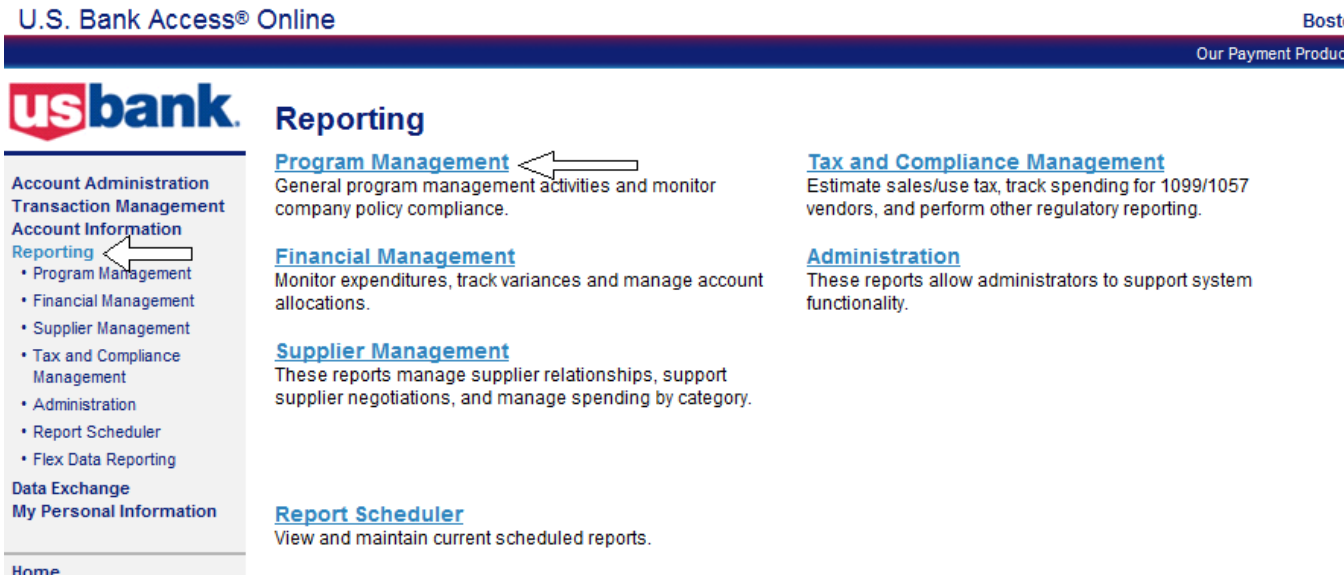
HOW to obtain a US Bank company number to chartstring conversion chart. (for the ability to check real-time balances with multiple accounts.)

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 Dating 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.

- [x] Demographics
- [x] Account Information
- [x] Default Accounting Code
- [x] Authorization Limits
- [x] Merchant Authorization Control Details
- [x] 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.***

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

Hierarchy Level:
Company

Bank:	Agent:	Company:	Division:	Department:
1425	1798			

Search

- ***Select all accounts>select position>accept hierarchy>run report***

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

Found Hierarchy Position(s)
Records 1 - 7 of 7

Select	Bank	Agent	Comp.	Div	Dept
☑	1425	1798	36311		
☑	1425	1798	36313		
☑	1425	1798	36314		
☑	1425	1798	36315		
☑	1425	1798	36316		
☑	1425	1798	36317		
☑	1425	1798	36319		

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Select Position >>

<< Remove Position

Selected Hierarchy Position(s)

Remove	Bank	Agent	Comp.	Div	Dept
No hierarchy position(s) selected.					

Accept Hierarchy

<<Back to Transaction Detail

- ***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:***

Company	Default Accounting Code	
35089	EAGLE0533611001000000000	0000010168370
34162	EAGLE0533611001000011047	0000020168370
35057	EAGLE0600811001000000000	0000020268370
36298	EAGLE0600811001000000000	0000020264780
38492	EAGLE0536011001000015015	0000010168370
36369	EAGLE0536011001000010055	0000010168370
35018	EAGLE0251211001000015015	0000040168370
37986	EAGLE0533011001000011336	0000010168370
32534	EAGLE0533011001000018514	0000010168370
35999	EAGLE0251019209227500000	0000099968370
35999	EAGLE0251019209227500000	0000099968370
36007	EAGLE0251019209200200000	0000099968370
36007	EAGLE0251019209200200000	0000099968370
35739	[illegible]	0000050168370
33236	[illegible]	0000099968370
36289	[illegible]	0000010168370

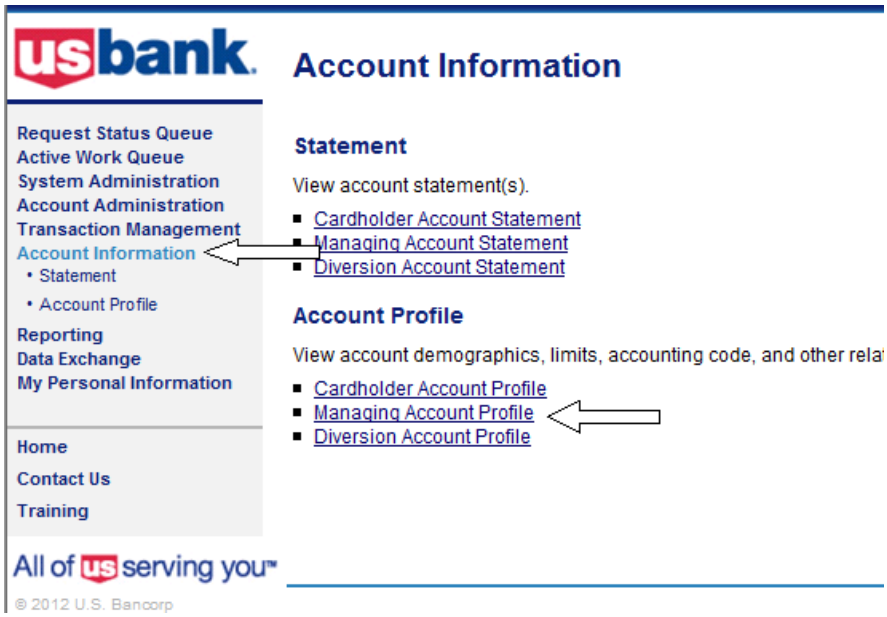
Bank assigned company #

- ***With the list of company numbers, multiple real-time balances can be accessed easily.***

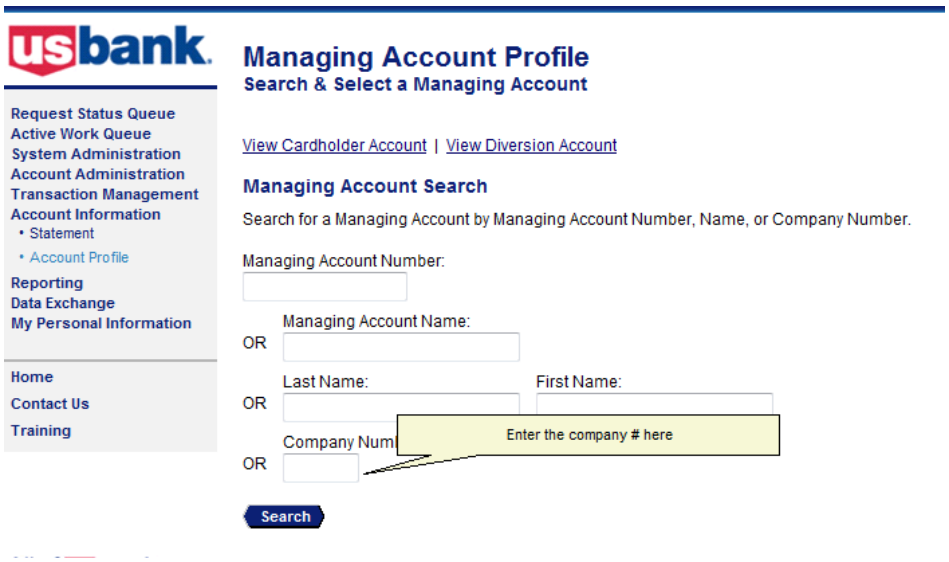
F) Checking real-time balances with a US Bank assigned company #

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.***

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	444
Monthly Transaction:	0	4
Quarterly Dollar:	0	444
Quarterly Transaction:	0	4
Yearly Dollar:	0	545
Yearly Transaction:	0	7

Budget

Spent amount

Custom Velocity Limits

	Limit	Total
Other Dollar:	1,030	667
Other Transaction:	0	10

Refresh From Date: 05/31/2012
Refresh To Date:
Days in Refresh Cycle: 365

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
BCSTANDA	Decline	0	Custom	View Details
BCSTANDB	Decline	0	Custom	View Details

- ***To view another account: switch account and input a different company #:***

Switch Accounts