

All of **us** serving you™

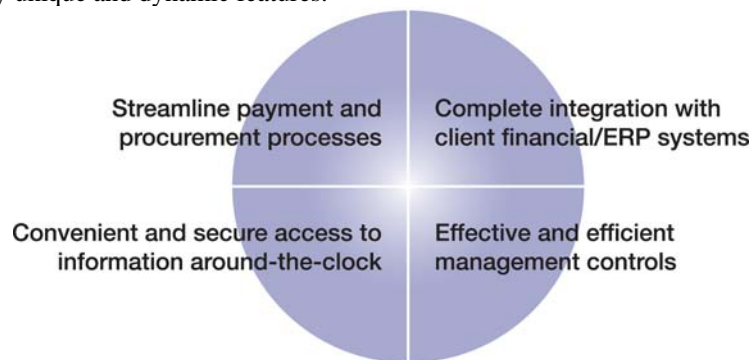
U.S. Bank Canada
Access® Online Overview



Overview

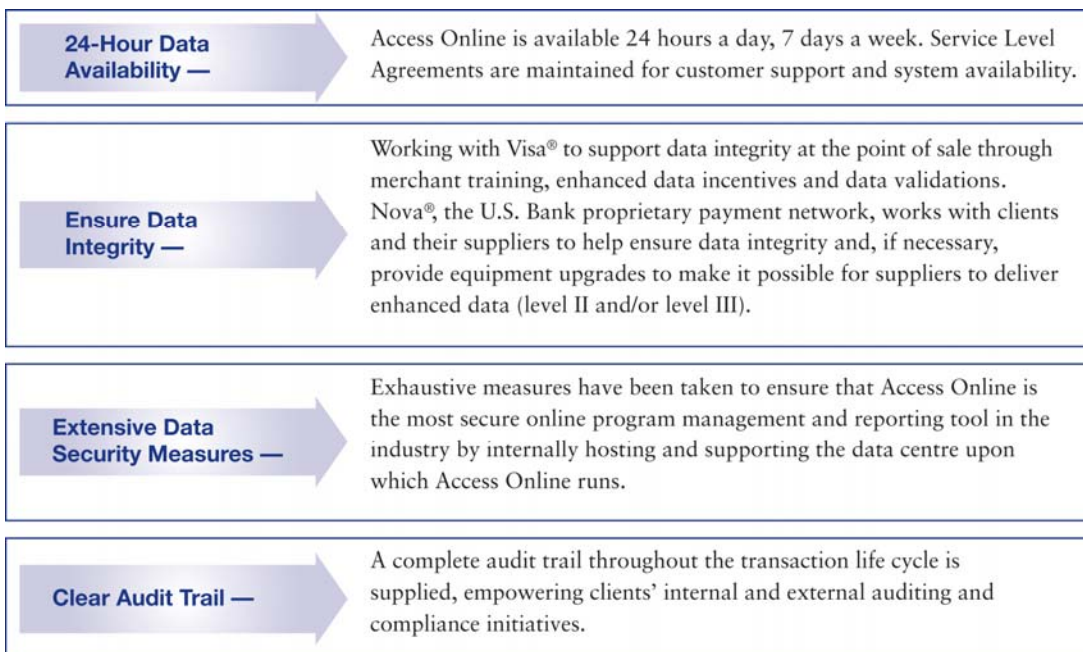
In today's fast-paced world, timely information is mandatory. Access® Online gives organizations the ability to manage and mine their data in real-time. It provides round-the-clock access to purchasing data, makes it fast and easy to reconcile purchases, helps streamline business processes and greatly enhances payment program control.

Access Online lets users at many different levels leverage the data they need to do their jobs more effectively. From program administrators to accounts payable (A/P) to senior management, everyone will appreciate its many unique and dynamic features.



Data Initiatives

Ensuring the availability, integrity and security of clients' data is extremely important. Therefore, Access Online employs the most advanced architecture and business practices with one goal in mind, to provide clients with safe, secure, on-demand availability to their most significant asset — their data. Access Online performance is based on data availability, integrity, security and audit trail.



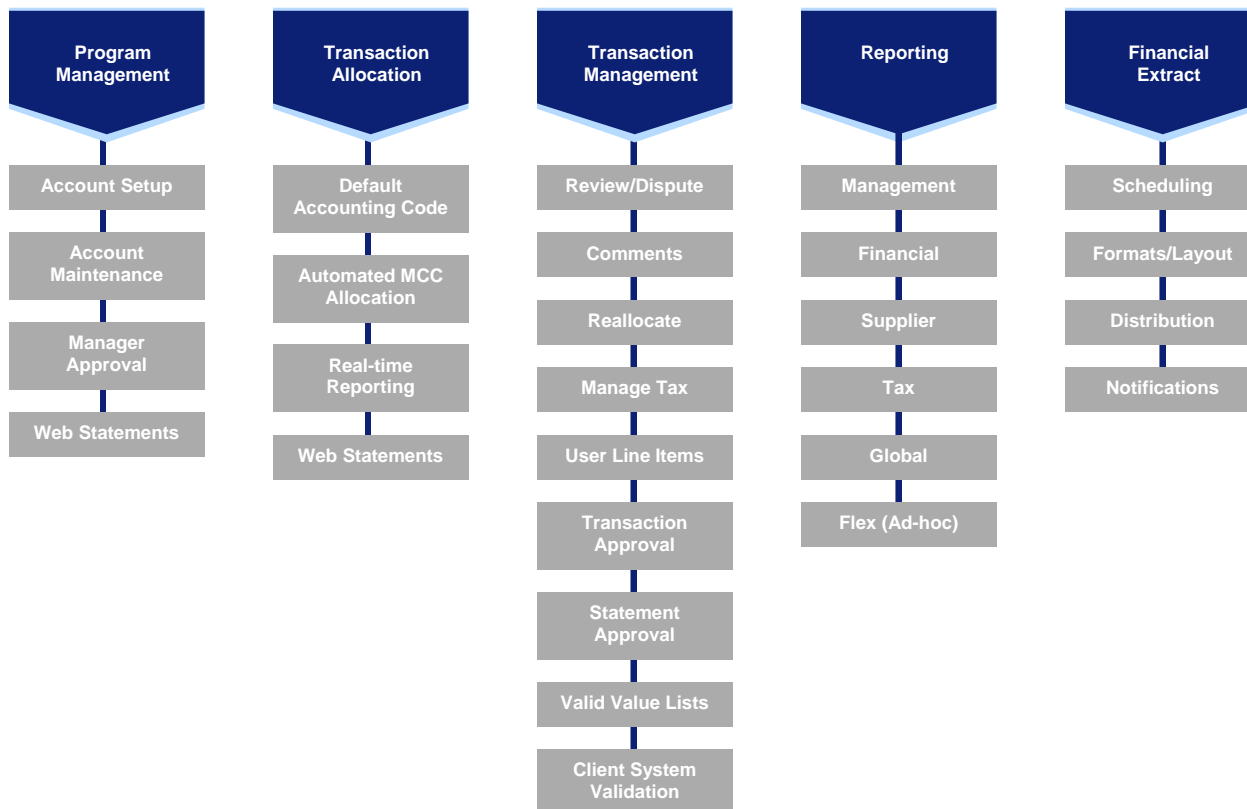
Major Functionality Designed for Speed and Accessibility

Everything about Access Online is developed for speed and accessibility.

Speed — Clients experience the positive impact Access Online’s state-of-the-art file transfer capabilities provide. In addition to dramatically improved data download times, program managers gain a single point of access to all their companies’ commercial card program information, real time, any time.

Accessibility — Access Online supplies clients with a highly intuitive, user-friendly interface that enables companies to easily access their cardholders’ data in a variety of ways. Clients can select data fields, perform multiple sorts and download to three different formats — PDF, HTML and Microsoft® Excel. It provides ultimate access with minimum effort.

Access Online’s key functionality focuses on Account and User Profile Setup and Maintenance, Transaction Management, Transaction Approval Process, Accounting Code Validation, Financial Extracts, Data Exchange and Management Reporting. Below is a brief synopsis of what various sections provide.



Account Setup and Maintenance

Self-service and immediate access to open new and edit existing accounts is a key functionality that program administrators demand and Access Online delivers. Access Online's intuitive set up leads clients step-by-step through the implementation process. Program administrators can establish and edit demographics, account information, default accounting codes and authorization limits with the majority of the changes processed in real-time.

- Enables clients to take control of their account setup and maintenance
- Expedites the account setup process allowing cardholders more immediate access to their company's program
- Eliminates time-consuming, manual paper-based processes
- Ensures that accounts are managed based on clients' priorities and schedule

User Profile Setup and Maintenance

A user profile gives a client the ability to log into and use Access Online. By utilizing User Profile Setup and Maintenance a program administrator will have immediate access to create and edit cardholder information and manage account user profiles.

The user profile consists of user login information (id and password), as well as system access rights which dictate the specific accounts a user can access and tasks which can be performed. Not only does the new functionality expedite both the setup and maintenance process for program administrators, but it also provides users immediate access to the organization's payment solutions.

Transaction Management

Access Online is more than just a transaction reporting mechanism. It delivers comprehensive functionality around the processing and management of clients' transactions in a real-time environment. Transaction Management puts program administrators and cardholders in control of managing transactions. Access Online functionality includes:

Merchant Category Code (MCC) allocation -

A transaction management best practice that greatly streamlines the reconciliation process and reduces manual posting errors

Reallocation options -

Wide variety of options enables clients to customize to meet their individual company's business processes

User-defined line items -

Functionality that is particularly helpful for those transactions that do not have level III data relayed by the merchant

Transaction Approval Process

Automating the transaction review and approval process is an important aspect of any successful card program. Access Online provides a proven, customizable workflow that enables companies to more effectively manage their overall card program and gain significant processing efficiencies.

By automating the transaction review and approval process, clients are better able to monitor and drive program performance. Reviews and approvals can happen more quickly. In addition, a complete transaction audit trail becomes available and clients are able to monitor overall account activity in one convenient location.

Accounting Code Validation

Access Online Accounting Code Validation enables clients to automate their general ledger posting process and make their overall accounting and procurement process more efficient. By effectively managing transaction mapping, clients gain better access to their program data and are empowered to make more informed sourcing and spending decisions.

Ensuring the accurate accounting allocation of card transactions is every client's goal. Access Online empowers clients to customize how accounting codes are managed and applied to card transactions. Access Online can dramatically reduce the administrative overhead associated with manually correcting invalid transaction allocations.

Financial Extracts

Access Online's well-documented system integration standards enable clients to better plan for their back-end system and Access Online data assimilation. Access Online can accommodate large-scale integration with clients' systems. A team of trained U.S. Bank professionals work to ensure that clients experience a smooth, seamless integration enabling them to enjoy Access Online's superior data availability sooner.

Ultimately, the most significant benefits of Access Online Financial Extracts functionality are enjoyed by those clients that leverage this robust capability by fully integrating the extracted data into their financial processes. By effectively utilizing their financial extracts, clients gain better control of their card programs leading to increased processing efficiencies and cost savings. Access Online Financial Extracts:

- Give a single point of access for accounts payable reconciliation and general ledger information
- Present data in one aggregated extract rather than having to compile one extract per managing account
- Offer many customizable extract frequencies (including daily and cycle-based)
- Notify clients promptly when extracts are going to be generated and sent

Accounting Code Validation gives clients the flexibility to:

- Create multiple unique accounting code structures meeting clients' needs
- Set distinct validation rules for different cardholder groups
- Develop and populate valid value lists
- Design and customize accounting code validation controls
- Enable the validation or accounting information as an interface with a client's financial system, requires additional setup and implementation

Data Exchange

Convenient, secure file transfer capabilities — that is what Access Online Data Exchange provides in a web-based environment. The information can be uploaded into an internal reporting system or easily integrated into Access Online.

Data Exchange fully supports both upload and download capabilities and frequently used types of (files including but not limited to) statement billing files, general ledger data feeds and custom reports.

Management Reporting

Comprehensive reporting is vital to effectively manage a payment program. With Access Online's exceptional reporting tool, clients can run predefined standard or — through the use of multiple selection, sorting and output functions — create company-driven reports with 24 months of transaction data available online.

Access Online provides clients with immediate access to their transaction data. Transactions are available online within 24 hours of posting. Clients no longer have to wait until after their cycle date to have access to their information.

For More Information

To find out more about Access® Online, please contact your U.S. Bank Canada representative or visit usbankcanada.com/accessonline.

usbankcanada.com

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