



U.S. Bank Access[®] Online

Managing Account Setup & Maintenance

*User Guide
Version 2-0
Program Administrator*

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Introduction

In this user guide, you will learn how to set up and modify a managing account. A managing account controls all the funding between our organization and your organization. All cardholder transactions pass through a managing account to ensure that appropriate funds are available for each transaction.

The process for setting up a managing account is simple. Access Online walks you through each step on a series of screens that you can track using the breadcrumbs at the top of the screen.

Depending on how your program is set up, you may also use the workflow and final review functions. The workflow function enables different users to set up different portions of the managing account. The final review function enables a designated Program Administrator to review and approve the completed account setup before submitting the account setup to us for processing.

Basic Setup Tasks

You create a managing account by completing tasks on five screens. These screens group and organize the setup tasks in a way that makes them easy to complete and logical for passing on to another user, if needed.

Managing Account
Setup Demographics

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.

Product: Purchasing
Status:

* = required

Last Name:*	First Name:*	MI:
Smith	Chris	P

Date of Birth:

Month	Day	Year
January	1	1990

- **Demographics**—On this screen, you specify basic contact information about the managing account, including name, address, and work telephone.
- **Account Information**—On this screen, you specify a processing hierarchy position for the managing account. The processing hierarchy enables the processing of data in the system. You can also specify an organization name, a temporary authorization date range, and a reporting level position, if needed. Your reporting hierarchy lets you organize data in the system for reporting purposes in a way that reflects your organizational structure (e.g., division, department, agency, work group, client service group, office).
- **Extract Information**—On this screen, you specify the extract information for the managing account, including which extract files types and values the account should receive.
- **Default Accounting Code**—On this screen, you specify the default accounting code for the managing account. All cardholder accounts associated with this managing account, and thus all associated transactions, will inherit this default accounting code when they enter the system, unless you specify otherwise. For example, you can specify a different default accounting code for a cardholder account.
- **Authorization Limits**—On this screen, you specify the credit limit for the account. You can also specify a single purchase limit, percent of cash, and other velocity limits your organization uses. You may have the ability to add a merchant authorization control.

Saving and Filing Options

As you work, you have two options for saving your work:

- **File for later**—If you are not done with the task but want to save what you have completed so far, then you can click the **File For Later** button. The system stores the work in your Active Work Queue. For example, if you are working on the demographics portion, and need to verify an address, you can file the demographics portion to work on again after you verify the address.
- **Save and continue**—When you finish your portion, you can click the **Save and Continue** button to send the setup to the Active Work Queue for the next person in the workflow. If you are responsible for the next step, then the setup displays as a task in your Active Work Queue and the next screen in the setup process displays. For example, if you complete the demographics screen and click **Save and Continue**, then the *Account Information* screen displays for you to work on if you are also responsible for account information. The task for specifying account information also displays in your Active Work Queue.

Your program may be set up to have an additional final review step after the *Authorizations Limits* screen is complete, but before the system submits the completed setup request to us for final processing. In this case, a Program Administrator in your organization may review the final setup and/or request additional work from others working on the setup (e.g., send the setup back to someone in the finance department for changes to the authorization limits). After this final review step, the Program Administrator then submits the entire managing account setup request to us for final processing.

Work with Queues

Access Online features two different queues that contain a summary of your setup and maintenance tasks.

- **Request Status Queue**—You can use the *Request Status Queue* to check the progress of your account setup and maintenance requests. The screen displays information about the status of all the requests submitted from users at your organization and within your hierarchy level. You can use this information as an entry point for initiating a maintenance change on a new account. Your requests are stored in this queue after you click the **Save and Continue** button on the final setup screen. Requests remain in the status queue for 14 days.
- **Active Work Queue**—You can use the Active Work Queue to view and work on the open requests for new accounts. This queue is your personal work file that shows everything you (or other users within your hierarchy position) have yet to complete. You can also use this queue as an entry point for initiating a maintenance change on a new account. Whenever you click the **File for Later** button, your request is stored in this queue.

Tip! Maintenance changes to demographics, account information, and accounting codes are done in real time. Changes to the authorization limits are subject to review by credit.

Using Your Active Work Queue

Before you begin any setup work, we recommend that you check your Active Work Queue to take care of tasks that are waiting for you to complete. Other users in your organization may be waiting for you to complete tasks before they can complete their assigned tasks. By constantly checking your Active Work Queue and completing those tasks, you can keep the setup work moving in the system and make sure you complete tasks on time.

Your Active Work Queue lists tasks that have been passed to you to work on via the workflow process or that you have selected to file and complete later.

Active Work Queue				
Setup Cardholder Account Maintain Cardholder Account Setup Managing Account Maintain Managing Account				
Select a task to work.				
Records 1 - 24 of 24 Refresh List				
Request Type	Task (Select Task)	Product	Account Name	Start Date
CARDHOLDER SETUP	Data Entry - Acct Owner Details	One Card	AccessOnline	12/25 20:59
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Corporate Card	AccessOnline	12/26 14:45
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER INITIATED SETUP	Data Entry - Default Acct Code	Corporate Card		12/29 05:55
	Data Entry - Acct Details			
	Data Entry - Acct Owner Details			

Managing Account Setup Timeline

Managing account setup can take as little as two days. Once you complete the setup tasks, the account can be live and ready to use in Access Online on the third day after you begin setup. In fact, 75 percent of all new accounts are automatically approved and ready to use the next day after initial setup. The rest may be subject to further credit review but should be approved within 24 hours.

Workflow

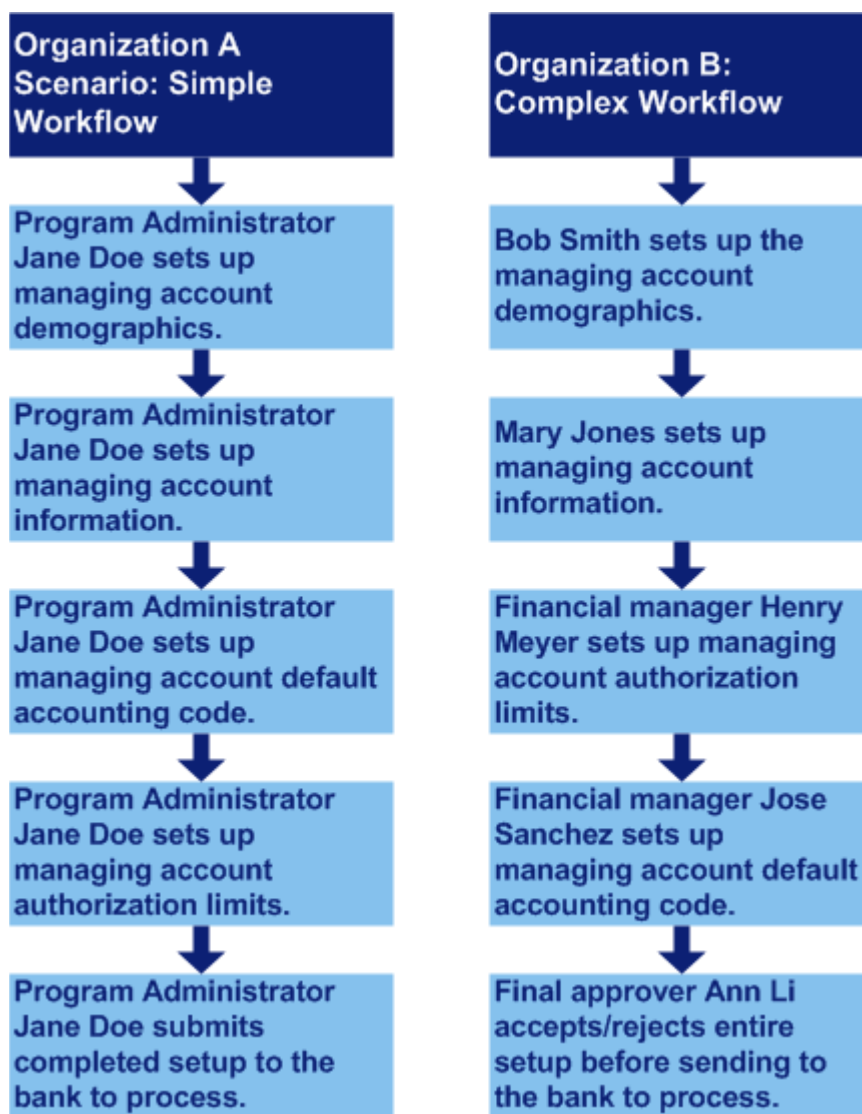
As you work with the workflow function, keep in the mind the following parameters:

- **Each client customizes the workflow function to match internal procedures**—We worked with you during the implementation of your program to configure the managing account setup process in way that met your organization's specific needs. As such, depending on how your program is set up and your access rights in the system, you may complete only a portion of the managing account setup and then pass the remaining setup work to another user to complete. So, you may have access to only some portions of the setup process. For example, our internal system administrators or someone else in your organization may complete all the setup tasks except for specifying the managing account's default accounting code. When this task is ready for you to work on, the task will display in your Active Work Queue.
- **Access to each portion of the setup is based on functional entitlements**—Each portion of the managing account setup has its own entitlements. In other words, you may be part of a functional entitlement group that can specify the name and address for the account, and add processing and reporting hierarchy positions. Members of your finance department may be part of a functional entitlement group that can specify the extract information, default accounting code, and authorization limits.
- **You should be familiar with your organization's specific parameters and process before you begin**—By the time you begin to set up a managing account, you should be aware of your organization's internal workflow procedures. The parameters that reflect your internal procedures are in place in Access Online by the time you begin a managing account setup.

Sample Workflow Scenarios

You can use the workflow function in Access Online to maintain flexibility in controlling which users in your organization complete which portions of the managing account setup process. In the most basic scenario, Organization A has the Program Administrator create the entire managing account. In a more complex scenario, Organization B gives multiple users access to complete different portions of the managing account setup in a unique sequence (although demographic and account information must be completed first). Organization B then passes the entire setup through a final review before submitting the setup request to us for processing.

Sample Workflow Scenarios Flowchart



Create a Managing Account

As discussed, you may not complete all the tasks detailed in this section. Which tasks you have access to and work on depends on how your organization set up your workflow preferences during the implementation of your program. This section presents all the tasks, so that you can see all the setup tasks. Even if you do not have the entitlement to complete the tasks on a specific screen (e.g., you are not entitled to set up authorization limits), you can still view each screen in a read-only format so that you can see each step of the setup.

Access Online [Log Out](#)

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Maintain Multiple Cardholder Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update tax and freight default accounting codes and update the site code.
- [Maintain Multiple Managing Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple managing accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

Active Work Queue
View the tasks to be completed and the progress of the account setup in the Active Work Queue.

To create a managing account:

1. Select the **Account Administration** task. The *Account Administration* screen displays.
2. Click the **Create New Managing Account** link. The *Managing Accounts: Select Product* screen (if you use multiple products) or the *Managing Accounts: Setup Demographics* screen displays.

The screenshot shows a web interface titled "Managing Accounts" with a subtitle "Select a Product". Below the subtitle is the instruction "Select a product to setup an account." and a note "* = required". A form field labeled "Product:*" contains the text "Purchasing, '1425'" and a dropdown arrow. A yellow callout bubble with the number "3" points to this field. Below the field is a blue button labeled "Select Product", with a yellow callout bubble containing the number "4" pointing to it.

3. If your organization uses multiple products, then select the correct product from the *Product* drop-down list.
4. Click the **Select Product** button. The *Managing Accounts: Setup Demographics* screen displays.

Specify the Demographic Information

Managing Account
Setup Demographics

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.

Product: Purchasing
Status:

* = required

1 **Last Name:*** **First Name:*** **MI:**

2 **Date of Birth:**
Month **Day** **Year**

3 **Address 1:*** **Address 2:**

City:* **State/Province:*** (* if USA or Canada) **Zip/Postal Code:*** (* if USA or Canada)

Country:*

4 **Work Phone:*** **Home Phone:**

Alternate Phone: **Fax:** **5**

6 **Email Address:**

7 **Optional 1:** **Optional 2:**

8 **Demographics Comments:**

Note: The maximum amount of characters allowed is 254.
Character count = 0

Save & Continue **File for Later** **Cancel Setup**

To specify the new managing account's demographic information:

1. Type the last name, first name, and middle initial (if applicable) of the person responsible for the managing account in the *Last Name* field.
2. Specify a birthdate for the person associated to the account from the *Date of Birth* drop-down lists, if desired.
3. Specify the street address for the managing account.
4. Type a work telephone number in XXXXXXXXXX format in the *Work Phone* field.
5. Type a home, alternate and/or fax number in XXXXXXXXXX format, if desired.

6. Type an email address in *Email Address* field, if desired.
7. Type information in any optional and/or custom fields that your organization uses.
8. Type any comments in *Demographics Comments* field.

Learn More: Your organization may have created custom fields to use in account administration and transaction management. If your organization has created these custom fields, then these fields display as you create an account in the section that your organization assigned them to. Custom fields can be either required or optional.

Tip! Any comments that you type are visible to any other user with access to the managing account setup you are working on. Also, any comments you type are visible on the managing account profile after the account is active in Access Online. On the account profile, click the **Show Comment History** link. Comments are not editable after you save them.

Managing Account Profile
Demographic Information

Managing Account Number: 4246044555715113, TEST AND TEST
Managing Account ID: 212150000400

Switch Accounts

Name
Attention To: BLLM
Name: TEST AND TEST
SSN:
Date of Birth:

Address
Address 1: 200 S 6TH STREET
Address 2: EP-MN-L26C
City: MINNEAPOLIS
State/Province: MN
Country: USA
Zip/Postal Code: 55402-1403

Contact Information
Work Phone: 612-973-1490
Home Phone:
Alternate Phone: 000-000-0000
Fax: 999-999-9999
Email Address:
BLA Alphanumeric 001 15 length:
BLA List 002 10 length:
BLA Numeric 003 5 length: 12345
BLA Alphanumeric 004 35 length:
BLA Alphanumeric 005 10 Length: 12345
Optional 1:
Optional 2:

Demographics Comments:

[Hide Comment History](#)

Demographics Comment History

01/30/2018: 12:02:12 CST, newapprover blatest
Update Suite number.
01/30/2018: 11:56:35 CST, newapprover blatest
New office address

<< Back to Managing Account Summary

Click to hide comment history.

Scroll to see all the comments.

Managing Account

Setup Demographics

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter demographic information, then save and continue.

Product: Purchasing
Status:

* = required

Last Name:* **First Name:*** **MI:**

Date of Birth:
Month **Day** **Year**

Address 1:* **Address 2:**

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

Country:*

Work Phone:* **Home Phone:**

Alternate Phone: **Fax:**

Demographics Comments:

Note: The maximum number of characters allowed is 254.
Character count = 25

9

Click **Save and Continue** to save your work and advance to the step or workflow user.

Click **File for Later** if you want to save and return to your work on this screen.

Click **Cancel Setup** to cancel the entire setup process. You will lose your work.

9. When you are done, click the **Save & Continue** button. The system saves your work.

Learn More: If you are using workflow, then the system places the next task, *Account Information*, in the Active Work Queue of the next person in the workflow. If you are entitled to complete the next task, then the task also displays in your Active Work Queue.

Tip! If you know you have additional work to complete on the screen, click the **File For Later** button. This action saves your work, but does not advance the setup to the next person in the workflow process. You can access the current screen via your Active Work Queue. For example, if you want to verify an email address, click **File For Later**, verify the email address, and then access the *Demographics* screen again via your Active Work Queue, and specify the email address, and then click the **Save & Continue** button.

Specify the Account Information

Managing Account
Setup Account Information

[Demographics](#) → **Account Information** → [Extract Information](#) → [Accounting Code](#) → [Authorization Limits](#)

Enter account information, then save and continue.

Product: Purchasing
Name: Chris P Smith
Status:

* = required

Hierarchy Position
Bank: Agent: *
1425 [Search for Hierarchy Position](#)

1a

1b

You must set up a managing account at the *Agent* processing hierarchy level.

Save & Continue **Cancel Setup**

To specify the account information:

1. Specify the agent number:
 - a. Type the agent number in the *Agent* field, if you know the value.
 - Or–
 - b. Click the **Search for Hierarchy Position** link to search and select an agent number. The *Managing Accounts: Select a Processing Hierarchy Position* screen displays.

Tip! You must set up a managing account at the *Agent* processing hierarchy level. You cannot set up a managing account at the *Company*, *Division*, or *Department* processing hierarchy level.

Managing Accounts

Select a Processing Hierarchy Position

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

Hierarchy Level:
1c

Processing Hierarchy Name:

Bank: Agent: 1d
1425

1e

[<<Back to Account Setup](#)

- c. Select **Agent** from the *Hierarchy Level* drop-down list.
- d. Type a full or partial agent number in the *Agent* field to refine your search, if desired.
- e. Click the **Search** button. A list of agent numbers associated with your bank displays.

Managing Accounts

Select a Processing Hierarchy Position

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Agent ▾

Processing Hierarchy Name:

Bank: Agent:

1425

Search

Select a Hierarchy Position

All positions that match your search criteria.

Records 1 - 3 of 3

[Show All Hierarchy Names](#)

☐	Bank 1425	Agent 8130
☐	Bank 1425	Agent 8131
☐	Bank 1425	Agent 8132

Records 1 - 3 of 3

Select Position

[<<Back to Account Setup](#)

- f. Select the radio button for the bank/agent combination you want.
- g. Click the **Select Position** button. You return to the *Managing Accounts: Setup Account Information* screen where your selected agent number displays and additional fields display for additional setup tasks.

Managing Account Setup Account Information

[Demographics](#) → [Account Information](#) → [Authorization Limits](#)

Enter account information, then save and continue.

Product: Purchasing
Name: Chris P Smith
Status:

* = required

Hierarchy Position
Bank: Agent: 1425 8130 [Search for Hierarchy Position](#)

2 **Organization Name***

Account Information
Cycle Day: **3a**
Expiration Date:
Temp Auth Start Date: **3b**
Temp Auth End Date:

Note: Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.

Reporting Level
Lvl 1:* **Lvl 2:*** **Lvl 3:*** **Lvl 4:*** **Lvl 5:*** **Lvl 6:*** **Lvl 7:*** [Search for Reporting Level](#)

4a **Account Information Comments:**

Note: The maximum amount of characters allowed is 254.
Character count = 0

4b

Save & Continue **File for Later** **Cancel Setup**

2. Type the name of your organization in the *Organization Name* field.

Tip! The organization name displays on all cardholder accounts and plastic cards associated with the managing account. The *Organization Name* field has a maximum of 19 alphanumeric characters.

3. To make the managing account active only during a specified date range:

- a. Select the date the managing account should first be active from the *Temp Auth Start Date* drop-down lists.
- b. Select the date the managing account should last be active from the *Temp Auth End Date* drop-down lists.

Tip! By setting temporary authorization dates, you create a time period during which the managing account is active. The managing account exists before and after the temporary authorization dates, but only during the authorization period will the account accept transactions. You can re-specify another temporary authorization date range at a later time. For example, you can create a managing account for use with contractors working on spring grounds maintenance at your different locations. Cardholders associated with the managing account can use their accounts during the spring months to hire the ground maintenance contractors. These cardholders cannot use the accounts during the fall, winter or summer. Then, for the next year's spring grounds maintenance, you can use the same managing account but set a new period for the account (and associated cardholder accounts) to be active. You can also set up temporary authorization periods for a specific cardholder account as described in the *Access Online: Cardholder Account Setup and Maintenance* user guide.

4. Specify the reporting hierarchy position:
 - a. Type the reporting hierarchy position in the *Reporting Level* fields.
 - Or–
 - b. Click the **Search for Reporting Level** link to search and select a reporting hierarchy position. The *Managing Accounts: Select a Reporting Hierarchy Position* screen displays.

Tip! The field names are custom to each organization, since each organization customizes its own report processing hierarchy.

Managing Accounts

Select a Reporting Hierarchy Position

Search for a Hierarchy Position

Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

4c

Hierarchy Level:

Bank

Reporting Hierarchy Name:

Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:

1425

4d

4e

Search

[<<Back to Account Setup](#)

- c. Select a reporting hierarchy level from the *Hierarchy Level* drop-down list.
- d. Type search criteria in any of the *Hierarchy Level* fields (or leave all fields blank to display all the reporting hierarchy positions associated with the selected level).
- e. Click the **Search** button. Reporting hierarchy positions that match your search criteria display at the bottom of the screen.

Managing Accounts

Select a Reporting Hierarchy Position

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

Hierarchy Level:
Level 5 ▾

Bank: Level 1: Level 2: Level 3: Level 4: Level 5:
3058

Search

Select a Hierarchy Position

All positions that match your search criteria.

Records 1 - 1 of 1

Select	Bank	Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
☒	3058	11790	22222	33333	44444	55555		

Records 1 - 1 of 1

Select Position

[<<Back to Account Setup](#)

- f. Select the radio button for the reporting hierarchy position you want.
- g. Click the **Select Position** button. You return to the *Managing Accounts: Setup Account Information* screen with your selected reporting hierarchy position displayed.

Managing Account
Setup Account Information

Demographics → **Account Information** → Extract Information → Accounting Code → Authorization Limits

Enter account information, then save and continue.

Product: Purchasing
Name: Chris P Smith
Status:

* = required
Hierarchy Position
Bank: Agent:
1425 8130 [Search for Hierarchy Position](#)

Organization Name*

Account Information
Cycle Day: 19
Expiration Date:
Temp Auth Start Date: Jun ▼ 1 ▼ 2018
Temp Auth End Date: Jul ▼ 15 ▼ 2018
Note: Temporary Authorization Dates allow purchases for a specific period of time. Purchases attempted prior to the start date and after the end date are declined.

Reporting Level
Lvl 1:* **Lvl 2:*** **Lvl 3:*** **Lvl 4:*** **Lvl 5:*** **Lvl 6:*** **Lvl 7:*** [Search for Reporting Level](#)

Account Information Comments:

Temporary special project in June/July. |

Note: The maximum amount of characters allowed is 254.
Character count = 40

Save & Continue

File for Later

Cancel Setup

5. Type any comments in the *Account Information Comments* field.
6. Click the **Save & Continue** button.

Specify the Extract Information

When you specify the extract information, you tell the system which types and values of extract files you want to send to your Data Exchange mailbox. The file types and values vary with each client's unique program setup and payment model. We worked with you during the implementation of your program to configure the file values you have available to select from.

Managing Account

Setup Extract Information

[Demographics](#) → [Account Information](#) → **Extract Information** → [Accounting Code](#) → [Authorization Limits](#)

Enter extract information, then save and continue.

Product: Purchasing
Name: Chris Smith
Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	
☐	Invoice		Search for Value
☐	Credit Invoice		Search for Value
☐	Obligation		Search for Value
☐	Cost Transfer		Search for Value

Extract Information Comments:

Note: The maximum amount of characters allowed is 254.
Character count = 0

[Save & Continue](#) [File for Later](#) [Cancel Setup](#)

To specify the extract information:

1. Select the **Send** check box if you want to send the extract file type to your Data Exchange mailbox.
2. Click a **Search for Value** link to search and select a value. The *Search & Select EDI Routing Number Value* screen displays.

Managing Accounts

Search & Select EDI Routing Number Value

Type: Invoice 3

Value:

Description:

4 **Search**

Select the Routing Number Value you want to use.

Value	Description
<u>TYPE 1</u>	INVOICE

[<< Back to MA Setup Extract Information](#)

3. Type search criteria in the *Value* field or the *Description* field.
4. Click the **Search** button. Values that match your search criteria display at the bottom of the screen.
5. Click a *Value* link (e.g., **Type 1**) to select the value.
6. Repeat Step 2 – 5 to select all the necessary EDI routing number values.

Managing Account
Setup Extract Information

Demographics → Account Information → **Extract Information** → Accounting Code → Authorization Limits

Enter extract information, then save and continue.

Product: Purchasing
Name: Chris Smith
Status:

Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	
☒	Invoice	Type 1	Search for Value
☐	Credit Invoice		Search for Value
☐	Obligation		Search for Value
☐	Cost Transfer		Search for Value

Extract Information Comments:

Note: The maximum amount of characters allowed is 254.
Character count

Save & Continue**File for Later****Cancel Setup**

7. Type any comments in the *Extract Information Comments* field.
8. Click the **Save & Continue** button.

Specify the Default Accounting Code

The specification of a default accounting code is based on your accounting code structure and parameters. For example, your segment names and lengths will be unique to your organization.

Managing Account
Setup Default Accounting Code

Demographics → Account Information → Extract Information → **Accounting Code** → Authorization Limits

Enter segment values, then save and continue.

Product: Purchasing
Name: Chris Smith
Status:

Default Accounting Code

Segment Name (Length)
GL ACCT (4)

1

Search for Valid Value

Default Accounting Code Comments:

Note: The maximum amount of characters allowed is 254.
Character count = 0

Save & Continue

File for Later

Cancel Setup

To specify the default accounting code:

1. Type the default accounting code in the *Segment Name (Length)* fields.

Tip! If you have valid values lists set up, you can also click a **Magnifying Glass** icon to search and select from a list of valid accounting codes. Refer to the *Access Online: Accounting Validation Controls* user guide for detailed information on valid values lists.

Tip! If your organization uses client system validation, Access Online performs a real-time check of the values you specify against the list of valid accounting codes on your internal system. Refer to the *Access Online: Client System Validation* user guide for details.

Managing Account

Setup Default Accounting Code

[Demographics](#) → [Account Information](#) → [Extract Information](#) → **Accounting Code** → [Authorization Limits](#)

Enter segment values, then save and continue.

Product: Purchasing
Name: Chris Smith
Status:

Default Accounting Code

Segment Name (Length)
GL ACCT (4)
1212

Search for Value

Default Accounting Code Comments:

Note: The maximum amount of characters allowed is 254.
Character count =

Save & Continue

File for Later

Cancel Setup

2. Repeat Steps 2 – 8 to specify additional values for the remaining segments.
3. Type any comments in the *Default Accounting Code Comments* field.
4. Click the **Save & Continue** button.

Learn More: Depending on how your program is set up, in addition to specifying a default accounting code, you can also add an accounting validation control (AVC) or an alternate accounting code (AAC). In this case, when you set up or maintain a managing account, a screen displays on which you can attach an AVC, specify a default accounting code, and/or attach an AAC.

To attach an AVC and/or associated AAC (based on the AVC), you first need to search and select the AVC. After you attach the AVC, you can also specify a default accounting code and/or an AAC based on the attached AVC.

For more information on AVC and AAC setup and management, refer to the *Access Online: Accounting Validation Controls* user guide.

Specify the Authorization Limits

When you specify the authorization limits for a managing account, each cardholder account associated with the managing account inherits the authorization limits as a default. Also, the transactions for each cardholder accumulate against the managing account. So, if one cardholder reaches the managing account's credit limit, then all other cardholder accounts associated to the managing account are affected.

Learn More: Depending on how your program is set up and your access rights within the system, you may be able to set additional velocity limits, as shown on the screen below, including dollar velocities, transaction velocities, and custom velocity limits. Each organization determines, during program implementation, which additional limits will display and which will be required. For a definition of each field, refer to *Authorization Limit Field Descriptions* page 36.

Managing Account
Setup Authorization Limits

Demographics → Account Information → Extract Information → Accounting Code → Authorization Limits

Enter authorization limits, then Save & Continue.

Product: Purchasing
 Name: Chris Smith
 Status:

* = required

Authorization Limits

Credit Limit: * Single Purchase Limit:

% Cash: (0-100)

Fiscal First Month: 01

Standard Velocity Limits

Daily Dollar: Daily Transaction:

Cycle Dollar: Cycle Transaction:

Monthly Dollar: Monthly Transaction:

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:

Note: The maximum amount of characters allowed is 254.
 Character count = 0

Save & Continue File for Later Cancel Setup

To set up the authorization limits:

1. Type or change the amount in the *Credit Limit* field. The credit limit is the total amount the cardholders can charge to the account.
2. Type or change the amount in the *Single Purchase Limit* field, if desired. The single purchase limit is the total amount the managing account will accept for one purchase.
3. Type a percent cash in the *% Cash* field.

Tip! The % Cash field lets you specify the maximum percentage of the credit limit that cardholders associated to the managing account can write in convenience checks. For example, if the credit limit is \$10,000 and you specify 10 percent in the % Cash field, cardholders associated with the managing account can collectively write convenience checks up to \$1,000. This field is not related to cash advances.

Learn More: Depending on how your program is set up and your access rights within the system, you may be able to add limits in additional fields, such as *Daily Dollar Limits*. Refer to the table *Authorization Limit Field Descriptions* on page 36 for more information on the possible fields.

Standard Velocity Limits	
Daily Dollar: 	Daily Transaction:
Cycle Dollar: 	Cycle Transaction:
Monthly Dollar: 	Monthly Transaction:
Quarterly Dollar: 	Quarterly Transaction:
Yearly Dollar: 	Yearly Transaction:

The limits your organization requires have red asterisks.

Learn More: Your organization may also enable additional authorization limits in any of the other editable fields.

The screenshot shows a form titled "Custom Velocity Limits". It contains the following fields:

- Other Dollar:** A text input field.
- Other Transaction:** A text input field.
- Refresh from Date:** A date selection section with dropdowns for Month, Day, and Year.
- Note:** A small note below the Refresh from Date section: "Note: If the Refresh from Date is entered, Refresh to Date or Days in Refresh Cycle is required."
- Refresh to Date:** A date selection section with radio buttons and dropdowns for Month, Day, and Year.
- Days in Refresh Cycle:** A radio button and a text input field.

Two blue callout boxes with arrows point to specific fields:

- The first callout points to the "Other Dollar" and "Other Transaction" fields, containing the text: "In this section, you set up any custom velocity limits your organization uses."
- The second callout points to the "Refresh to Date" section, containing the text: "In this section, you can specify a refresh from, refresh to, and days in refresh cycle."

Type additional values for custom velocity limits that your organization wishes to use in the *Other Dollar* and *Other Transaction* fields. Next, type a *Refresh From Date* to specify a date for the custom velocities to be refreshed from (set back to a zero value). If needed, select the *Refresh To* radio button and specify a *Refresh To* date. You can also select the *Days in Refresh Cycle* radio button and type the number of days in the refresh cycle.

The custom velocity limits fields let you set a unique velocity limit to your organization. For example, you can authorize \$500 for 10 days starting May 1. Or, you can authorize \$100 from January 1 to March 15. Like other velocity limits set at the managing account, the effect of associated cardholder transactions is cumulative. So, as soon as the cardholders collectively reach the velocity limit, the managing account does not accept additional transactions. The custom velocity limits are subordinate to the other authorization limits. For example, you cannot specify a custom velocity limit of \$500 for 30 days and a standard velocity limit of \$100 as a *Monthly Dollar* limit.

Merchant Authorization Controls

[Add a Control](#)

4a

Control	Authorization Action	Single Purchase Limit	Type	Action
<i>No Merchant Authorization Controls currently exist for this account.</i>				

4. To add a merchant authorization control:

- a. Click the **Add a Control** link. The *Setup Authorization Limits: Search and Select a Merchant Authorization Control* screen displays.

Setup Authorization Limits

Search & Select a Merchant Authorization Control

Product: Purchasing **Bank:** 1425
Name: Chris Smith **Agent:** 8131
Status: **Company:**

Search for a Merchant Authorization Control by name or description. Leave the fields blank to view all available Merchant Authorization Controls.

Control Name:

OR **Description:**

Airlines

4c

Search

4b

Click the **View Details** link to see the details of the control.

Records 1 - 1 of 1

4d

Control	Description	Type	Action
MCCG1	AIRLINES	Standard	View Details

Records 1 - 1 of 1

[<< Back to Add a Merchant Authorization Control](#)

- b. Specify search criteria.
- c. Click the **Search** button.
- d. Select the control name link.

Setup Authorization Limits

Add a Merchant Authorization Control

Step 1: Control Name

Select a group of Merchant Category Codes.

Product: Purchasing	Bank: 1425
Name: Chris Smith	Agent: 8131
Status:	Company:

* = required

Merch Auth Control Name:*

[Search for a Control](#)

4e

Continue

[<< Back to Authorization Limits](#)

- e. Click the **Continue** button.

Setup Authorization Limits

Add a Merchant Authorization Control

[Step 1: Control Name](#) → **Step 2: Authorization Action**

Product: Purchasing	Bank: 1425
Name: Chris Smith	Agent: 8131
Status:	Company:

* = required

Control Name: MCCG1
Description: AIRLINES
Type: Standard
MCC Field 1: 3000-3299,4511,4582
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Note: The Authorization Action is limited based upon existing Merchant Authorization Controls for this account.

Authorization Action: ☐ **Approve**
☒ **Decline**

Continue

[<< Back to Authorization Limits](#)

- f. Select to approve or decline transactions at the merchants included in the control.
- g. Click the **Continue** button. You can see the control listed on the screen.

Learn More: You may be able to attach a merchant authorization control and specify additional parameters for the control. Basically, you select a control (which contains one or more merchant category codes [MCCs]) and then specify whether the cardholders associated to this managing account can make purchases at these merchants.

As part of the process, you select which action you want the control to perform: **Accept** or **Decline**.

- **Accept** allows purchases from the MCC groups in the control.
- **Decline** blocks purchases in the included MCC groups.
- At the cardholder level, you can also select an **Open** option. The **Open** option also allows purchases.

If you set most merchant authorization controls at the managing account level, then you need to select the **Open** option at the cardholder level to allow purchases at the cardholder level. If you set most merchant authorization controls on a cardholder-by-cardholder basis, then you need to select the **Accept** option at the cardholder level to allow purchases.

For example, you may want to exclude household appliance purchases for all your cardholders, but make exceptions for the facilities manager, who should be authorized to make household appliance purchases for organization lunch rooms and conference rooms. You can block household appliance purchases for most cardholders in one of two ways:

- **At the managing account**—You can block household appliance purchases for all cardholders at the managing account level, as described in this user guide. To make an exception for the facilities manager, you would then add the control to the facilities manager's cardholder account and select the **Open** option.
- **Cardholder by cardholder**—You can block household appliance purchases for all cardholders by adding the *Household Appliance* control and selecting the **Decline** option for each cardholder in your program. To make an exception for the facilities manager, you would then add the *Household Appliance* control to the facilities manager's cardholder account and select the **Accept** option.

Managing Account

Setup Authorization Limits

[Demographics](#) → [Account Information](#) → [Extract Information](#) → [Accounting Code](#) → **Authorization Limits**

Enter authorization limits, then Save & Continue.

Product: Purchasing
Name: Chris Smith
Status:

* = required

Authorization Limits

Credit Limit: *
Single Purchase Limit:
% Cash: (0-100)
Fiscal First Month: 01

Standard Velocity Limits

Daily Dollar:
Daily Transaction:
Cycle Dollar:
Cycle Transaction:
Monthly Dollar:
Monthly Transaction:

Merchant Authorization Controls

[Add a Control](#)

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG1	Decline		Custom	View Details Maintain

Note: 1 controls added out of a maximum of 9.

Authorization Limits Comments:

Note: The maximum number of characters allowed is 254.

5. Type any comments in the *Authorization Limits Comments* field.
6. Click the **Save & Continue** button.

Active Work Queue

❗ Account setup request sent to next user's active work queue.

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 24 of 24

[Refresh List](#)

Request Type	Task (Select Task)	Product	Account Name	Start Date
CARDHOLDER SETUP	Data Entry - Acct Owner Details	One Card	AccessOnline	12/25 20:59
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Corporate Card	AccessOnline	12/26 14:45
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			

Access Online
Managing Account Setup and Maintenance: Version 2-0

Learn More: You can view completed and submitted managing account setups in the Request Status Queue, as shown below.

Request Status Queue							
Account Requests							
Setup Cardholder Account Maintain Cardholder Account Setup Managing Account Maintain Managing Account							
Select a request to view the details.							
Records 1 - 25 of 121 Page: 1 2 3 4 5							
Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Pending - Final Review - MA		MANAGING ACCOUNT SETUP	01/29 17:58	SMITH ,CHRIS	01/29 18:15	Online
	MA Data Entry - Acct Info		MANAGING ACCOUNT SETUP	01/29 17:21	SMITH ,CHRIS P	01/29 17:22	Online
	MA Data Entry - Acct Info		MANAGING ACCOUNT SETUP	01/29 17:07	SMITH ,CHRIS P	01/29 17:14	Online
	Maint CH Account Complete	*****1234	CARDHOLDER MAINTENANCE	01/26 17:17	BLATEST ,1425ONECARD	01/26 17:17	Online
☐	Final Review - CH Setup		CARDHOLDER SETUP	01/26 16:25	Smith ,Chris P	01/26 17:02	Online
☐	Final Review - CH Maint	*****2234	CARDHOLDER MAINTENANCE	01/26 15:49	BLATEST ,BLLMVONE6	01/26 15:49	Online
☐	Final Review - Hierarchy Change	*****3234	CARDHOLDER HIERARCHY CHANGE	01/26 15:11	BLATEST ,BLLMPLASTIC	01/26 15:11	Online
☐	Final Review - CH Setup		CARDHOLDER SETUP	01/26 09:48		01/26 09:49	Online

Also, if you selected to file the setup work to access and complete later, then you can access the setup task in your Active Work Queue, as shown below. The *Active Work Queue* screen is also where you find the work that others have sent to you for completion (e.g., you work in the finance department and are responsible for specifying authorization limits for each new managing account).

Active Work Queue				
Setup Cardholder Account Maintain Cardholder Account Setup Managing Account Maintain Managing Account				
Select a task to work.				
Records 1 - 24 of 24 Refresh List				
Request Type	Task (Select Task)	Product	Account Name	Start Date
CARDHOLDER SETUP	Data Entry - Acct Owner Details	One Card	AccessOnline	12/25 20:59
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Corporate Card	AccessOnline	12/26 14:45
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER INITIATED SETUP	Data Entry - Default Acct Code	Corporate Card		12/29 05:55
	Data Entry - Acct Details			
	Data Entry - Acct Owner Details			

Authorization Limit Field Descriptions

The table below summarizes the available authorization limit fields. Which fields are available to you depends on how your program is set up and your access rights within the system.

Authorization Limit Field Names and Descriptions

Field Name	Description
Credit Limit	The total credit limit on the managing account. This field is a required field. Keep in mind that when you specify this amount, the amount is cumulative for all associated cardholders. As soon as one cardholder puts the managing account over the managing account's credit limit, the managing account (and thus all associated cardholder accounts) is at the maximum.
Single Purchase Limit	The maximum value of a single transaction that can be charged to the account by any associated cardholder
% Cash	The maximum percentage of the credit limit that cardholders associated with the managing account can write in convenience checks
Daily Dollar and Transaction	The dollar velocity allowed each day and the maximum number of transactions allowed per day
Cycle Dollar and Transaction	The dollar velocity allowed for each cycle and the maximum number of transactions allowed per cycle
Monthly Dollar and Transaction	The dollar velocity allowed for each month and the maximum number of transactions allowed per month
Quarterly Dollar and Transaction	The dollar velocity allowed for each quarter and the maximum number of transactions allowed per quarter
Yearly Dollar and Transaction	The dollar velocity allowed for each year and the maximum number of transactions allowed per year
Other Dollar and Transaction	A custom velocity limit that a Program Administrator defines
Refresh From Date	A specific date for the velocities on the account to be refreshed from. Refresh means the value is set back to zero. Used in conjunction with the custom velocity limits, including <i>Other Dollar and Transaction</i> .
Refresh To Date	A specific date for the velocities to refreshed to. Used in conjunction with the custom velocity limits, including <i>Other Dollar and Transaction</i> .

Field Name	Description
Days in Refresh Cycle	The number of days before the velocities on the account are refreshed. Used in conjunctions with the custom velocity limits, including <i>Other Dollar and Transaction</i> .
Control	The name of the merchant authorization control
Authorization Action	The action code that determines what happens to transactions with the merchant authorization control group. The choices are listed in the table below.
Single Purchase Limit	The total amount that can be charged on one transaction with this merchant category code group (e.g., no more than \$100 at a restaurant in a single transaction)
Type	The type of merchant authorization control
Action	The available actions to the user (e.g., Maintain)

Merchant Authorization Control Descriptions

Field Name	Description
Product	The product the merchant authorization control is associated with (e.g., purchasing card)
Name	The name of the person associated with the managing account that the merchant authorization control is attached to
Status	The status of the managing account the merchant authorization control is attached to
Bank	The number of the bank the merchant authorization control is attached to as part of the processing hierarchy position
Agent	The number of the agent to the merchant authorization control is attached to as part of the processing hierarchy position
Company	The number of the company the merchant authorization control is attached to as part of the processing hierarchy position
Merchant Authorization Control	The name of the merchant authorization control
Group Description	The description of the merchant authorization control
Field Text	The merchant category codes included in the merchant authorization control group
Action	The action code that determines what happens to transactions within the merchant authorization control group
Diversion Account	The account number of the diversion account, if the divert action is selected
Credit Diversion Account	The account number of the credit diversion account, if the divert action is selected
Debit Only	An indication that the merchant authorization control applies to debit purchases only
Velocity Limits	The velocity limits associated for the merchant authorization control

Modify a Managing Account

After a managing account is active in Access Online, you can modify the managing account any time. The elements that you can modify depend on how your program is set up and your access rights in the system.

 Log Out

Access® Online

Request Status Queue

Active Work Queue

System Administration

Account Administration

- Cardholder Accounts
- Managing Accounts

Event Driven Notification

Transaction Management

Enhanced Supplier Management

Account Information Reporting

Dashboard

Data Exchange

My Personal Information

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1

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update tax and freight default accounting codes and update the site code.
- **Maintain Multiple Managing Accounts**
Update demographic information, account information, accounting codes, and authorization limits on multiple managing accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

Active Work Queue

View the tasks to be completed and the progress of the account setup in the Active Work Queue.

2

Maintain Cardholder Account
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.

Maintain Multiple Cardholder Accounts
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

To modify a managing account:

1. Select the **Account Administration** high-level task from the *Left-Column Navigation Bar*. The *Account Administration* screen displays.
2. Click the **Maintain Managing Account** link. The *Managing Accounts: Search & Select a Managing Account* screen displays.

Managing Accounts

Search & Select a Managing Account

Managing Account Search

Search for a Managing Account by Managing Account Number, Name, or Company Number.

Managing Account Number:

Managing Account Name: 3
OR

Last Name: **First Name:**

OR

Company Number:
OR 4

3. Specify search criteria:
 - a. Type a managing account number in the *Managing Account Number* field.
–Or–
 - b. Type a full or partial account name in the *Managing Account Name* field.
–Or–
 - c. Type the managing account owner’s full or partial name in the *Last Name* and/or *First Name* fields.
–Or–
 - d. Type a full company number in the *Company Number* field.
4. Click the **Search** button. Managing accounts that match your search criteria display at the bottom of the screen.

Managing Accounts

Search & Select a Managing Account

Managing Account Search

Search for a Managing Account by Managing Account Number, Account Unique ID, Name, or Company Number.

Managing Account Number (Last 4):

Managing Account Unique ID: ⓘ
OR

Managing Account Name:
OR

Last Name: **First Name:**

Company Number:
OR

Records 1 - 2 of 2

Account Number	Name	Account Unique ID
*****2141	ACME AGENCY 1	N/A
*****4998	ACME AGENCY 2	N/A

Records 1 - 2 of 2

- Click the **Account Number** link for the account you want to work with. The *Managing Accounts: Summary and Tasks* screen displays.

Managing Accounts

Summary and Tasks

Managing Account Number: *****2141, ACME AGENCY 1
Managing Account ID: 555521414004

[Switch Accounts](#)

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Product: Purchasing
Name: DEB T BLATEST
Status: "-OPEN

Bank: 3059
Agent: 0073
Company: 64913

[Refresh Account](#)

Task	Description
Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day and open date.
Extract Information	Input financial extract information assigned to the account.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

6. Click a link in the *Task* column to modify the managing account:
 - a. Click the **Demographic Information** link to modify the managing account's demographic information (e.g., name, address, telephone number).
 - b. Click the **Account Information** link to modify the managing account's general information (e.g., processing hierarchy position, reporting hierarchy position).
 - c. Click the **Extract Information** link to modify the managing account's extract information (e.g., EDI mailbox).
 - d. Click the **Default Accounting Code** link to modify the managing account's default accounting code.
 - e. Click the **Authorization Limits** link to modify the managing account's authorization limits (e.g., credit limit, percent cash).

Learn More: Be careful when you change the processing or reporting hierarchy position. Be sure that you read the confirmation message statements carefully to ensure that you fully understand the consequences of changing the processing or reporting hierarchy position. Also, be sure that you have all necessary parameters for the account specified, including default accounting code. Depending on the other parameters in your system, changing a hierarchy position may require you to respecify the managing account's default accounting code.

Managing Accounts
Maintain Demographics

Managing Account Number: *****2141, ACME AGENCY 1
Managing Account ID: 55521414004

Switch Accounts

Maintain demographic information, then send the request.

Product:	Purchasing	Bank:	3059
Name:	DEB T BLATEST	Agent:	0073
Status:	" "-OPEN	Company:	64913

* = required

Last Name:*

First Name:*

MI:

BLATEST

DEB

T

Date of Birth:

Month	Day	Year
January	1	1990

Identification Number:

123121234

Tax Exempt Number:

7

Address 1:*

Address 2:

200 S 6TH STREET

EP-MN-L28C

City:*

State/Province:* (* if USA or Canada)

Zip/Postal Code:* (* if USA or Canada)

MINNEAPOLIS

MN

55402

Country:*

United States

Work Phone:*

6121234567

Home Phone:

Alternate Phone:

6121231234

Fax:

Email Address:

CPSMITH@ACME.COM

Employee: *

87654321

Location:

Purpose:

Numbering Attending:

Department Number:

Optional 1:

Third Line Embossing:

Demographics Comments:

8

Note: The maximum number of characters allowed is 254.
Character count = 0

Send Request

7. On the screen that displays, make any changes you need to.

8. Click the **Send Request** button. The request goes to the Request Status Queue.

Learn More: Click the **Show Comment History** link to review all comments on this account.

Demographics Comments:

Click to hide comment history.

Note: The maximum amount of characters allowed is 254.
Character count = 0

Hide Comment History

Scroll to view all comments.

Demographics Comment History

01/30/2018: 11:56:35 CST, newapprover blatest
New office address

01/23/2018: 16:18:31 CST, newapprover blatest
testing the comments field A

Send Request

Learn More: You may be able to add or modify a merchant authorization control, depending on how your program is set up and your access rights within the system.

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
AIR	Divert	0	Custom	View Details

Click the **View Details** link. On the screen that displays, click the **Maintain** button, make any changes, and click the **Update** button. You can also remove a MAC, if needed.

Learn More: If you need to have your managing account maintenance requests approved by another Program Administrator, then you can check the Active Work Queue to see which requests are processed, waiting for final review, or are rejected.

Each request is listed separately in the Active Work Queue, even if there are multiple changes on the same account. For example, the demographics change for the Bob Smith account (number 4321432143214321) displays separately from a request to change the same account's default account code. Check your Active Work Queue for rejected maintenance requests.

Active Work Queue

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Setup Managing Account](#) | [Maintain Managing Account](#)

Select a task to work.

Records 1 - 24 of 24

[Refresh List](#)

Request Type	Task (Select Task)	Product	Account Name	Start Date
CARDHOLDER SETUP	Data Entry - Acct Owner Details	One Card	AccessOnline	12/25 20:59
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER SETUP	Data Entry - Acct Owner Details	Corporate Card	AccessOnline	12/26 14:45
	Data Entry - Default Acct Code			
	Data Entry - Acct Details			
	Data Entry - Acct Legal Details			
	Data Entry - Auth Limits			
CARDHOLDER INITIATED SETUP	Data Entry - Default Acct Code	Corporate Card		12/29 05:55
	Data Entry - Acct Details			
	Data Entry - Acct Owner Details			

Modify Multiple Accounts at the Same Time

You can change multiple accounts at the same time. You can make the changes for a group of accounts at the same processing hierarchy position or you can search and select your own group of accounts.

You make the same changes to all the accounts in the group. You cannot make different changes within the group of accounts (e.g., increase five accounts' monthly limits to \$5,000 and six accounts' monthly limits to \$7,000). Also, you can only change one group of parameters at one time. For example, you can update the address for a group of accounts, but not the address and monthly spend limit.

If you need to make different changes to the group, you need to submit a request for each change (e.g., one request for the address changes, one for the monthly spend limit change).

Tip! The function lets you make the most frequently made changes. Not all parameters are available for the online mass account maintenance function.

Tip! You can change up to 6,000 accounts at one time. If you need to make changes to more than 6,000 accounts, you can submit an electronic file of your updates. Contact your relationship management team if you need to submit a file.

Process Overview

- **First—Specify the group of accounts.** You can select a group of accounts by processing hierarchy position or you can search and select a group.
- **Second—Specify the updated information.** You must make the same changes for the whole group. You can change only one group of parameters at one time (e.g., demographics or authorization limits, but not both at the same time).
- **Third—Send the change request.** Access Online checks your updates against existing rules you have built into the system (e.g., valid values lists, accounting validation controls) and submits an error report via email to you for each account with an incorrect update request. The system processes all correct updates, so the system does not delay your updates for one or two mistakes.
- **Fourth—Track your updates.** You can track your updates through the approval process (if your organization uses workflow) via the Active Work Queue. If your organization does not use workflow or after the request is final-approved, then you can track your updates through the Request Status Queue.

Specify the Group of Accounts

The first step is to select the group of accounts you want to make changes to. You can select the group by processing hierarchy position or by searching and selecting a group of accounts.

Specify the Group by Processing Hierarchy Position

[Access® Online](#) [Log Out](#)

[Request Status Queue](#)

[Active Work Queue](#)

[System Administration](#)

[Account Administration](#)

[Cardholder Accounts](#)

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Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Maintain Multiple Cardholder Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update tax and freight default accounting codes and update the site code.
- [Maintain Multiple Managing Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple managing accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

Active Work Queue

View the tasks to be completed and the progress of the account setup in the Active Work Queue.

To select a group of accounts at the same processing hierarchy position:

1. Select the **Account Administration** high-level task.
2. Click the **Selecting Hierarchy Position** link for managing accounts.

Maintain Multiple Managing Accounts

Summary and Tasks

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Task	Description
 Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day and open date.
Extract Information	Input financial extract information assigned to the account.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

- Click the link for the parameters you want to update (e.g., **Demographic Information**).

Tip! Keep in mind that you can update only one set of parameters (e.g., demographic information, authorization limits) at a time. If you want to update more than one set of parameters, you need to submit a separate request by repeating this process for those changes.

Maintain Multiple Managing Accounts

Hierarchy Position Selection

Maintain multiple accounts by selecting one or more hierarchy positions.

***= required**

Product:
One Card, "1425"

Account Status:
Hold down the **4** key to make multiple selections.

All
Open
Closed

Processing Hierarchy Position *

Bank: **Agent:** **Company:** **5a** **Division:** **Department:** **5c** [Search for Position](#)

Continue **5b** **Reset All**

4. Select an account status from the *Account Status* scroll box.
 5. Specify a processing hierarchy position:
 - a. Type the exact values for the processing hierarchy position in the *Bank*, *Agent*, *Company*, *Division* and/or *Department* fields.
 - b. Click the **Continue** button. Skip to *Specify the Updated Information* on page 56.
- Or—
- c. Click the **Search for Position** link to search and select a processing hierarchy position.

Maintain Multiple Managing Accounts
Select a Processing Hierarchy Position

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

Hierarchy Level:
 Division

Processing Hierarchy Name:

Bank: **Agent:** **Company:** **Division:** **Department:**

Search

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

Found Hierarchy Position(s)
 Records: 1 - 7 of 7 [Show All Hierarchy Names](#)

☐	Bank	Agent	Company	Division
☐	1425	8132	40851	00000
☐	1425	8132	40851	12345
☐	1425	8132	40851	44433
☐	1425	8132	40851	45456
☐	1425	8132	40851	55511
☐	1425	8132	40851	76543
☐	1425	8132	40851	98765

Selected Hierarchy Position(s)

☐	Bank	Agent	Company	Division
☐	1425	8132	40851	00000
☐	1425	8132	40851	12345

Accept Hierarchy

[Back to Search & Select](#)

- d. Specify search criteria.
- e. Click the **Search** button.
- f. Select the hierarchy positions that have the accounts you want to change.
- g. Click the **Select Position** button.
- h. Click the **Accept Hierarchy** button.

Maintain Multiple Managing Accounts

Hierarchy Position Selection

Maintain multiple accounts by selecting one or more hierarchy positions.

***= required**

Product:

One Card, "1425"

Account Status:

Hold down the Ctrl key to make multiple selections.

All
Open
Closed

Display 25 records per page.

Records 1 - 2 of 2

Processing Hierarchy Position(s):

[Edit](#)

Bank	Agent	Company	Division	Department
1425	8132	40851	00000	
1425	8132	40851	12345	

Records 1 - 2 of 2

[Continue](#)

[Reset All](#)

[<< Back to Summary and Tasks](#)

- i. Click the **Continue** button. Skip to *Specify the Updated Information* on page 56.

Search and Select the Group of Accounts

You can also search and select the accounts you want to change.

 Log Out

Access® Online

Request Status Queue

Active Work Queue

System Administration

Account Administration

- Cardholder Accounts
- Managing Accounts

Event Driven Notification

Order Management

Transaction Management

Enhanced Supplier Management

Account Information Reporting

Dashboard

Data Exchange

My Personal Information

Account Administration

Cardholder Accounts

- [Create New Cardholder Account](#)
Set up a new cardholder account by specifying the product, demographic information, account information, accounting codes and authorization limits.
- [Maintain Cardholder Account](#)
Update demographic information, account information (change account status), accounting codes and authorization limits on a cardholder account.
- [Create Cardholder Setup Request](#)
Create a new cardholder account by sending a request for the cardholder to enter their personal information.
- [Maintain Multiple Cardholder Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple cardholder accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)
- [Cardholder Setup Request Queue](#)
Create and manage Cardholder Account Setup requests that allow for prospective cardholders to begin the setup process.
- [Unlock Cardholder Account](#)
Reset a cardholder's account if locked out during Online Registration.

Managing Accounts

- [Create New Managing Account](#)
Set up a new managing account by specifying the product, demographic information, account information, extract information, accounting codes and authorization limits.
- [Maintain Managing Account](#)
Update tax and freight default accounting codes and update the site code.
- [Maintain Multiple Managing Accounts](#)
Update demographic information, account information, accounting codes, and authorization limits on multiple managing accounts by:
[Selecting Hierarchy Position](#)
[Selecting Individual Accounts](#)

Active Work Queue

View the tasks to be completed and the progress of the account setup in the Active Work Queue.

To search and select the accounts you want to change:

1. Select the **Account Administration** high-level task.
2. Click the **Selecting Individual Accounts** link.

Maintain Multiple Managing Accounts

Summary and Tasks

Select a task to maintain its contents. Repeat if changes are required in another task. You can also view account requests in the [request status queue](#).

Task	Description
 Demographic Information	Input account name, address, and other contact information.
Account Information	Input other account information such as account status, hierarchy position, cycle day and open date.
Extract Information	Input financial extract information assigned to the account.
Default Accounting Code	Input the default accounting code assigned to the account.
Authorization Limits	Input authorization limit information such as credit limit, single purchase limit, and available credit.

- Click the link for the parameters you want to update (e.g., **Demographic Information**).

Tip! Keep in mind that you can update only one set of parameters (e.g., demographic information, authorization limits) at a time. If you want to update more than one set of parameters, you need to submit a separate request by repeating this process for those changes.

Maintain Multiple Managing Accounts
9

Search Results
Selected Accounts

Select accounts to maintain using the search criteria below.
 View the list of accounts that will be included in the maintenance request on the Selected Accounts tab.

*** = required**

Product:
 Corporate Card, "1423"

Account Status: **5**
 Hold down the Ctrl key to make multiple selections
 All
 Open
 Closed

To limit the results to the default of "all," enter a value or search.

☒ Processing Hierarchy Position
Bank: **Agent:** **Company:** **Division:** **Department:**
 1423 [Search for Position or Add Multiple](#)

☐ Reporting Hierarchy Position
Bank: **Level 1:** **Level 2:** **Level 3:** **Level 4:** **Level 5:** **Level 6:** **Level 7:**
 1423 [Search for Position or Add Multiple](#)

☐ Account Number(s):*
 If selected, at least one account is required. Separate multiple accounts by comma and no spaces.
 [Search for Accounts](#)

☐ Accounting Validation Control Name (AVC):*
 [Search for Accounting Validation Control \(AVC\)](#)

Display **6** accounts per page.

Records 1 - 2 of 2

Search: **7** [Show All Hierarchy Names](#)

Add	Account Number	Name	Bank	Agent	Company	Account Status	AVC Name
☒	*****6277	ACME TRAVEL LOC 1	1423	0462	11315	""-Open	AVC 0462
☒	*****6285	ACME TRAVEL LOC 2	1423	0462	11317	""-Open	AVC 0462

Note: the maximum selected accounts is limited to 4000.
 Accounts you can add = 3000

[Check All Shown](#) [Uncheck All](#) **8**

Records 1 - 2 of 2

4. Specify the agent number.
5. Specify search criteria, such as account status, hierarchy position, account number, or accounting validation control name.
6. Click the **Search** button.
7. Select the accounts you want to update.
8. Click the **Add to Selected Accounts** button.
9. Select the *Selected Accounts* tab.

Maintain Multiple Managing Accounts
Search & Select

Search Results

Selected Accounts

Display

25

 Accounts per page.

Return to the Search Results tab to add more accounts.

Records 1 - 2 of 2

Selected Accounts

Show All Hierarchy Names

Remove	Account Number	Name	Bank	Agent	Company	Account Status	AVC Name
☐	*****6277	ACME TRAVEL LOC 1	1423	0462	11315	""-Open	AVC 0462
☐	*****6285	ACME TRAVEL LOC 2	1423	0462	11317	""-Open	AVC 0462

Check All Shown

10

All Shown

Records 1 - 2 of 2

Continue

Remove Selected Accounts

10. Click the **Continue** button.

Specify the Updated Information

Whether you selected accounts based on processing hierarchy position or by searching and selecting a group of accounts, you next specify your updates.

Maintain Multiple Managing Accounts

Maintain Demographics

Select fields you wish to maintain. Disabled fields will not be affected.

* = required

Product: One Card **Bank:** 1425

1

2

3

☐ **Last Name:***
☐ **First Name:***
☐ **Middle Initial:**
☒ **Address 1:***
☐ **Address 2:**
☐ **City:***
☐ **State/Province:***
☐ **Zip/Postal Code:***
☐ **Country:***
☐ **Work Phone:***
☐ **Home Phone:**
☐ **Fax:**
☐ **Email Address:**
☐ **Optional 1:**
☐ **Optional 2:**
☐ **Demographics Comments:**

200 South Main Street

Suite 200

Minneapolis

MN ▾

55402

United States ▾

Note: The maximum amount of characters allowed is 254.
Character count = 0

Send Request

Reset Page

[<< Back to Hierarchy Position Selection](#)

To specify the new information:

1. Select the check box for each parameter you want to update.
2. Specify the new information

Tip! If you leave the field blank and the check box deselected, existing information (e.g., email address for the individual accounts) will not change. If you select a check box but leave the corresponding field blank, you delete existing information.

3. Click the **Send Request** button.

Are You Sure?

The highlighted fields will be changed. Blank fields with a **x** will be changed to blank.

Product: One Card **Bank:** 1425

Last Name:

First Name:

Middle Initial:

Address 1: 200 South Main Street

Address 2: **x**

City: Minneapolis

State/Province: MN

Zip/Postal Code: 554142115

Country: USA

Work Phone:

Home Phone:

Fax:

Email Address:

Optional 1:

Optional 2:

Demographic Comments:

x Removed

5

Do you still wish to change the selected accounts?

Yes, Send Request

No

4. Review the changes.
5. Click the **Yes, Send Request** button.

Tip! Access Online checks your updates against existing rules you have built into the system (e.g., valid values lists, accounting validation controls) and submits an error report via email to you for each incorrect update request. The system processes all correct updates, so the system does not delay your updates for one or two mistakes.

Learn More: After you send your change request, you can track the status in Access Online. If your organization uses the workflow function, then the request goes through the same review and approval process as any other request.

The user responsible for reviewing the update clicks the task link for the mass account maintenance request to review the request. Any workflow rules and parameters you have in place already also apply to online mass account maintenance requests.

If your organization does not use the workflow approval process, or after the request is final-approved, you can track the request's status in the Request Status Queue.

Perform a Final Approval

To perform a final review on a managing account setup or maintenance request, you simply access the request from your Active Work Queue and review each section to approve or reject the information. For our sample, we use a maintenance request. The process for final-approving a managing account setup is the same.

If you reject a screen, you need to specify a reason. At that point the request goes to the Active Work Queue of the user who completed the task initially. That user fixes the problem and then the setup comes back to your Active Work Queue. You access the setup again and begin the review process again. For a new account setup, after you approve, the request comes to the bank for final processing.

Active Work Queue				
Setup Cardholder Account Maintain Cardholder Account Setup Managing Account Maintain Managing Account				
Select a task to work.				
Records 1 - 3 of 3 Refresh List				
Request Type	Task (Select Task)	Product	Account Name	Start Date
MANAGING ACCOUNT SE	MA Data Entry - Auth Limits	Purchasing	SMITH,CHRIS P	04/20 11:01
MANAGING ACCOUNT SE	Reject - Demographics, MA	Purchasing	SMITH,CHRIS	04/20 14:08
MANAGING DAC MAINTENANCE	Final Review - Accounting Code	Purchasing	ACPO CP ORGANIZATION	04/20 14:36
Records 1 - 3 of 3 Refresh List				

To perform a final review on a managing account request:

1. In your Active Work Queue, click the link for the request that you want to review.

Final Review Managing Account Maintenance

Default Accounting Code

Product: Purchasing
Name: ACPO CP ORGANIZATION
Status: " "-OPEN

Field	Current Value	New Value
Account Validation Control (AVC) Name:	Demo Child AVC-Demonstration	Demo Parent AVC
Reallocation Method:	Reallocate by Alternate Accounting Codes	Reallocate by Accounting Validation Control

Default Accounting Code

Field	Current Value	New Value
Segment Name (Length)		
APPROPRIATION (20)	11220000000000000000	11220000000000000000
OAC (2)		11
ASN (5)		11222
UIC (6)		
PEC (12)	12346789	123222222222
ORG (8)		
MFP (2)		
JO (8)		
SAR (1)		
WCR (6)		
RBC (1)		
RSC (3)		
CI (6)		
OC (5)		
GPS (1)		
SIPC (2)		
DBSH (6)		
SDN (15)		
AI (6)		
IFS (18)		
TT (3)		
FMS (12)		

✖ Removed

Default Accounting Code Comments

Approve & Submit

Reject

[<< Back to Active Work Queue](#)

2

The information is view-only. If the information is incorrect, you cannot edit the information during the final review.

3

4

For an account setup, you review section by section. When you reject a section, you reject the whole setup and return the setup to the Active Work Queue for correction.

2. Review the information.
3. If all the information is correct, then click the **Approve & Submit** button.
4. If the information is not correct, then click the **Reject** link (on a setup) or button (on a maintenance request).

Reject Managing Account Maintenance
Default Accounting Code

Reject Reason: *

5

Note: The maximum amount of characters allowed is 255.
Character Count = 0

6

Send

[<< Back to Final Review - Default Accounting Code](#)

5. If you reject the request, specify the reason you are rejecting the request.
6. Click the **Send** button.

Learn More: After you click the **Approve** button, the **Active Work Queue** screen displays with the request you just approved no longer displayed. You can check on the status of the request by accessing the Request Status Queue. Simply click the **Request Status Queue** high-level task. You can view all requests and their status in the Request Status Queue. Note that some are pending final review, some are pending correction from being rejected, and some are ready for the system to process.

Request Status Queue
Account Requests

Setup Cardholder Account | Maintain Cardholder Account
Maintain Managing Account

Select a request to view the details.

Records 1 - 9 of 9

Delete Request	Request Status (View Details)	Account Number	Request Type	Start Date	Account Name	Last Update	Update Method
	Pending - Reject Data Entry	*****6120	MANAGING DAC MAINTENANCE	04/20 14:36	ACPO CP ORGANIZATION	04/20 14:40	Online
	Maint MA Account Complete	*****1542	MANAGING ACCT AUTHLIMITS MAINTENANCE	04/20 14:25	TEST ACPO ORGANIZATION 1	04/20 14:25	Online
	Reject - Demographics, MA		MANAGING ACCOUNT SETUP	04/20 14:08	SMITH, CHRIS	04/20 14:32	Online
	Maint MA Account Complete	*****1542	MANAGING DEMOGRAPHIC MAINTENANCE	04/20 14:03	TEST ACPO ORGANIZATION 1	04/20 14:03	Online
	Maint MA Account Complete	*****1542	MANAGING DEMOGRAPHIC MAINTENANCE	04/20 14:00	TEST ACPO ORGANIZATION	04/20 14:00	Online
	MA Data Entry - Auth Limits		MANAGING ACCOUNT SETUP				
	MA Data Entry - Auth Limits		MANAGING ACCOUNT SETUP				
	MA Data Entry - Auth Limits		MANAGING ACCOUNT SETUP				
	MA Data Entry - Auth Limits		MANAGING ACCOUNT SETUP				

Records 1 - 9 of 9

You can delete a request with a **Pending** status. A **Complete** status means that the bank has completed processing the request.

If available, select a request and click the **Delete Request** button to delete a request before it is finalized.

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Survey

Please take a few minutes to respond to a short [survey](#) on our training.