HOW to obtain a US Bank company number to chartstring conversion chart. (for the ability to check real-time balances with multiple accounts.)

Because Boston College has the bank assign a separate “company” number for every chartstring, when looking at balances of multiple accounts and the “switch accounts” field is used in Access-on-line, the information keeps reverting back to the first cardholder’s information. This glitch can only be corrected by signing in and out of Access-on-line or by entering the company number instead of the cardholder.

It may be more efficient for departments with multiple chartstrings to obtain a list of company numbers and keep a conversion spreadsheet available to obtain multiple real-time balances. To obtain this report in access-on-line:

- Reporting> program management>administration>account list

- Administration>account list
Program Management

- **Spend**
  - Account Spend Analysis
  - Summary of account spending (excluding merchant detail).

- **Cash Advance**
  - Detail of account cash advances including transaction amount, date, and reference number.

- **Declining Balance/Managed Spend**
  - Summary and detail information on declining balance accounts by name and account number.

- **Administration**
  - Account List
  - Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.
  - Account Maintenance Effective Date/Activity
  - Detailed history of effective dated account maintenance activity.

- **Check these fields under additional detail**

**Additional Detail**

Selected options allow a drill-down to additional detail if available.

- ✔ Demographics
- ✔ Default Accounting Code
- ✔ Merchant Authorization Control Details
- ✔ Account Information
- ✔ Authorization Limits
- ✔ Merchant Authorization Control Limits

- **Change to excel format**

**Report Output**

- Excel

**Output Parameter Page Placement**

Selection defines the location of the Parameter Page details on the report output.

- End

- **Under “group report by” Drill into this field and select multiple accounts.**
  - Search for Position or Add Multiple

- **The hierarchy level must be on “company” with the bank (1425) and agent (1798) fields filled in.**
Select all accounts>select position>accept hierarchy>run report

This report has significant information on cardholders such as limits, set-up dates, demographic information, etc. For the purposes of a conversion chart, delete all columns except column BO which is titled “company #” and column AV which is titled “default accounting code” (chartstring). The final result will look like this:
With the list of company numbers, multiple real-time balances can be accessed easily.

F) Checking real-time balances with a US Bank assigned company #

After obtaining a list of company #'s from US Bank, real-time balances may be obtained by company #

- Account information>account profile>managing account profile
Enter the company #

Click on: Authorization Limits

Under custom velocity, the budget amount less the spent amount equals the available amount.
To view another account: switch account and input a different company #: Switch Accounts