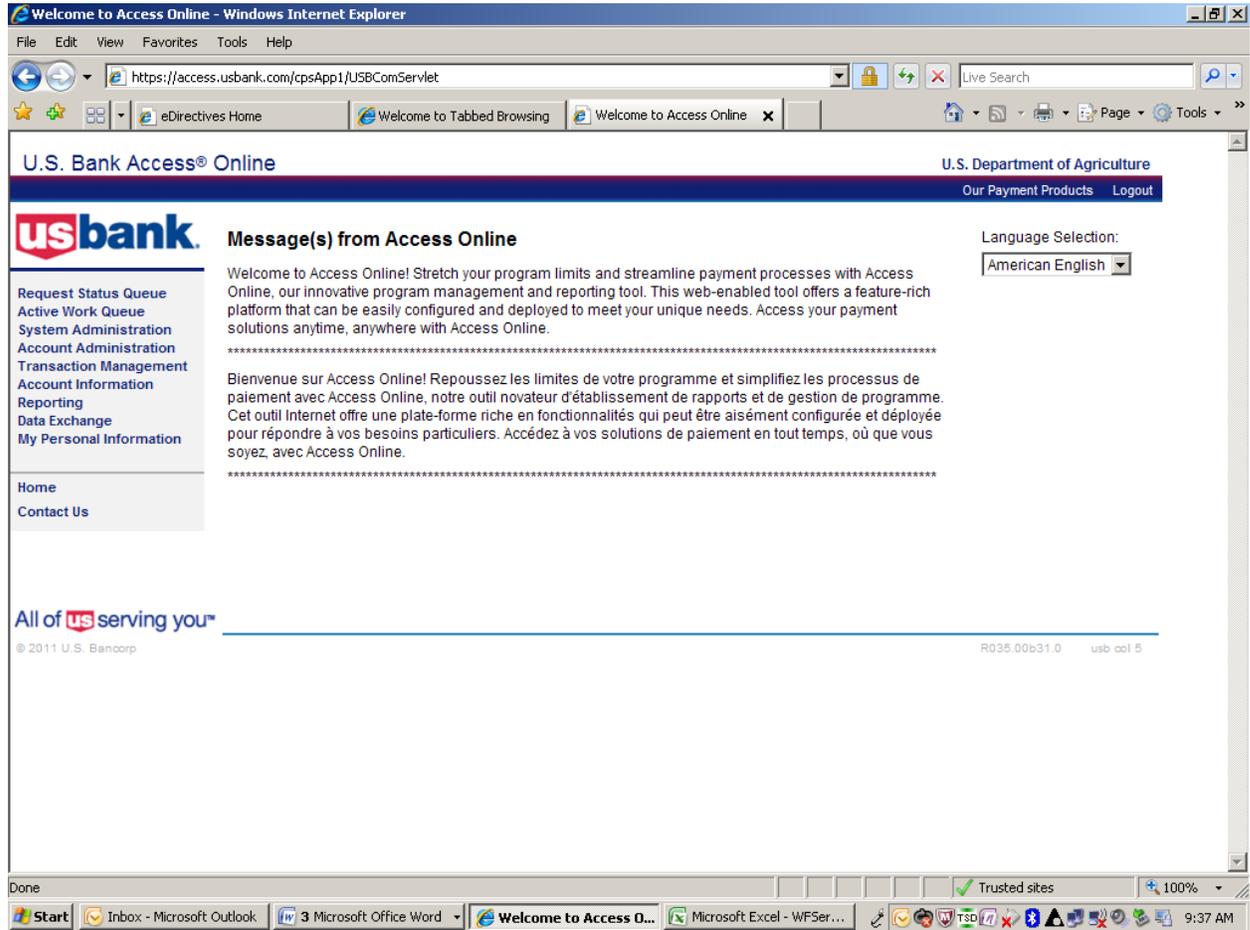


Title 120 - National Instruction

Snap Shots of the Steps to Retrieve the Timely Transaction Report



Title 120 - National Instruction

The screenshot shows a Windows Internet Explorer browser window displaying the U.S. Bank Access Online Reporting page. The browser's address bar shows the URL <https://access.usbank.com/cpsApp1/USBComServlet>. The page header includes "U.S. Bank Access® Online" and "U.S. Department of Agriculture" with links for "Our Payment Products" and "Logout".

The main content area is titled "Reporting" and features the following sections:

- Program Management**: General program management activities and monitor company policy compliance.
- Financial Management**: Monitor expenditures, track variances and manage account allocations.
- Supplier Management**: These reports manage supplier relationships, support supplier negotiations, and manage spending by category.
- Report Scheduler**: View and maintain current scheduled reports.
- Flex Data Reporting**: Create and maintain adhoc reports.
- Tax and Compliance Management**: Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.
- Administration**: These reports allow administrators to support system functionality.

A left-hand navigation menu lists various system functions, including "Request Status Queue", "Active Work Queue", "System Administration", "Account Administration", "Transaction Management", "Account Information", "Reporting" (with sub-links for Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Report Scheduler, and Flex Data Reporting), "Data Exchange", and "My Personal Information".

The footer of the page includes the slogan "All of us serving you™", the copyright notice "© 2011 U.S. Bancorp", and the text "R035.00b31.0 usb aol 5".

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Program Management

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
• Program Management
• Financial Management
• Supplier Management
• Tax and Compliance Management
• Administration
• Report Scheduler
• Flex Data Reporting
Data Exchange
My Personal Information

Home
Contact Us

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.

[Account Status Change](#)
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.

[Declined Transaction Authorizations](#)
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.

[Request Status Queue](#)
History of changes made to Accounts.

[Transaction Approval Status](#)
Transaction Approval Status for Cardholder Accounts.

Delinquency Management

[Account Suspension](#)
Provides information on open accounts that are past due and suspended or pending suspension.

[Charge-Off](#)
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.

[Past Due](#)
Accounts with past due balances and the number of times past due situations have occurred.

Allocation Rules Management

[Merchant Allocation Rule Sets](#)
Summary of merchant allocation rules sets and detail of associated allocation rules.

Title 120 - National Instruction

The screenshot shows a web browser window titled "Transaction Approval Status - Windows Internet Explorer". The address bar displays "https://access.usbank.com/cpsApp1/USBComServlet". The page header includes "U.S. Bank Access® Online" and "U.S. Department of Agriculture" with links for "Our Payment Products" and "Logout".

The main content area is titled "Program Management Transaction Approval Status". It includes a sidebar with navigation links such as "Request Status Queue", "Active Work Queue", "System Administration", "Account Administration", "Transaction Management", "Account Information", "Reporting", "Data Exchange", and "My Personal Information".

The main content area contains the following sections:

- Date:** Radio buttons for "Cycle Close Date Range", "Calendar Month Range", "Posting Date Range", and "Transaction Date Range". A checkbox for "Enable Cycle Day" is present. Below are "Start Date" and "End Date" fields, both containing "04/01/2011".
- Transactions Included:** A dropdown menu for "Approval Status" set to "All".
- Approvers:** A text input field for user IDs, with instructions: "To limit the results from the default of 'all,' enter a full or partial 'begins with' user ID. Separate multiple user ID's with a comma."
- Sort Report By:** Four dropdown menus, all set to "No Sort".

The Windows taskbar at the bottom shows the Start button and several open applications: Outlook Today, MW 7 Audit Remediation, NI_Timely Transaction R..., and Transaction Approval... The system clock shows 9:08 AM.

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Report Output

Summary Output:
Selection defines the output format for the summary report.
Excel

Detail Output:
Selection defines the output format for the detail report when links are chosen from the summary report.

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

Group Report By

Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: 3059 Agent: 0353 Company: Division: Department: [Search for Position or Add Multiple](#)

Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: 3059 Level 1: 00012 Level 2: 01201 Level 3: 00016 Level 4: Level 5: Level 6: Level 7: [Search for Position or Add Multiple](#)

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

Break/Subtotal Level

- No Break/Subtotal -

Run Report **Reset**

Title 120 - National Instruction

WFServlet [Read-Only] [Compatibility Mode] - Microsoft Excel

1	Name	Managing Account Name	Number of Transactions	Total Transaction Amount	Final Approved Transaction	Final Approved Amount
2	DARLA J EARNHART	KIM FOSTER	27	\$3,116.77	0	\$0.00
3	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
4	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
5	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
6	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
7	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
8	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
9	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
10	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
11	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
12	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
13	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
14	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
15	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
16	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
17	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
18	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
19	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
20	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
21	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
22	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
23	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
24	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
25	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00
26	DARLA J EARNHART	KIM FOSTER	0	\$0.00	0	\$0.00

Ready | Microsoft Excel - WFS...

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	G	H	I	J	K	L
	Pending Manager Transaction	Pending Manager Amount	Transaction Date	Posting Date	Purchase ID	Merchant Name
1						
2	27	\$3,116.77	2011/02/07	2011/02/09	EGAKOG9310E	ACCESS PRODUCTS INC IMG S
3	0	\$0.00	2011/02/09	2011/02/10	796734800119	FEDEX 796734800119
4	0	\$0.00	2011/02/15	2011/02/17	EGAKOK2238E	ACCESS PRODUCTS INC IMG S
5	0	\$0.00	2011/02/15	2011/02/17	EGAKOK2195E	ACCESS PRODUCTS INC IMG S
6	0	\$0.00	2011/02/16	2011/02/17	794424091554	FEDEX 794424091554
7	0	\$0.00	2011/02/16	2011/02/18	80705	CARTRIDGE SAVERS INC
8	0	\$0.00	2011/02/18	2011/02/21	EGAKOK3479E	ACCESS PRODUCTS INC IMG S
9	0	\$0.00	2011/02/18	2011/02/21	796761473551	FEDEX 796761473551
10	0	\$0.00	2011/02/20	2011/02/21	796769704918	FEDEX 796769704918
11	0	\$0.00	2011/02/20	2011/02/21	794432494346	FEDEX 794432494346
12	0	\$0.00	2011/02/18	2011/02/21	271802	ENVISION BUSINESS CARD
13	0	\$0.00	2011/02/22	2011/02/23	271801	ENVISION BUSINESS CARD
14	0	\$0.00	2011/02/22	2011/02/23	271794	ENVISION BUSINESS CARD
15	0	\$0.00	2011/02/21	2011/02/23	EGAKOL7162E	OFFICE DEPOT #1079
16	0	\$0.00	2011/02/23	2011/02/24	611571315000158	FEDEX 611571315000158
17	0	\$0.00	2011/02/24	2011/02/25	EGAKOM1181E	WECSYS LLC
18	0	\$0.00	2011/02/25	2011/02/28	16299206	NEW YORK INKJET, LLC
19	0	\$0.00	2011/02/28	2011/03/01	EGAKON2449E	METRO OFFICE PRODUCTS
20	0	\$0.00	2011/02/28	2011/03/02	EGAKON2450E	OFFICE DEPOT #1079
21	0	\$0.00	2011/02/28	2011/03/02	EGAKON2736E	OFFICE DEPOT #1079
22	0	\$0.00	2011/02/28	2011/03/02	EGAKON2450E	OFFICE DEPOT #1079
23	0	\$0.00	2011/02/28	2011/03/02	EGAKON2736E	OFFICE DEPOT #1214
24	0	\$0.00	2011/02/28	2011/03/03	85142	DOCUMENT IMAGING DIMENSIO
25	0	\$0.00	2011/03/02	2011/03/03	794475314110	FEDEX 794475314110
26	0	\$0.00	2011/03/02	2011/03/03	796805287018	FEDEX 796805287018

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	M	N	O	P	Q	R	S
1	Transaction Amount	Cardholder Approver	Approval Status	Historical Action Date/Time	Level 4	Level 5	Level 6
2	\$444.93	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
3	\$4.01	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
4	\$225.59	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
5	\$458.02	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
6	\$4.15	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
7	\$107.35	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
8	\$284.95	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
9	\$4.85	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
10	\$3.91	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
11	\$4.58	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
12	\$27.62	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
13	\$27.62	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:32 pm CT	00566	17102	00006
14	\$27.62	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:39 pm CT	00566	17102	00006
15	\$283.12	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:36 pm CT	00566	17102	00006
16	\$4.77	DARLA EARNHART	Pending ERICAWESTBROOK Approval	02/28/2011 02:36 pm CT	00566	17102	00006
17	\$96.84	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/10/2011 03:17 pm CT	00566	17102	00006
18	\$133.53	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/10/2011 02:28 pm CT	00566	17102	00006
19	\$120.99	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/08/2011 03:55 pm CT	00566	17102	00006
20	\$12.71	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/08/2011 03:59 pm CT	00566	17102	00006
21	\$88.59	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/10/2011 02:31 pm CT	00566	17102	00006
22	\$303.01	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/08/2011 03:59 pm CT	00566	17102	00006
23	\$31.68	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/10/2011 02:34 pm CT	00566	17102	00006
24	\$217.04	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/08/2011 03:47 pm CT	00566	17102	00006
25	\$4.99	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/08/2011 04:05 pm CT	00566	17102	00006
26	\$6.47	DARLA EARNHART	Pending ERICAWESTBROOK Approval	03/08/2011 04:05 pm CT	00566	17102	00006