



Enhanced Supplier Information Reporting for Vendor Classifications

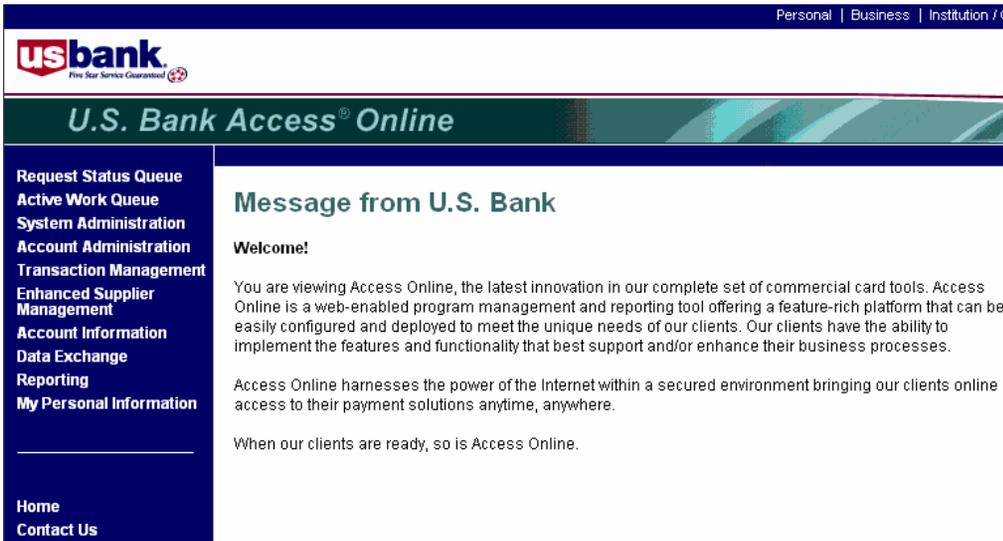
This document provides instructions for using Access® Online Reporting to obtain summary totals for vendors by classification using Enhanced Supplier Information (ESI).

U.S. Bank has worked with California's Department of General Services - Small Business & DVBE Services to make a portion of the state's vendor certification information available in Access® Online. This information is displayed in the system integrated with your purchasing card activity using the Enhanced Supplier Information(ESI) feature.

ESI in Access® Online uses Client Supplier Information records to store the information provided by DGS. U.S. Bank regularly matches this Client Supplier Information by Taxpayer ID Number to Merchant Profile information from the card association. With California's data and the card data matched, you are now able to identify on-screen and in reporting those vendors with special certifications.

The following instructions outline how to obtain total spend amounts for certified vendors using the Vendor Summary by Socio-economic Indicator report. Other reports and on-screen information is available using ESI, and further information is available in Access® Online Web-based Training at <https://wbt.access.usbank.com/textonly/index.aspx>.

Personal | Business | Institution / G



The screenshot shows the U.S. Bank Access Online home page. At the top, there is a navigation bar with 'Personal | Business | Institution / G'. Below this is the U.S. Bank logo with the tagline 'Five Star Service Guaranteed'. The main header reads 'U.S. Bank Access® Online'. On the left, there is a dark blue sidebar menu with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Enhanced Supplier Management, Account Information, Data Exchange, Reporting, My Personal Information, Home, and Contact Us. The main content area features a 'Message from U.S. Bank' section with a 'Welcome!' message and two paragraphs of text. The first paragraph states: 'You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.' The second paragraph states: 'Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.'

1. Start by logging in to Access Online:
<https://access.usbank.com/>

2. From the Home screen, where the Message from U.S. Bank is displayed, click 'Reporting' from the left menu bar.

Personal | Business | Institution / Government | About U.S. Bancorp



The screenshot shows the 'Reporting' page in U.S. Bank Access Online. The top navigation bar includes 'Personal | Business | Institution / Government | About U.S. Bancorp'. The U.S. Bank logo and 'U.S. Bank Access® Online' header are present. The left sidebar menu is updated, with 'Reporting' highlighted and expanded to show sub-items: Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Global, Scheduled Reports, and Flex Data Reporting. The main content area is titled 'Reporting' and includes a 'Log Out' link. It lists several reporting categories with brief descriptions:

- 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.
- Scheduled Reports**: 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.
- Global**: Analyze spending for global reports.

3. After clicking 'Reporting' a list of available report categories is displayed. The actual list may vary by user, but most options shown here are displayed to administrators, managers, and audit users.

4. To run the vendor summary reports, click 'Tax and Compliance Management'. If the option is not available, contact your purchase card Program Administrator.



U.S. Bank Access® Online

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Enhanced Supplier Management
- Account Information
- Data Exchange
- Reporting
 - Program Management
 - Financial Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - Global
 - Scheduled Reports
 - Flex Data Reporting
- My Personal Information

Tax and Compliance Management ★ Log Out

Tax Management

[Sales and Use Tax by State](#)

Summary of transaction and tax paid amounts on a state-by-state basis.

[Sales and Use Tax by State with Tax Management Detail](#)

Summary of transaction and tax paid amounts on a state-by-state basis, leveraging Access Online tax estimation functionality.

[Tax Accrual Model](#)

Supports the use of Visa's best practice tax model (for sales and use tax estimation).

[Tax Accrual Model with Tax Management Detail](#)

Supports the use of Visa's best practice tax model (for sales and use tax estimation), in conjunction with Access Online tax estimation functionality.

[Tax Accrual Model By Accounting Code with Tax Management](#)

Compliance Management

[Unmatched Transaction Analysis for Form 1099-MISC](#)

Transactions where a merchant profile was unavailable at the time of reporting. This report is used to research additional merchant information for 1099 reporting.

[Vendor Summary by Socio-economic Indicator](#)

Summary and detail of expenditures that have occurred with vendors classified as minority vendor types (minority, woman-owned, veterans, and small business).

[Vendor Summary for Form 1099-MISC](#)

Summary of expenditures and vendor profile information for "Form 1099 - MISC" reporting to the Internal Revenue Service.

5. Under the Compliance Management heading, click to select the 'Vendor Summary by Socio-economic Indicator' report.

- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Enhanced Supplier Management
- Account Information
- Data Exchange
- Reporting
 - Program Management
 - Financial Management
 - Supplier Management
 - Tax and Compliance Management
 - Administration
 - Global
 - Scheduled Reports
 - Flex Data Reporting
- My Personal Information

Tax and Compliance Management ★ Log Out

Vendor Summary by Socio-economic Indicator

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Begin Month	Begin Day	Begin Year	to	End Month	End Day	End Year
Jun	--	2007		Apr	--	2008

Merchants

Selections will add columns to the report output.

Merchant Profile Source:

Both Select Additional ESI

Enhanced Supplier Information (ESI) Association

Both Selections.

All

Preferred

Suspended

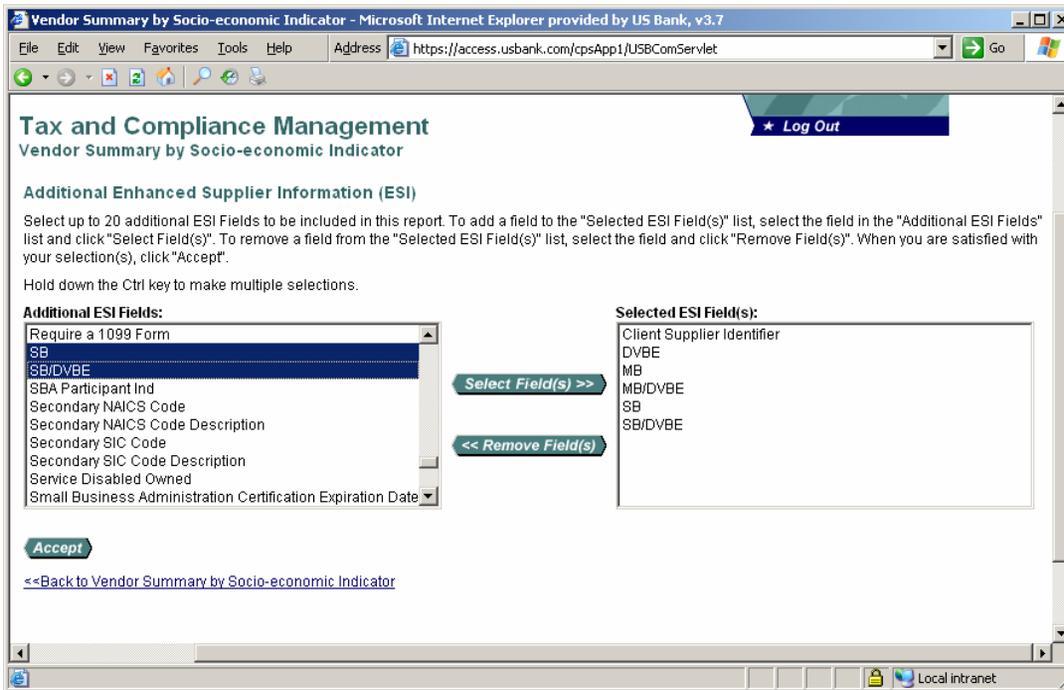
Contracted

Merchant States:

6. On the report parameter page, we will set the time period over which the report will summarize, the Enhanced Supplier Information fields to include, and the hierarchy (group) of accounts to search against.

7. Start by selecting a date range. The Cycle Close Date Range option will search for transactions in any U.S. Bank statements ending between the start and end months. The Calendar Month Range will include transactions which posted from the 1st day of the begin month to the last day of the end month.

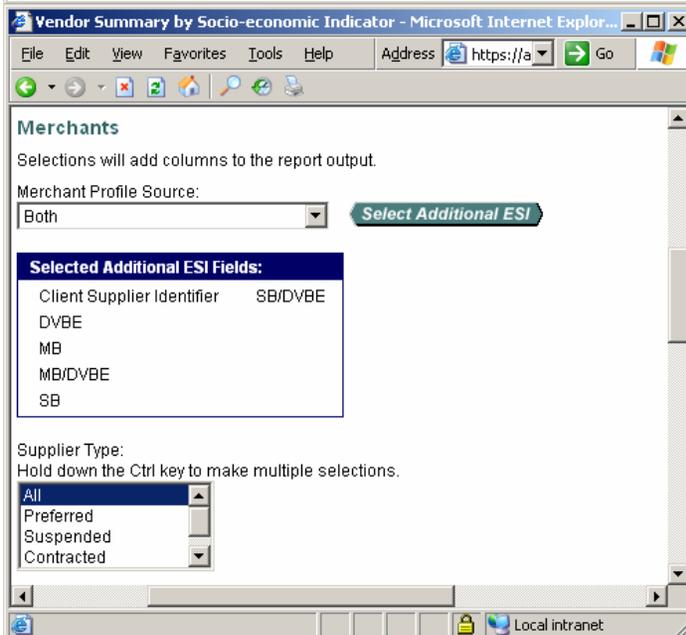
8. Change the Merchant Profile Source to 'Both' and click 'Select Additional ESI'



9. On the Additional Enhanced Supplier Information (ESI) page, click and select field names from the left column, then click 'Select Field(s) >>' to make them active in the right column.

10. The State of California has provided additional supplier data in many fields. To review matched suppliers based on Small Business classifications, make sure to choose the following fields:

- Client Supplier Identifier
- DVBE
- MB
- MB/DVBE
- SB
- SB/DVBE



11. After clicking 'Accept', the system will return to the report parameters page and display the selected additional fields.

Sort Report By

Merchant Name-ESI | No Sort | No Sort | No Sort

Ascending Order Ascending Order Ascending Order Ascending Order
 Descending Order Descending Order Descending Order Descending Order

Report Output

Excel

Group Report By

To limit the results from the default of "all" enter a value or search.

Processing Hierarchy Position:
Bank: Agent: Company: Division: Department:
1425 | 0001 | | | | [Search for Position or Add Multiple](#)

Reporting Hierarchy Position:
Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:
1425 | 04055 | 00001 | 00099 | | | | | [Search for Position or Add Multiple](#)

[Run Report](#) [Reset](#) [Create Scheduled Report](#)

Create Schedule Parameters

Create Schedule Parameters

Edit the information below, and click the Submit button.

Report Name: Vendor Summary by Socio-economic Indicator

Output Filename: *

SmallBusiness

Report Description: *

ESI Vendor Summary by Socio-economic Indicator

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:
Monthly | | 2nd Day | 1 Month

Scheduled Start Date: Scheduled End Date:
Start Month Start Day Start Year End Month End Day End Year
Apr | 25 | 2008 | Jul | 31 | 2009

12. Continue scrolling down the parameters page. The 'Group Report By' section allows us to select or refine the group of accounts for which the report is run. If you have access to your whole agency or department under one hierarchy position, that hierarchy's numbers will appear automatically in the Processing Hierarchy Position fields.

13. If you have access to multiple hierarchies, use the 'Search for Position or Add Multiple' link to select all the hierarchy you want to run the report against.

14. You can click 'Run Report' to get a file right away (go to Step 21.), or click 'Create Scheduled Report' to setup the report to automatically repeat (continue on Step 15.)

15. If scheduling the report, enter a file name to save the report using letters and numbers (no spaces or special characters) in the 'Output Filename' box.

16. In the Schedule section, choose a frequency (e.g. Monthly will generate a report once per month) and the day to receive the report (e.g. 2nd Day will deliver a file on the 2nd of every month).

Schedule

Report Frequency: Month of Period: Day of Period: For the previous:
Monthly [] 2nd Day [] 1 Month []

Scheduled Start Date: Scheduled End Date:
Start Month Start Day Start Year End Month End Day End Year
Apr [] 1 [] 2008 [] Jul [] 31 [] 2009 []

Recipients

[Search for Users](#) Include Me

No Users Currently Selected

[Submit](#) [Reset](#)

Are You Sure?

Do you want to change the following fields in the SmallBusiness report:

Field	Old Value	New Value
EMAIL PREFERENCE		ONERROR
START MONTH		4
OUTPUT FILENAME		SmallBusiness
START YEAR		2008
START DAY		1
END DAY		31
RUN INTERVAL		M
OUTPUT FORMAT		EXCEL
END MONTH		7
SCHEDULE DESCRIPTION		ESI Vendor Summary by Socio-economic Indicator
SCHEDULER		ACME15.pa1 allocate
EMAIL ADDRESS		Allen@acme.com
RUN DAYS		2
INCLUDE ME		Y
END YEAR		2009
DATA PREFERENCE		N

[Yes, Save Report](#) [No](#)

17. Set a Scheduled End Date to a date in the future when you no longer want to receive this scheduled report (e.g. to receive reports for the next twelve months, set the End Year to one year in the future).

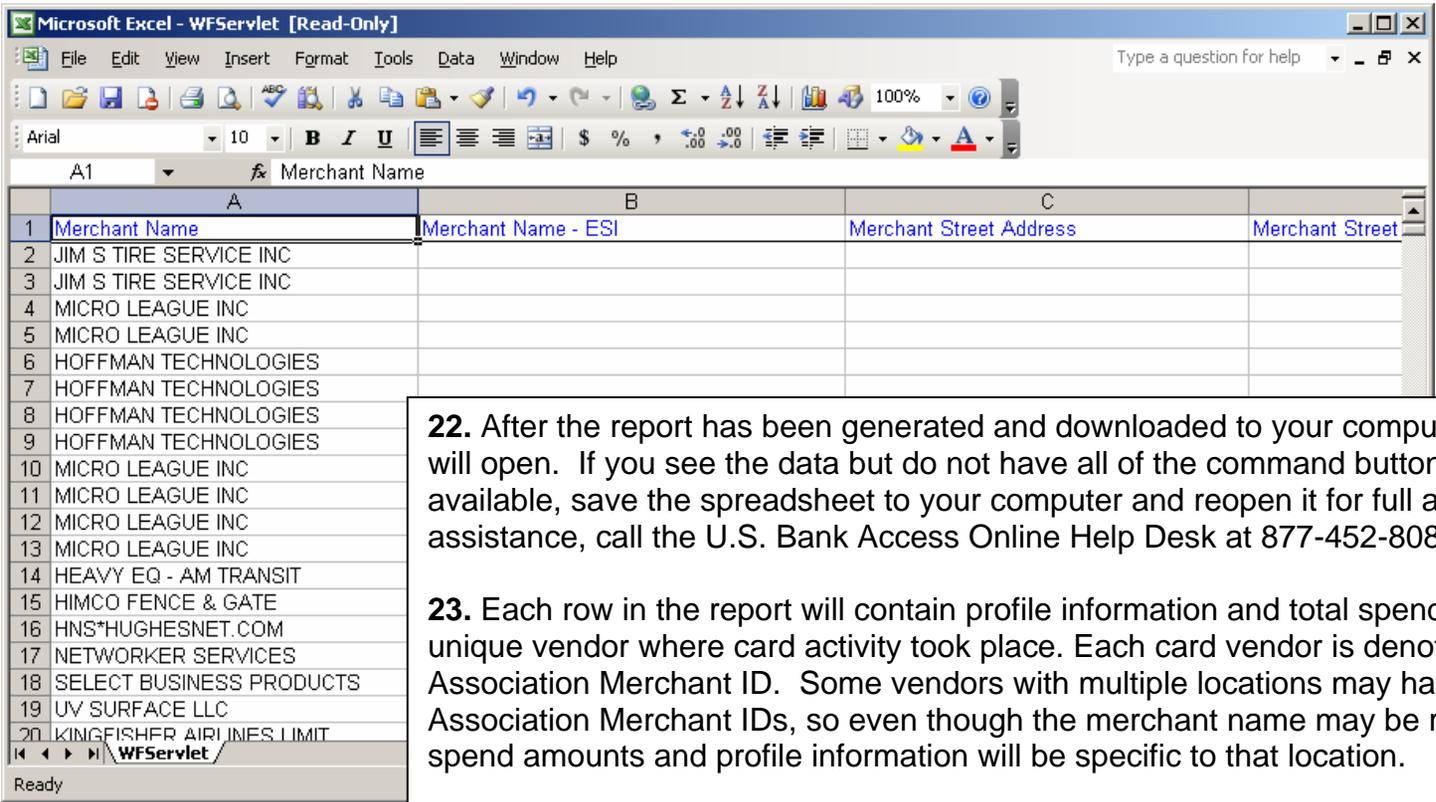
18. Check the 'Include Me' box to deliver the file to your own Data Exchange mailbox in Access Online.

19. Click Submit to confirm scheduling the report.

20. Click 'Yes, Save Report' to save the report and run it on the selected schedule. When the report is generated, a file with the assigned name will be uploaded to Data Exchange in Access Online, where it can be downloaded and saved to the local computer.



21. When running the report on-demand, a pop-up window will appear. This window will remain blank while the report is running. If this pop-up does not appear, or you get an error message or information bar which indicates pop-ups were blocked, please disable your pop-up blocker software, or add “.usbank.com” to your list of allowed sites.



22. After the report has been generated and downloaded to your computer, a spreadsheet will open. If you see the data but do not have all of the command buttons and menu bars available, save the spreadsheet to your computer and reopen it for full access. For further assistance, call the U.S. Bank Access Online Help Desk at 877-452-8083.

23. Each row in the report will contain profile information and total spend amounts for each unique vendor where card activity took place. Each card vendor is denoted by a unique Association Merchant ID. Some vendors with multiple locations may have multiple Association Merchant IDs, so even though the merchant name may be repeated, the total spend amounts and profile information will be specific to that location.

24. This report will display all vendors with an Association Merchant ID. Suppliers who are matched to Client Supplier Information will have data in the Client Supplier Identifier column. You can delete or filter rows with a blank Client Supplier ID to look at only matched suppliers.

Microsoft Excel - Report-output.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

A2 TCR SERVICES

Merchant Name	Merchant Street Address	Merchant Street
TCR SERVICES	5044 RUFFNER ST	5046 RUFFNER
TCR SERVICES	5044 RUFFNER ST	5046 RUFFNER
SAN LUIS PRINT & COPY	265 SOUTH ST STE E	265 SOUTH STF
SAN LUIS PRINT & COPY	265 SOUTH ST STE E	265 SOUTH STF
CULVER ARMATURE & MOTOR	3020 X ST	3020 X STREET
CULVER ARMATURE & MOTOR	3020 X ST	3020 X STREET
COMSCO INC	939 BUTTE ST	939 BUTTE ST.
ORVAC ELECTRONICS	1645 E ORANGETHORPE AVE	1645 E. ORANG
FERM HYDRAULICS INC	1233 HASSETT AVE	1233 HASSETT
K & T TRUCK REPAIR	3618 OMEC CIR	3618 OMEC CIR
KARL'S HARDWARE	2700 DIAMOND ST	2700 DIAMOND
BISHOP AUTOMOTIVE CENTER	950 N TU SU LN	950 TU SU LANI
BISHOP AUTOMOTIVE CENTE	950 N TU SU LN	950 TU SU LANI
DRAGONFLY GARDENS	21160 CANYON VIEW DR	21160 CANYON
MAACO COLLISION REPAIR AN		
MAACO COLLISION REPAIR AN		
K GAS		
DESIGN TIME & TILE		
SCHMITT BIG VALLEY SEPTI		

Sort

Sort by: SB

Ascending Descending

Then by: Client: Supplier Ident

Ascending Descending

Header row No header row

Options... OK Cancel

25. Once the report output is displayed, we can sort the report to obtain additional total and sub-total amounts.

26. To quickly find a total amount for Small Business suppliers, click the 'Data' menu in Excel and choose 'Sort'. Choose 'SB' as the first sort criteria, and change the order to 'Descending'.

Sort Warning

The following sort key may not sort as expected because it contains some numbers formatted as text:

Client: Supplier Identifier ...

What would you like to do?

Sort anything that looks like a number, as a number

Sort numbers and numbers stored as text separately

OK Cancel Help

27. If a Sort Warning message displays, simply select the first option and click 'OK'.

The screenshot shows the Microsoft Excel interface with the 'Subtotal' dialog box open. The spreadsheet data is as follows:

Merchant Name	Merchant Street Address	Merchant Street
TCR SERVICES	5044 RUFFNER ST	5046 RUFFNER
TCR SERVICES	5044 RUFFNER ST	5046 RUFFNER
SAN LUIS PRINT & COPY	265 SOUTH ST STE E	265 SOUTH ST
SAN LUIS PRINT & COPY	265 SOUTH ST STE E	265 SOUTH ST
CULVER ARMATURE & MOTOR	3020 X ST	3020 X STREET
CULVER ARMATURE & MOTOR	3020 X ST	3020 X STREET
COMSCO INC	939 BUTTE ST	939 BUTTE ST.
ORVAC ELECTRONICS	1645 E ORANGETHORPE AVE	1645 E. ORANG
FERM HYDRAULICS INC	1233 HASSETT AVE	1233 HASSETT
K & T TRUCK REPAIR	3618 OMEC CIR	3618 OMEC CIR
KARL'S HARDWARE	2700 DIAMOND ST	2700 DIAMOND
BISHOP AUTOMOTIVE CENTER	950 N TU SU LN	950 TU SU LANE
BISHOP AUTOMOTIVE CENTE	950 N TU SU LN	950 TU SU LANE
DRAGONFLY GARDENS	21160 CANYON VIEW DR	21160 CANYON
MAACO COLLISION REPAIR AN	7215 WATT AVE	7215 WATT AVE
MAACO COLLISION REPAIR AN		
K GAS		
DESIGN TIME & TILE		
SCHMITT BIG VALLEY SEPTI		

The Subtotal dialog box settings are:

- At each change in: SB
- Use function: Sum
- Add subtotal to:
 - Number of Credit Transactions
 - Total Spend Amount
 - Number of Transactions
- Replace current subtotals
- Page break between groups
- Summary below data

Buttons: Remove All, OK, Cancel

28. Next, click the 'Data' menu again and this time, choose 'Subtotal'.

29. Again for Small Business supplier totals, set 'At each change in:' to 'SB', use the function 'Sum', and add subtotal to the 'Total Spend Amount' field. There are additional columns available for other totals, like Number of Transactions, etc.

Microsoft Excel - Report-output.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U \$ % , %0 %0

P13571

	O	P	Q	CY	CZ	DA	DB
1	Number of Credit Transactions	Total Spend Amount	Number of Transactions	DVBE	MB	MB/DVBE	SB
2	0	\$1,533.16	10	Y		Y	
3	0	\$3,996.35	10	Y		Y	
4	0	\$78.92	1	Y		Y	
5	0	\$360.65	6	Y		Y	
6	0	\$1,664.97	5	Y		Y	
7	0	\$2,815.30	3	Y		Y	
8	0	\$3,832.88	14	Y		Y	
9	0	\$2,478.41	2			Y	
10	0	\$6,550.54	9	Y		Y	
11	0	\$181.43	1	Y		Y	
12	0	\$188.05	2			Y	
13	0	\$341.04	3	Y		Y	
14	1	\$13,030.01	59	Y		Y	
15	0	\$6,235.25	2	Y		Y	
16	0	\$1,873.10	2	Y		Y	
17	0	\$1,631.20	1	Y		Y	
18	0						
19	0						
20	0						

Ready

30. After clicking 'OK', the spreadsheet will refresh with subtotal information. Note the 1,2,3 boxes in the upper left corner of the spreadsheet (next to the column headings).

Microsoft Excel - Report-output.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

100%

Arial 10 B I U

O1 Number of Credit Transactions

	O	P	Q	CY	CZ	DA	DB
1	Number of Credit Transactions	Total Spend Amount	Number of Transactions	DVBE	MB	MB/DVBE	SB
+	1495	\$10,520,728.32	20176				Y Total
+	13569	\$35,263,381.81	86219				N Total
-	13570	\$45,784,110.13	106395				Grand Total
	13571						
	13572						
	13573						
	13574						
	13575						
	13576						
	13577						
	13578						
	13579						
	13580						
	13581						
	13582						
	13583						
	13584						
	13585						
	13586						

WFServlet /

Ready

31. By clicking box [2], the detail rows in the spreadsheet will collapse, displaying only totals and subtotals. In this example, there were 20176 transactions totaling about \$10.5 million which match to a California Small Business.

32. To obtain totals for other classifications (MB, DVBE, etc.) simply repeat steps 26-31 and use the appropriate columns as the first sort criteria.