

# Access<sup>®</sup> Online



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# Managing account profile

You can easily view information about the managing accounts in your program using the managing account profile. You can view information on managing account:

- Demographics
- Account information
- Extract information (if applicable)
- Default account codes, including any assigned accounting validation controls (AVCs) and/or alternate accounting codes (AACs)
- Authorization limits, including any assign merchant authorization controls
- Financial history, including current and historical payment, credit limit and current balance information.

*Learn more:* For detailed steps on updating one or more managing accounts, refer to the *Access Online: Managing account setup and maintenance* user guide.

## Additional resources

Access Online offers you several tools to monitor and manage your managing accounts, including:

- **Managing account statement**—For detailed steps on accessing and reviewing your managing account statement, refer to the *Access Online Managing Account Statements* quick reference. For information on how to get alerts when your managing account statement is available, refer to the *Access Online: Managing Account Statement Notification* quick reference.
- **Payment options**—You use your managing account to make payments. We offer multiple payment options. Consult with your relationship management team to discuss options. You can pay online using Account Pay. Refer to the *Access Online: Account Pay* quick start guide for more information.
- **Managing account setup and maintenance**—You may be able to create and maintain your own managing accounts. For information, refer to the *Access Online: Managing account setup and maintenance* user guide.
- **Managing account approval and certification**—U.S. Federal government users can also refer to the *Access Online: Managing Account Certification (Pay and Confirm)* quick reference for information on certifying a managing account in the pay and confirm model. They can also refer to the *Access Online: Managing account approval status report* quick reference.

# Search and select a managing account

**1. Select Account Information.**

Chat With Us Log Out

**Account Information**

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Event Driven Notification  
Payment Plus  
Order Management  
Transaction Management  
Enhanced Supplier Management  
**Account Information**  
• Statement  
• Account Profile  
Reporting  
Data Exchange  
My Personal Information

**Statement**  
View account statement(s).

- [Cardholder Account Statement](#)
- [Managing Account Statement](#)
- [Diversion Account Statement](#)

**Account Profile**  
View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)
- [Managing Account Profile](#)
- [Diversion Account Profile](#)

**2. Click Managing Account Profile.**

Home  
Email Center  
Contact Us  
Training

## Managing Account Profile

### Search & Select a Managing Account

[View Cardholder Account](#) | [View Diversion Account](#)

The *Search and Select an Account* screen only displays if you have access to more than one account.

### Managing Account Search

Search for a Managing Account by Managing Account Number, Account Unique ID, Name, or Company Number.

**Managing Account Number (Last 4 digits):**

**Managing Account Unique ID:** ⓘ

OR

**Managing Account Name:**

OR

**Last Name:**

**First Name:**

OR

**Company Number:**

OR

3. Specify search criteria.

4. Click **Search**.

**Search**

5. Click the account number link.

Records 1 - 2 of 2

Account Number	Name	Account Unique ID
<a href="#">4798264556016277</a>	ACME TRAVEL LOC 1	0142-3162-7420-1800
<a href="#">4798264556016285</a>	ACME TRAVEL LOC 2	0142-3162-7407-7233

Records 1 - 2 of 2

### Managing Account Profile

#### Managing Account Summary

**Managing Account Number:** 4798264556016277, ACME TRAVEL LOC 1  
**Managing Account ID:** 560162779071

Select an item below to view its contents. You can also [View a Cardholder account](#) or [View a Diversion Account](#)

[Demographic Information](#)  
View account name, address, contact information, and alternate address.

[Default Accounting Code](#)  
View the default accounting code assigned to the account.

[Account Information](#)  
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Authorization Limits](#)  
View authorization limit information, Single Purchase Limit, and

[Financial History](#)  
View the account 12-month history, 7-year history analysis, and 7-year history.

[Extract Information](#)  
View financial extract information assigned to the account.

#### Account History

Request Type	Update Method	Last Updated
Setup	Manual	03/06/2012 20:38:00
Maintenance	Manual	03/06/2012 20:38:00

**Click View a Cardholder account to go to a list of cardholder accounts for this managing account.**

**6. Click any link on this screen to view managing account detail.**

**Note the account history.**

**Learn more:** If you click the **View a Cardholder account** link, then you can see a list and view the profiles for all the cardholder accounts associated with this managing account. For more information, refer to the *Access Online: Cardholder account profile* quick start guide.

### Cardholder Account Profile

Select a Cardholder Account

**Managing Account Number:** 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)  
**Managing Account ID:** 560162779071

Please select an account.

Records 1 - 12 of 12

Product Name	Cardholder Name	Account Number	Account Unique ID	Account Status	Status Description
<a href="#">Corporate Card</a>	HILDA J AGUIRRE	*****7611	0142-3162-8057-1413	-Open	
<a href="#">Corporate Card</a>	JOSE F ALMONTE	*****7629	0142-3162-8055-2545	-Open	
<a href="#">Corporate Card</a>	WILLIAM AYALA	*****7637	0142-3162-8089-2680	-Open	
<a href="#">Corporate Card</a>	DONALD BENEDICT	*****7645	0142-3162-8082-2997	-Open	
<a href="#">Corporate Card</a>	JACOB BLAND	*****7652	0142-3162-8042-1342	-Open	
<a href="#">Corporate Card</a>	ETHEL ROUSSEL	*****7660	0142-3162-8056-7826	-Open	
<a href="#">Corporate Card</a>	TONY SAVAGE	*****7678	0142-3162-8011-3521	-Open	
<a href="#">Corporate Card</a>	REBECCA T SONNIER	*****7686	0142-3162-8023-2677	-Open	
<a href="#">Corporate Card</a>	JUSTIN P STALEY	*****7694	0142-3162-8031-2198	-Open	
<a href="#">Corporate Card</a>	ALICE TREADWELL	*****7702	0142-3162-8035-1192	-Open	
<a href="#">Corporate Card</a>	SONYA VACCARO	*****7710	0142-3162-8009-5034	-Open	
<a href="#">Corporate Card</a>	JOSE YOUNT	*****7728	0142-3162-8057-9458	-Open	

**Learn more:** You can also view all managing accounts and associated card accounts using the managing and card account lists function. Refer to the *Access Online: Managing and card account lists* user guide.

<p>Request Status Queue Active Work Queue System Administration Account Administration Event Driven Notification Payment Plus Order Management <b>Transaction Management</b>   • Managing Acct List   • Card Account List   • Transaction List   • Manager Approval Queue   • Manager Approval History   • Extract Administrator Queue Enhanced Supplier Management Account Information Reporting Data Exchange My Personal Information</p> <hr/> <p>Home Email Center Contact Us Training</p>	<h2>Transaction Management</h2> <hr/> <p><b>Product:</b> Purchasing Card</p> <h3>Managing Account List</h3> <p>View summary information for all Managing and Diversion Accounts.</p> <p><a href="#">Search Managing Account List</a> Allows you to provide your own search criteria first before any results are presented.</p> <p><a href="#">View Previous Cycle</a> Presents the Managing Account list for the previous cycle.</p> <h3>Card Account List</h3> <p>View summary information for all Cardholder Accounts.</p> <p><a href="#">Search Card Account List</a> Allows you to provide your own search criteria first before any results are presented.</p> <p><a href="#">View Previous Cycle</a> Presents the Cardholder Account list for the previous cycle.</p> <h3>Transaction List</h3> <p>View, review, allocate/reallocate and add comments to transaction information.</p> <p><a href="#">View Previous Cycle</a> Presents the Transaction list for the previous cycle.</p>
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# View managing account profile detail

## Managing Account Profile

### Managing Account Summary

**Managing Account Number:** 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)  
**Managing Account ID:** 560162779071

Select an item below to view its contents. You can also [View a Cardholder account](#) or [View a Diversion Account](#)

[Demographic Information](#)  
View account name, address, contact information, and alternate address.

[Default Accounting Code](#)  
View the default accounting code assigned to the account.

[Account Information](#)  
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Authorization Limits](#)  
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Extract Information](#)  
View financial extract information assigned to the account.

[Financial History](#)  
View the account 12-month history, 7-year history analysis, and 7-year history.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	03/06/2012 20:38:00
Maintenance	Manual	03/06/2012 20:38:00

Click any link on this screen to view managing account detail.

## Demographic information

### Managing Account Profile

#### Demographic Information

Managing Account Number: 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)  
Managing Account ID: 560162779071

**Name**  
Attention To: ACME DEMO TEST  
Name: ACME TRAVEL LOC 1 TEST22  
SSN:  
Date of Birth:  
Identification Number: 662324

**Address**  
Address 1: 200 S 6TH ST  
Address 2: EP-MN-L28C  
City: MINNEAPOLIS  
State/Province: MN  
Country: USA  
Zip/Postal Code: 55402-1403

**Contact Information**  
Work Phone: 612-973-0000  
Home Phone: 777-777-7777  
Alternate Phone: 000-000-0000  
Fax: 999-999-9999  
Email Address:  
Employee:  
Location:  
Purpose:  
Number Attending:  
Department Number:  
Optional 1: OPT 1  
Optional 2:

Demographics Comments:

[<< Back to Managing Account Summary](#)

Review the demographic information for the managing account.

If anyone added comments during account setup or maintenance, those comments display here.

Click **Back to Managing Account Summary** from any screen.

# Account information

### Managing Account Profile

#### Account Information

**Managing Account Number:** 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)  
**Managing Account ID:** 560162779071

**Account Status:** " "-Open

**Hierarchy Position**

Bank	Agent	Company	Division	Department
1423	0462	11315	00000	0000

**Organization Name**  
ACME DEMO TEST

**Account Information**

**Company Name:** ACME TRAVEL LOC 1 TEST22  
**Product Name:** Corporate Card  
**Product Description:** Corporate Card  
**Cycle Day:** 10  
**Open Date:** 03/30/2011  
**Temp Auth Start Date:**  
**Temp Auth End Date:**  
**Payment Method Code:**  
**Payment Method Description:** None  
**Use Alternate Address:** N

**Reporting Level**

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
11315	00000	00000	00000	00000	00000	00000

**Account Information Comments:**

[<< Back to Managing Account Summary](#)

Note the processing hierarchy position.

Note the product information.

If the account has temporary limits in place, the effective dates display.

If your organization uses reporting hierarchy, the reporting hierarchy information displays.

If anyone added comments during account setup or maintenance, those comments display here.

## Extract information

### Managing Account Profile

#### Extract Information

Managing Account Number: 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)  
Managing Account ID: 560162779071

#### Electronic Data Interchange (EDI) Routing Number

Send	Type	Value	Description
<input type="checkbox"/>	Invoice		
<input type="checkbox"/>	Credit Invoice		
<input type="checkbox"/>	Obligation		
<input type="checkbox"/>	Cost Transfer		

Extract Information Comments:

[<< Back to Managing Account Summary.](#)

Note any extract information for the managing account, including which extract files types and values the account should receive. The file types and values vary by your unique program setup and payment model.

If anyone added comments during account setup or maintenance, those comments display here.

## Default accounting code

### Managing Account Profile

#### Default Accounting Code

Managing Account Number: 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)  
Managing Account ID: 560162779071

#### Default Accounting Code

Segment Name (Length)				
PROJECT (4)	BUSINESS UNIT (5)	INDEX (3)	COST CENTER (5)	GENERAL LEDGER (8)
2344	12313	123	556	TRVL1235

**Freight Default Accounting Code**

Segment Name (Length)				
PROJECT (4)	BUSINESS UNIT (5)	INDEX (3)	COST CENTER (5)	GENERAL LEDGER (8)

**Tax Default Accounting Code**

Segment Name (Length)				
PROJECT (4)	BUSINESS UNIT (5)	INDEX (3)	COST CENTER (5)	GENERAL LEDGER (8)

Site Code:

**Default Accounting Code Comments:**

[<< Back to Managing Account Summary](#)

The default accounting code assigned to this managing account displays.

Your organization may use additional default accounting codes, depending on your program setup.

If anyone added comments during account setup or maintenance, those comments display here.

**Learn more:** You may also see an AVC or an AAC attached to the managing account during setup. For more information on AVC and AAC setup and management, refer to the *Access Online: Accounting validation controls* user guide. You can also refer to the *Access Online: Attach an AAC to a managing account* quick start guide.

**Managing Account Profile**  
Default Accounting Code

---

Managing Account Number: 4716304555590985, ACME PC ORG [Switch Accounts](#)  
 Managing Account ID: 565909852004

**Account Validation Control (AVC) Name:** Demo Child AVC-Demonstration

**Reallocation Method:** Reallocate by Alternate Accounting Codes

**Default Accounting Code**

Segment Name (Length)						
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2) JO (8) SAR (1)
123132132132						

**Associated Alternate Accounting Codes**  
Records 1 - 1 of 1

Alternate Accounting Code Name	Accounting Code - Segment Name (Length)			
	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)
Training/Education	87770000000000000005	16	23340	AFPC

Records 1 - 1 of 1

**Default Accounting Code Comments:**

[<< Back to Managing Account Summary](#)

# Authorization limits

### Managing Account Profile

#### Authorization Limits

Managing Account Number: 4798264556016277, ACME TRAVEL LOG 1

Managing Account ID: 560162779071

**Authorization Limits**

Credit Limit: 1

Single Purchase Limit: 1

% Cash: 5

Available Credit: 1

Fiscal First Month: 01

**Standard Velocity Limits**

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0
Quarterly Dollar:	0	0
Quarterly Transaction:	0	0
Yearly Dollar:	0	0
Yearly Transaction:	0	0

**Custom Velocity Limits**

	Limit	Total
Other Dollar:	0	0
Other Transaction:	0	0

Refresh From Date:

Refresh To Date:

Days in Refresh Cycle: 0

**Merchant Authorization Controls**

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG41	Decline		Custom	<a href="#">View Details</a>

**Authorization Limits Comments:**

[<< Back to Managing Account Summary](#)

Note the credit limit and available credit.

The credit limit is your overall credit limit for the managing account, including all associated card accounts.

The available credit is the amount you currently have available for spending. This amount includes all *posted* transactions through the last nightly system update. The available credit is the difference between your credit limit and outstanding balance. When your payment to the managing account posts, the available credit amount returns to the full amount available.

Note any merchant authorization controls attached to the managing account.

Click **View Detail** to view information about the control, including which merchant category codes (MCCs) are in the group.

If anyone added comments during account setup or maintenance, those comments display here.

### Managing Account Profile

#### Merchant Authorization Control Details

**Control Name:** MCGG41  
**Description:** HIGH RISK III  
**Type:** Custom  
**MCC Field 1:** 4829,5681,5932,5933,5937,5944,6529-6538,6540,7273,7297,7995,9754,7800,7801  
**MCC Field 2:** 7802,9406  
**MCC Field 3:**  
**MCC Field 4:**  
**MCC Field 5:**

**Authorization Action:** Decline

**Refer to Managing Account Merchant Authorization Control:** N

**Diversion Account:**  
**Credit Diversion Account:**  
**Debit Only:**  
**Single Purchase Limit:**  
**Refer to Managing Account Single Purchase Limit:** N

#### Standard Template Limits

Limit Total

**Daily Dollar:**  
**Daily Transaction:**  
**Cycle Dollar:**  
**Cycle Transaction:**  
**Monthly Dollar:**  
**Monthly Transaction:**

#### Custom Template Limits

Limit Total

**Other Dollar:**  
**Other Transaction:**  
**Refresh From Date:**  
**Refresh To Date:**  
**Days in Refresh Cycle:**

[<< Back to Authorization Limits](#)

Review the control details, including MCCs included, authorization action, and limits.

Click Back to Authorization Limits.

# Financial history

## Managing Account Profile

### Financial History

**Managing Account Number:** 4798264556016277, ACME TRAVEL LOC 1 [Switch Accounts](#)

**Managing Account ID:** 560162779071

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information includes four billing cycles of history.

Page: [1](#) | [2](#) | [3](#)

	Current	02/10/2023	01/10/2023	12/12/2022	11/10/2022
Number of Payments	0	0	0	0	0
Total Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<small>(Last Payment:00/00/00)</small>					
Minimum Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	0	0	0	0	0
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<small>(Last Purchase:00/00/00)</small>					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<small>(Last Cash Advance:00/00/00)</small>					
Number of Credits	0.0	0.0	0.0	0.0	12.0
Total Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<small>(Last Credit:11/03/22)</small>					
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Limit	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Adv Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Past Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases and Cash Adv		\$0.00	\$0.00	\$0.00	\$0.00

Page: [1](#) | [2](#) | [3](#)

[<< Back to Managing Account Summary](#)

Click a page number link to see additional cycles.

Note current and past payment information.

The history shows current information and information for the past 12 billing cycles. The current information is from the last system update and includes only *posted* information.

Note the current balance for the managing account. This amount is how much of the managing account credit limit your organization has used. This amount includes posted items. This amount does not include pending items.

Program Administrator

Proprietary

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## Managing Account Profile Financial History

**Managing Account Number:** 4798264556016277, ACME TRAVEL LOC 1  
**Managing Account ID:** 560162779071

The 7 Year History Analysis tab lists the number of times listed events occurred during each year (grouped by billing cycle).

[12 Month History](#) | [7 Year History Analysis](#) | [7 Year History](#)

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	12	12	12	12	12	12	84
Times Statement Generated	7	7	5	9	7	8	9	52
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written off	0	0	0	0	0	0	0	0

[<< Back to Managing Account Summary](#)

## Managing Account Profile Financial History

Managing Account Number: 4798264556016277, ACME TRAVEL LOC 1  
Managing Account ID: 560162779071

[Switch Accounts](#)

[12 Month History](#) | [7 Year History Analysis](#) | **7 Year History**

The 7 Year History indicates with a 'Y' if the listed condition occurred on the account during that billing cycle and 'N' if it did not.

Billing Cycle Period: **0-12** | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

	02/23	01/23	12/22	11/22	10/22	09/22	08/22	07/22	06/22	05/22	04/22	03/22
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	N	N	N	Y	Y	Y	N	N	Y	Y	Y	Y
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

The 7 Year History tab provides a yes/no indication of the listed events by billing cycle/year.

Billing Cycle Period: **0-12** | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

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CAT ID: NA

## Survey

Please take a few minutes to respond to a short [survey](#) on our training.