

STATEWIDE TRAVEL MANAGEMENT PROGRAM

US Bank - ACCESSONLINE CTS-Central Bill Reconciliation Report

Step 1: Login to AccessOnline

Step 2: Go to “Reporting”

Step 3: Go to “Supplier Management”

Step 4: Go to “Travel Expenses”

Step 5: Click on “Airline Itinerary Detail”

Step 6: Complete Required Fields

- a) Date
 - 1.) Cycle End Date Range
 - 2.) Leave same “month” in both fields to replicate transactions for the chosen “month” bill.
- b) Current Default Accounting Code
 - 1.) Leave Blank
- c) Sort By:
 - 1.) Your Choice
- d) Report Output
 - 1.) Recommend Excel
- e) Group Report By
 - 1.) Choose 3rd Option: Account Number
 - 2.) Make sure correct radial button is chosen
 - 3.) Type in 16 digit Diversion Account Number for CTS Central Bills (series of “5555” located in middle of number sequence)
 - 4.) Account number is located on the paper central bill

Step 7: Run Report

- a) Save in Excel (can format to your preference)
- b) Run Sum Total for balance due
- c) Payments require either Diversion Account Number provided on the check to ensure posting to correct central bill.
- d) This report will provide detail (including: traveler’s first & last name, airline, amount of ticket, ticket number, departure date, multiple legs, etc.) for the month chosen **ONLY** – this will not indicate whether any past due amounts exist.