August 7, 2008

U.S. Bank® is always looking for ways to improve our products and services, while providing our clients with the most advanced program solutions and tools available.

With that in mind, we are excited to announce the newest enhancements to U.S. Bank Access® Online, scheduled for release on Monday, August 25, 2008 at 6:00 a.m.
Eastern Time (ET).

As a result, the ability to log in will be restricted from Friday, August 22, 2008 beginning at 7:00 a.m. (ET) through 7:00 a.m. (ET) Saturday, August 23, 2008. This nonstandard outage time is needed to ensure the update meets Access Online quality standards. During this time please contact your designated U.S. Bank Account Coordinator or the Customer Service Center for requests that require immediate assistance. On Saturday, August 23, 2008 a Total System Services (TSYS) file update may impact the ability to complete account setup, maintenance and account inquiry functions; however, all other Access Online functionality will be available. U.S. Bank apologizes in advance for any inconvenience this may cause.

If you have any questions please contact your U.S. Bank representative.

Sincerely,

Jeff Rankin
Senior Vice President
U.S. Bank Corporate Payment Systems

U.S. Bank Access® Online Functionality Update August 2008

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Enhancements Overview

The upcoming Access Online enhancements focus on improved capabilities in these program management areas:

- Transaction Management and Order Management
- Reporting

This document provides:

- A general description of the new capabilities
- Contact information to secure additional detail on the new functionality

Enhancement Descriptions

Transaction Management and Order Management

Transaction Management and Order Management have been enhanced to support greater ease of use and control among applications. While performing tasks within Transaction Management and Order Management, clients will notice new drop-down menus instead of links as part of the toolbar for "Manager's Queue," "Create" and "Manage" functions:

- In Transaction Management, users will need to select "Transactions" from the "Manager's Queue" drop-down menu to *approve* transactions.
- In Order Management, users will need to select "Order" from the "Create" drop-down menu to *create* an order.
- In Order Management, users will need to select "Orders" from the "Manage" drop-down menu to *manage* orders.

This user interface change allows for expanded functionality within Access Online. For example, users of both Order Management and Payment Plus may select from the drop-down menu to either create/manage an order or payment instruction which is more user-friendly and provides accessibility across applications. Note: within the drop-down menu, users will only see the functions in which they are entitled.

To further accommodate this expanded functionality, the word **"order"** has been removed from basic screen instructional text and labels in Order Management so there are common terms across applications. There are also slight label changes to fields within Order Management, including:

Current Field Name		***New Field Name***
Order Number	=	Control Number
Order Status	=	Match Status
Order Tax	=	Tax Amount

These label changes are also reflected in Reporting; the new field names on the user interface will match the field names within the reports.

Reporting

Along the left navigation and within Reporting, the "Scheduled Reports" option has been renamed "Report Scheduler" to more accurately reflect the functionality.

Financial Management Reporting

The following three reports were changed to include "Dispute Status" information. Previously the reports indicated whether or not transactions were in dispute with a simple "Yes" or "No." Now users can track transactions throughout the dispute lifecycle with statuses such as: "Unresolved," "Resolved in Cardholder Favor," "Resolved in Merchant Favor" or "No" (when transaction is not disputed).

- ***Billed Transaction Analysis with Order Detail*** report
- ***Full Transaction and Order Detail*** report
- ***Transaction Detail*** report

When users run the ***Full Transaction and Order Detail*** report in the Microsoft Excel output format, the report now shows the content of the "Order Comments" fields.

Program Management Reporting

The ***Account List*** report was modified so a future date could be included in the "Pending Renewal Date Range" which allows users to track soon-to-expire accounts.

The Allocation Rules Engine—*available to clients later this year*—will offer more advanced allocation tools over the existing Merchant (MCC) Allocation Rules Set. This new functionality will allow users to support more complex rule sets which enables full client control over the automated allocation of purchases and enhanced reconciliation of transactions to purchases. Within Program Management reporting, users will notice a new ***Allocation Rules Engine*** report which supports the Allocation Rules Engine functionality; at this time, users will not receive any output from the report.

Flex Data Reporting

Within Flex Data Reporting, when users create reports they can now choose from two new additional reporting templates:

- **Transaction Reporting**—a new "Allocation" reporting template is available, which allows users to include additional allocation information in their transaction report. Users can choose from the following allocation data elements: allocation accounting code, allocation amount, allocation data, allocation last changed by, allocation percent, allocation source, alternate accounting code name, default accounting code, last date to reallocate and reallocation indicator.
- **Order Reporting**—a new "Transaction" reporting template is available, which allows users to include additional transaction information in their order report. Users can choose from 25 transaction data elements currently available within Flex Data Reporting.

For More Information

For a full glossary of Access Online terms, please go to the online training site at https://wbt.access.usbank.com.

For additional details or training on the Access Online capabilities described, clients may contact us at (866) 274-5898, or their U.S. Bank Account Coordinator or Relationship/Account Manager.