

STATEWIDE TRAVEL MANAGEMENT PROGRAM

US Bank - ACCESSIONLINE Central Bill Reconciliation Report

Step 1: Login to AccessOnline

Step 2: Go to “Reporting”

Step 3: Go to “Financial Management”

Step 4: Click on “Transaction Detail”

Step 5: 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) Transactions Included
 - 1.) Transaction Status: **ALL**
 - 2.) Disputed: **ALL**
 - 3.) Transaction Amount: **ALL**
 - 4.) Posting Type: **ALL**
 - 5.) Show Allocation: **NO**
 - 6.) Payments: **INCLUDE**
- c) Merchants
 - 1.) Merchant Category Code Group: **ALL**
- d) Accounting Code
 - 1.) Leave Blank
- e) Sort By:
 - 1.) Your Choice
- f) Report Output
 - 1.) Recommend Excel
- g) Group Report By
 - 1.) Choose 3rd Option: Account Number
 - 2.) Make sure correct radial button is chosen
 - 3.) Type in 16 digit Billing Account Number for Event Card Central Bills (series of “5555” located in middle of number sequence)
 - 4.) Type in 16 digit Diversion Account Number for CTS Central Bills (series of “5555” located in middle of number sequence)
 - 5.) Both numbers are located on the paper central bill

Step 6: Run Report

- a) Save in Excel
- b) Run Sum Total for balance due
- c) Payments require either the Billing Account Number or Diversion Account Number provided on the check to ensure posting to correct central bill.
- d) This report will provide transactions for the month chosen **ONLY** – this will not indicate whether any past due amounts exist.