down the **Ctrl** key while selecting the desired indicators.

Tax and Compliance Management, Compliance Management, Vendor Summary by Socio-economic Indicator Report, Part II

The screenshot shows a web-based configuration interface for a 'Socio-Economic Indicator' report. At the top, there is a dropdown menu for selecting indicators, with 'All' currently selected. Below this is a 'Sort Report By' section with four columns, each having a dropdown for the column name (all set to 'Merchant Name') and radio buttons for 'Ascending Order' (selected) and 'Descending Order'. The 'Report Output' section is set to 'Excel'. The 'Group Report By' section includes a 'Processing Hierarchy Position' field with a search link, and input fields for 'Bank' (3757), 'Agent', 'Company', 'Division', and 'Department'. At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report', along with a 'Back to Tax and Compliance Management' link. The footer contains copyright information: '© 2009 U.S. Bancorp R27.2008.0 web out 15'.

- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You cannot select an output. The report only displays in Excel.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Tax and Compliance Management, Compliance Management, Vendor Summary for Form 1099-MISC Report, Part I

The screenshot shows a web application interface for generating a Vendor Summary for Form 1099-MISC. The page title is "Tax and Compliance Management" and the subtitle is "Vendor Summary for Form 1099-MISC". A "Log Out" link is visible in the top right corner. On the left side, there is a navigation menu with various options such as "Request Status Queue", "Action Work Queue", "System Administration", "Account Administration", "Transaction Management", "Data Exchange", "Account Information", "Reporting", "Program Management", "Financial Management", "Supplier Management", "Tax and Compliance Management", "Administration", "Report Scheduler", "Fee Date Reporting", and "My Personal Information". Below the menu are "Home" and "Contact Us" links.

The main content area contains the following sections:

- Date:** Radio buttons for "Cycle Close Date Range", "Calendar Month Range", "Posting Date Range", and "Transaction Date Range". There is an "Enable Cycle Day" checkbox.
- Begin/End Dates:** Fields for "Begin Month", "Begin Day", "Begin Year", "End Month", "End Day", and "End Year". The "Begin Year" is set to 2009, and the "End Year" is also set to 2009.
- Sort Report By:** Four dropdown menus for "Merchant Name", "No Sort", "No Sort", and "No Sort". Below these are radio buttons for "Ascending Order" and "Descending Order" for each column.
- Display Merchant Category Codes:** Checkboxes for "All", "IRS Reportable", "IRS Non-Reportable", and "Unknown IRS Reporting Status". The "All" checkbox is checked.
- Report Output:** A dropdown menu currently set to "Excel".

- **Date:** Click on the option button to select **Cycle Close Date Range** (billing cycle), **Calendar Month Range**, **Posting Date Range** or **Transaction Date Range**. Select the beginning and ending month, day and year from the drop down boxes.
- **Note:** The Enable Cycle Day box can be used with the Cycle Close Date Range selection to allow the selection of a specific date range. This option is most frequently used by US Bank clients who have bi-weekly billing cycles. The State's billing cycle is monthly on the 25th day.
- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.

Tax and Compliance Management, Compliance Management, Vendor Summary for Form 1099-MISC Report, Part II

The screenshot shows a web application interface for configuring a report. On the left is a navigation menu with items like 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fast Data Reporting', and 'My Personal Information'. The main content area is titled 'Date' and includes several sections:

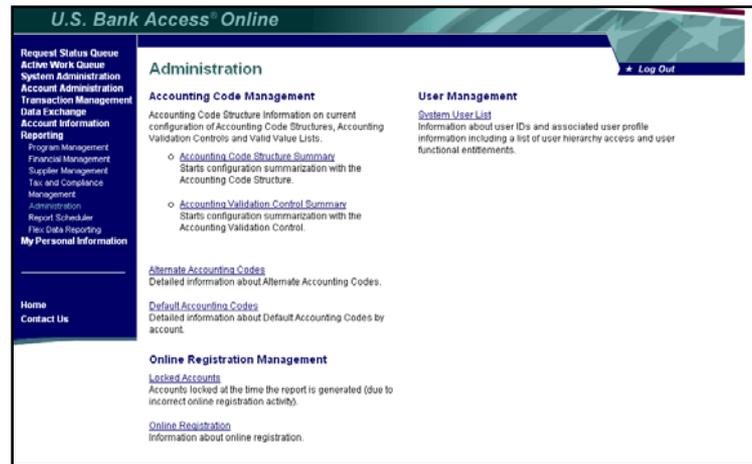
- Date:** Radio buttons for 'Cycle Close Date Range', 'Calendar Month Range', 'Posting Date Range', and 'Transaction Date Range'. A checkbox for 'Enable Cycle Day' is present. Below are dropdown menus for 'Begin Month' (Mar), 'Begin Day' (--), 'Begin Year' (2009), 'End Month' (Mar), 'End Day' (--), and 'End Year' (2009).
- Sort Report By:** Four dropdown menus, all set to 'No Sort'. Below each dropdown are radio buttons for 'Ascending Order' and 'Descending Order'.
- Display Merchant Category Codes:** A checked checkbox for 'All' and unchecked checkboxes for 'IRS Reportable', 'IRS Non-Reportable', and 'Unknown IRS Reporting Status'.
- Report Output:** A dropdown menu set to 'Excel'.
- Group Report By:** A section for 'Processing Hierarchy Position' with input fields for 'Bank' (3757), 'Agent', 'Company', 'Division', and 'Department', followed by a 'Search for Position or Add Multiple' link.

At the bottom, there are three buttons: 'Run Report', 'Reset', and 'Create Scheduled Report'. A link at the very bottom reads '<< Back to Tax and Compliance Management'.

- **Display Merchant Category Codes:** Select all the options for fields you want to display on the report.
- **Report Output:** You cannot select an output. The report only displays in Excel.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), **Reset** (resets the fields to the default values), or **Create Scheduled Report** (to run at selected intervals).

Reporting, Administration



From the Administration screen you can click on links to access specific reports. The following reports can be used to display information for State accounts:

- Locked Accounts
- System User List

Note 1: Your screen may have different reports from the screen shown above, depending on your entitlement.

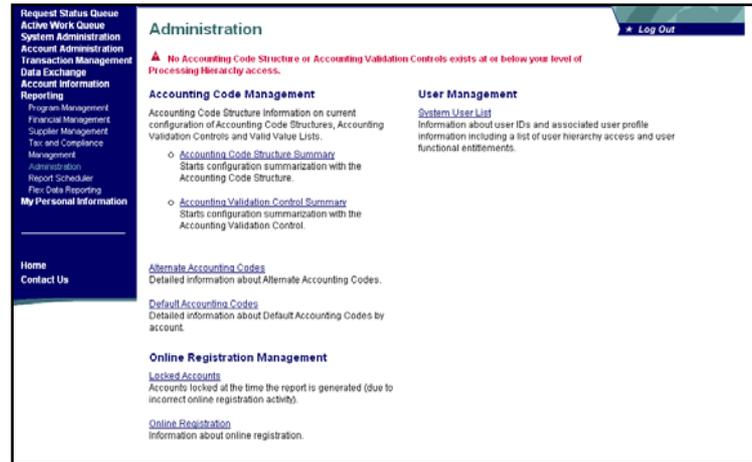
Note 2: Reports not included in the list above are not used in the State's One Card program.

Administration, Accounting Code Management, Accounting Code Structure Summary Report

The screenshot shows a web application interface for generating an Accounting Code Structure Summary report. On the left is a dark blue navigation menu with the following items: Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information, Reporting, Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, Fax Date Reporting, and My Personal Information. Below the menu are links for Home and Contact Us. The main content area is titled "Administration" and "Accounting Code Structure Summary". It includes a "Log Out" button in the top right. A note states: "By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields." Below this is a field for "Account Status" with a dropdown menu set to "Open". A section titled "Sort Report By" contains four dropdown menus: "Accounting Code Structure", "Processing Hierarchy", "No Sort", and "No Sort". Each dropdown has radio buttons for "Ascending Order" (selected) and "Descending Order". A "Report Output" section contains three sub-sections: "Summary Output" with a "PDF" dropdown, "Detail Output" with a "PDF" dropdown, and "Parameter Page Placement" with an "End" dropdown. A "Log Out" button is also present in the top right corner of the main content area.

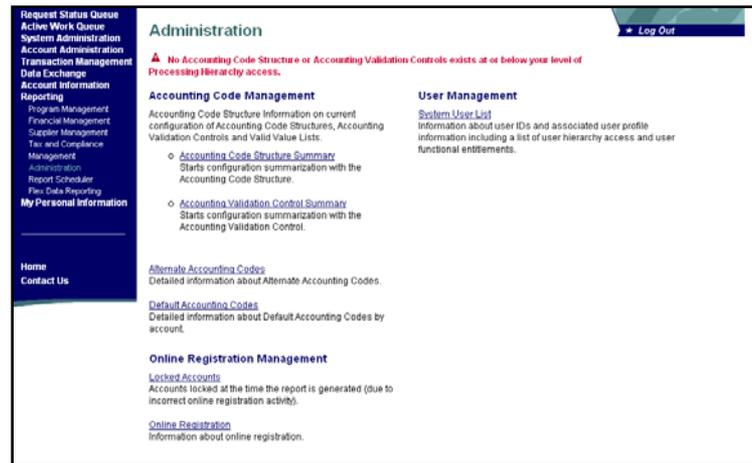
The State does not currently use accounting code functionality in AccessOnline.

Administration, Accounting Code Management, Accounting Validation Control Summary Report



The State does not currently use accounting code functionality in AccessOnline.

Administration, Accounting Code Management, Alternate Accounting Codes Report



The State does not currently use accounting code functionality in AccessOnline.

Administration, Accounting Code Management, Default Accounting Codes Report

The screenshot shows the 'Administration - Default Accounting Codes' report interface. The page has a blue navigation menu on the left with categories like 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Financial Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fee Date Reporting', and 'My Personal Information'. The main content area is titled 'Administration - Default Accounting Codes' and includes a 'Log Out' button. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' and a note '* = required'. The 'Account Information' section has 'Account Status' set to 'Open' and 'Account Type' set to 'All'. The 'Accounting Code' section has 'Accounting Code Structure Name' set to 'DEFAULT 3757' and a text input field for filtering results. Below this, there are radio buttons for 'Custom: Define Custom'. The 'Sort Report By' section has four dropdown menus: 'TDR Level 3', 'Agent Number', 'Managing Account Number', and 'Account Number'. Each dropdown menu has 'Ascending Order' selected. Below the dropdowns are radio buttons for 'Ascending Order' and 'Descending Order' for each of the four columns. At the bottom, there is a 'Report Output' section.

The State does not currently use active accounting code functionality in AccessOnline.

Administration, Online Registration Management, Locked Accounts Report

The screenshot shows the 'Administration' section of the U.S. Bank Access Online interface. The page title is 'Administration Locked Accounts'. A note states: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' The 'Sort Report By' section contains four dropdown menus, each set to 'No Sort'. Below each dropdown are radio buttons for 'Ascending Order' (selected) and 'Descending Order'. The 'Report Output' section has a dropdown menu set to 'PDF'. At the bottom, there are 'Run Report' and 'Reset' buttons, and a link to '<< Back to Administration'.

- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now), or **Reset** (resets the fields to the default values).

Administration, Online Registration Management, Online Registration Report

The screenshot shows a web application interface for the 'Administration Online Registration' report. On the left is a dark blue navigation menu with the following items: Active Work Queue, System Administration, Account Administration, Transaction Management, Data Exchange, Account Information, Reporting, Program Management, Finance Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, Plan Data Reporting, and My Personal Information. Below the menu are links for 'Home' and 'Contact Us'. The main content area is titled 'Administration Online Registration' and includes a 'Log Out' link in the top right. A note states: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' The 'Date' section has an 'Activity Date Range:' with fields for 'Begin Month' (Dec), 'Begin Day' (25), 'Begin Year' (2008), 'End Month' (Mar), 'End Day' (25), and 'End Year' (2009). The 'Report Type' section has radio buttons for 'Summary' (selected) and 'Detail'. The 'Activity Type' section has a dropdown menu with options: 'All', 'Unsuccessful Attempts', 'Successful Online Registration', 'Cardholder Accounts Locked', and 'Cardholder Accounts Unlocked'. Below this is a text input field for 'Activity User ID(s)' with a note: 'To limit the results from the default of "all" enter a value. Separate multiple IDs by a comma and no spaces.' The 'Sort Report By' section has three dropdown menus: 'No Sort', 'Activity Type', and 'Activity Date', followed by a 'No Sort' button.

This report can only be used by US Bank. You will receive an error message if you attempt to run the report.

Administration, User Management, System User List Report, Part I

The screenshot shows the 'Administration System User List' report interface. On the left is a navigation menu with categories like 'Request Status Queue', 'Active Work Queue', 'System Administration', 'Account Administration', 'Transaction Management', 'Data Exchange', 'Account Information', 'Reporting', 'Program Management', 'Finance Management', 'Supplier Management', 'Tax and Compliance Management', 'Administration', 'Report Scheduler', 'Fax Data Reporting', and 'My Personal Information'. The main content area is titled 'Administration System User List' and includes a 'Log Out' button. Below the title, there is a note: 'By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.' A note below that says '* = required'. The 'Report Type' section has two radio buttons: 'Summary' (selected) and 'Detail'. The 'Users Included' section has two date range filters: 'Creation Date Range' and 'Last Maintained Date Range', each with dropdowns for 'Begin Month', 'Begin Day', 'Begin Year', 'End Month', 'End Day', and 'End Year'. Below these is a 'User ID(s)' field with a 'Search for Users' link. The 'User Status' dropdown is set to 'All'. At the bottom, the 'Additional Detail' section has checkboxes for 'Hierarchy Assignments', 'Account Assignments', 'Contact Information', 'Profile History', and 'Approver Manager'.

- **Report Type:** Click on the option button to select the type of report you want to run, **Summary** or **Detail**.
- **Creation Date Range:** To limit your report to a date range when AccessOnline users were created, select the beginning and ending month, day, and year from the drop down boxes.
- **Last Maintained Date Range:** To limit your report to a date range when AccessOnline users were last maintained, select the beginning and ending month, day, and year from the drop down boxes.
- **User ID(s):** To limit your results, you can enter one or more user IDs in the box. If you enter multiple user IDs, enter a comma between the user IDs and do not insert spaces. To search for available user IDs, click on the **Search for Users** link. A list of user names with email addresses displays from which you can make a selection.
- **User Status:** From the drop down box, you can select **All**, **Active**, **Inactive**, or **To Be Removed**.
- **Additional Detail:** Click in one or more box(es) to display additional information, **Hierarchy Assignments**, **Account Assignments**, **Contact Information**, and **Profile History**. The Approver Manager function is not used by the State.

Administration, User Management, System User List Report, Part II

Additional Detail
Selected options allow a drill-down to additional detail if available.
 Hierarchy Assignments Account Assignments Contact Information Profile History Approver Manager

Sort Report By

Entitlement Group	No Sort	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order	<input checked="" type="radio"/> Ascending Order <input type="radio"/> Descending Order

Report Output
PDF
Output Parameter Page Placement
Selection defines the location of the Parameter Page details on the report output.
End

Group Report By
Processing Hierarchy Position: *
Bank: Agent: Company: Division: Department:
3757: : : : : Search for Position or Add Multiple

[Run Report](#) [Reset](#)

[<< Back to Administration](#)

- **Sort Report By:** From the drop down boxes, you can select up to four columns to sort your information in either ascending or descending order.
- **Report Output:** You can view the report in another browser window, in PDF, or in Excel. Select the desired output from the drop down box.
- If you view the report in PDF, you can choose to print the report parameters at the beginning or at the end of the report. Select the desired location from the drop down box.
- **Processing Hierarchy Position:** Enter valid hierarchy numbers to retrieve information by Bank and Agent, or by Bank, Agent and Company. To view and select a list of hierarchies you are authorized to report on, click on the **Search for Position or Add Multiple** link.

When you have completed entering/selecting fields, you must press one of the buttons at the bottom of the screen: **Run Report** (now) or **Reset** (resets the fields to the default values).

Reporting, Report Scheduler

The screenshot shows the 'Report Scheduler' page in the U.S. Bank Access Online system. The page title is 'Report Scheduler' and the subtitle is 'Scheduled Report List'. The user is logged in as 'ALASKA CASH/KE/SPEARE'. The page contains a table of scheduled reports and a 'Create New Scheduled Report' section.

Report Scheduler
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 41 - 41 of 41
Page: 1 | 2 | 3 | 4 | 5

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 CASH/KE/SPEARE	

Records 41 - 41 of 41
Page: 1 | 2 | 3 | 4 | 5

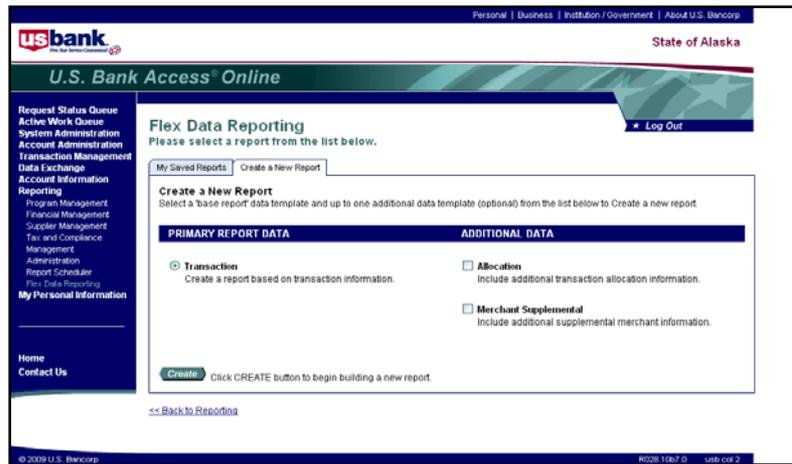
Create New Scheduled Report
Select Report: GO

<< Back to Reporting

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To learn how to schedule reports, refer to the AccessOnline Report Scheduler Procedure located on the Division of Finance website at http://doa.alaska.gov/dof/charge_cards/resource/AO_Report_Scheduler.pdf.

Reporting, Flex Data Reporting



You can easily create and save customized ad hoc reports using the flex data function. Procedures on how to create ad hoc reports will be coming in the future.