usbank. Access® Online

P-Card User Guide

us bank Access Online

Table of Contents

Using This Document

Green boxes with this font are used to depict required actions.

Blues boxes with this font are used to provide information.

The following formatting is used in this document to distinguish between actions and information:

Scope: **Throughout his document:**

The purpose of this document is to cover the basic steps of the processes most commonly used. Detailed information will be provided in separate documentation.
Screen shots:

Due to the large amount on information on some of the screens, boxes are used to enlarge sections of the screen to call out certain details. See example below:

Logging in to Access Online

- **Using Internet Explorer go to: http://access.usbank.com**

- **In the login screen, only your password is case sensitive:**

** Do not use Google Chrome or other browsers.

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

← RWU or rwu

User ID:*

← KANTK521 or kantk521

Password:*

←
- Case sensitive
- Note: your password will auto-fill after your first log-in

Login

Forgot your password? ←
- You can reset your own password if you forget it.
- If you are locked out, contact Kathy Kanterman at x3531

Register Online

Activate Your Card | Change Your PIN

Login
Authentication Question

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

* = required
- You may be prompted to answer one of your security questions when you log in
- Answers are NOT case sensitive

User ID: KKANTERMAN
Organization Short Name: RWU

In what city does your nearest sibling live?*

Continue

Landing Page: General Information

When you log into Access Online, your Home page will have an overview of your account information.

USbank Access Online

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Welcome to Access Online Kathryn Kanterman
Your last login was 08/21/2019

Language Selection:
American English ∨

Message Center
Message(s) from Access Online

Switch Account
...0518 ∨

One Card

Account Name:	KATHRYN KANTERMAN
Account Unique ID: ⓘ	0375-7184-1900-2843
Account ID:	719184000884
Account #:	**0518
Account Status:	Open

Statement Balance: $35.00
Billing Cycle Close Date: 07/25/2019

View Current Statement

Current Balance:	$3,365.00
Credit Limit:	$20,000.00
Available Credit:	$16,635.00

Current balance, total credit limit, and available credit are displayed here.

This information is updated as of the previous business day and may not reflect pending account activity.

Quick Links
Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/19	MIDLAND SCIENTIFIC INC	$355.06
08/19	STOP & SHOP 0723	$8.45
08/19	STOP & SHOP 0723	$81.57
08/19	WAL-MART #3560	$22.62
07/11	ACUMS	$35.00

If you have transactions, the most recent 10 will be displayed here.

When spending limits are changed, they are not updated immediately on the website, however, they go into effect immediately on your card.

Transaction Management: Allocating Your Purchases

To begin allocating your transactions, select **Transaction Management** from your Home page.

NOTE: Access Online uses the term "allocate" instead of "reconcile".

Transaction Management

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Welcome to Access Online Kathryn Kanterman
Your last login was 08/21/2019

Language Selection:
American English ∨

Message Center
Message(s) from Access Online

One Card

Switch Account
...0518 ∨

Quick Links
Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Account Name:	KATHRYN KANTERMAN
Account Unique ID: ⓘ	0375-7184-1900-2843
Account ID:	719184000884
Account #:	**0518
Account Status:	Open

Statement Balance:	$35.00
Billing Cycle Close Date:	07/25/2019

View Current Statement

Current Balance:	$3,365.00
Credit Limit:	$20,000.00
Available Credit:	$16,635.00

This information is updated as of the previous business day and may not reflect pending account activity.

Last 10 Transactions Posted		
Posting Date	**Merchant**	**Amount**
08/19	MIDLAND SCIENTIFIC INC	$355.06
08/19	STOP & SHOP 0723	$8.45
08/19	STOP & SHOP 0723	$81.57
08/19	WAL-MART #3560	$22.62
07/11	ACUMS	$35.00

Transaction Management: Allocating Your Purchases

Select Transaction List

us bank Access® Online

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Transaction Management

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.

View Pending Transactions
Presents the pending transactions list.

Transaction allocation is done from the screen below. Continue to the next page for additional information and instructions.

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Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************0518, KATHRYN KANTERMAN   Switch Accounts
Card Account ID: 719184000884

» Trans List |

[+] Card Account Summary

[+] Search Criteria   Return to top

[–] Transaction List   Return to top

Records 1 - 5 of 5

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06	ⓘ	03757184190028432019-08-1900004	Rhyne	🔗	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45	ⓘ	03757184190028432019-08-1900003	085598	🔗	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57	ⓘ	03757184190028432019-08-1900002	050320	🔗	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62	ⓘ	03757184190028432019-08-1900001	0816193560	🔗	10|5320400PURCHASING|61051|1
☐		Pending	07/10	07/11	ACUMS	207-725-3534, ME	$35.00	ⓘ	03757184190028432019-07-1100001	07820002	🔗	

ⓘ Disputed Reallocated ⓘ, ⓘ Trans Detail Level 🔗 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 5 of 5

[Reallocate] [Mass Reallocate] [Approve] [Pull Back]

Transaction Management: Allocating Your Purchases

All transactions are allocated to your default GL number.

Accounting Code (i)

10|5320400PURCHASING|61051|1

10|5320400PURCHASING|61051|1

10|5320400PURCHASING|61051|1

10|5320400PURCHASING|61051|1

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Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************0518, KATHRYN KANTERMAN   Switch Accounts
Card Account ID: 719184000884

» Trans List

[+] Card Account Summary

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

Records 1 - 5 of 5

Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount		Detail ↳	Trans Unique ID	Purchase ID ⓐ	Attachment ⓘ	Accounting Code ⓘ
☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06		ⓓ	03757184190028432019-08-1900004	Rhyne	ⓐ	📎	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45		ⓓ	03757184190028432019-08-1900003	085598	ⓐ	📎	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57		ⓓ	03757184190028432019-08-1900002	050320	ⓐ	📎	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62		ⓓ	03757184190028432019-08-1900001	0816193560	ⓐ	📎	10|5320400PURCHASING|61051|1
☐		Pending	07/10	07/11	ACUMS	207-725-3534, ME	$35.00		ⓓ	03757184190028432019-07-1100001	07820002	ⓐ	📎	

ⓓ Disputed ⓐ Reallocated ⓓ, ⓘ Trans Detail Level 📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 5 of 5

Reallocate   **Mass Reallocate**   **Approve**   **Pull Back**

To begin the allocation process, check the box of the transaction you wish to allocate.

[−] Transaction List

Any column can be sorted by clicking on the column heading.

Records 1 - 4 of 4

Check All Shown | Uncheck All Shown

Select	Status ⓓ	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
☑		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57
☐		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62

ⓓ Disputed ⓐ Reallocated ⓓ, ⓘ Trans Detail Level 📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

Click on Reallocate.

Reallocate   **Mass Reallocate**   **Approve**   **Pull Back**

Transaction Management: Fund

Transaction Management
Reallocation Worksheet

Card Account Number: ***********0518, KATHRYN KANTERMAN
Card Account ID: 719184000884   Switch Accounts

Reallocate transactions by changing the accounting information to allocate the
amount to a different cost center. To allocate to additional accounting codes, click
the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes.
Exclude transactions from the save by selecting "Remove Transaction(s)"
checkboxes and optionally clicking the
"Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length) FUND (2)	UNIT CODE (ss)	OBJECT CODE (s)	LOCATION (1)	BUSINESS PURPOSE (so)
☐	08/17/2019	MIDLAND SCIENTIFIC INC	$355.06	Add Alloc	10 🔍	5320400 PURCHASING 🔍	61051 🔍	1 🔍	

🔍 Search

[Remove Trans]   [Save Allocations]

<< Back to Transaction List

Accounting Code FUND (2)
10 🔍

- Your default GL Fund will be here. If you want to use that fund, you don't need to do anything.

- If you want to change it, you can key in a fund or search for a different one.
- To search for a different fund, delete the default fund and click the magnifying glass.

Reallocation Worksheet
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to
view all valid values. Then click the "Search" button.

FUND (2)	
Value:	
Description:	
Search Type:	Begins with ✓

Display 25 ✓ **Values per page**

[Search]

Select a valid value from the results list below.

Records 1 - 7 of 7

	FUND	Value Description
Select	10	Unrestr Fund
Select	12	Unrestr - Current Restricted
Select	13	Unrestr - Agency
Select	1	Unrestr - Loan Funds
Select	16	Unrestr - Plant
Select	20	Temp Restr - General
Select	25	Tem Restr - Temp Spendable

Records 1 - 7 of 7

<< Back to Reallocation Worksheet

- This page will display all existing funds.

- Click Select for the fund you want to use.
- You will be returned to the prior screen.

- Always use the Back to Reallocation Worksheet
link to go back if you are not making a selection.

Transaction Management: Unit Code

Transaction Management
Reallocation Worksheet

Card Account Number: ***********0518, KATHRYN KANTERMAN
Card Account ID: 719184000884   Switch Accounts

Reallocate transactions by changing the accounting information to allocate the
amount to a different cost center. To allocate to additional accounting codes, click
the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes.
Exclude transactions from the save by selecting "Remove Transaction(s)"
checkboxes and optionally clicking the
"Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length) FUND (2)	UNIT CODE (55)	OBJECT CODE (5)	LOCATION (1)	BUSINESS PURPOSE (50)
☐	08/17/2019	MIDLAND SCIENTIFIC INC	$355.06	Add Alloc	10	5320400 PURCHASING	61051	1	

🔍 Search

Remove Trans   **Save Allocations**

<< Back to Transaction List

- Your default GL Unit Code will be here. If you want to use that unit code, you don't need to do anything.

- If you want to change it, you can key in a unit code or search for a different one.
- To search for a different unit code, delete the default unit code and click the magnifying glass.

le - Segment Name (Length)

UNIT CODE (55)

5320400 PURCHASING   Delete   🔍

Reallocation Worksheet
Search & Select Valid Value

The values of the segments listed below have an interdependent relationship which
requires them to be selected at the same time. Enter full or partial segment values,
segment value descriptions, or leave blank to view all valid combinations. Then click
the "Search" button.

	UNIT CODE (55)	UNIQUE ID (8)
Value:		KANTK671
Description:		
Search Type:	Begins with ▾	Contains ▾

Display [25 ▾] **Values per page**

This page will display all unit codes that you may use.

Search

Select a valid value from the results list below.

Records 1 - 8 of 8

	Segment Value		Segment Value Description	
	UNIT CODE	UNIQUE ID	UNIT CODE	UNIQUE
Select	5320400 PURCHASING	KANTK671		
Select	1230100 INSTRUCTION	KANTK671		
Select	3200600 ORIENTATION	KANTK671		
Select	2234690 ANGELL FOUNDATION/MYSTIC	KANTK671		
Select	6350100 FAC.MGT.	KANTK671		
Select	8255027 HAWKS HERALD	KANTK671		

- Click Select for the unit code you want to use.
- You will be returned to the prior screen.

Transaction Management: Object Code

Transaction Management
Reallocation Worksheet

Card Account Number: ***********0518, KATHRYN KANTERMAN   Switch Accounts
Card Account ID: 719184000884

Reallocate transactions by changing the accounting information to allocate the
amount to a different cost center. To allocate to additional accounting codes, click
the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes.
Exclude transactions from the save by selecting "Remove Transaction(s)"
checkboxes and optionally clicking the
"Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)				
					FUND (2)	UNIT CODE (ss)	OBJECT CODE (s)	LOCATION (1)	BUSINESS PURPOSE (so)
☐	08/17/2019	MIDLAND SCIENTIFIC INC	$355.06	Add Alloc	10 🔍	5320400 PURCHASING 🔍	61051 🔍	1 🔍	

🔍 Search

Remove Trans   **Save Allocations**

<< Back to Transaction List

- The P-card default Object Code will be here. You must reallocate to a different object code.

OBJECT CODE (5)
61051 🔍

- To change it, you can key in an object code or search for a different one.
- To search for a different object code, delete the default object code and click the magnifying glass.

Reallocation Worksheet
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to
view all valid values. Then click the "Search" button.

OBJECT CODE (5)	
Value:	
Description:	
Search Type:	Begins with ▾

Display 25 ▾ **Values per page**

Search

Select a valid value from the results list below.

Records 1 - 25 of 652
Page: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | ... | 17 | 18 | 19 | 20 | >> | last

	OBJECT CODE	Value Description
Select	61001	Office Supplies
Select	61002	Photocopying
Select	61003	Postage
Select	61006	Dues & Subscriptions
Select	61008	Outside Printing

(continued)

- This page will display all existing object codes.
- The list will be very long. See next page for instructions on filtering the list.

Transaction Management: Object Code - continued

There are approximately 500 Object Codes in Access Online so you will need to use the search function to narrow your selection.

Reallocation Worksheet
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

OBJECT CODE (5)	
Value:	620
Description:	
Search Type:	Begins with ∨

Display 25 ∨ **Values per page**

Search

Select a valid value from the results list below.

Records 1 - 5 of 5

	OBJECT CODE	Value Description
Select	62000	Travel - General
Select	62001	Travel-Mileage
Select	62010	Motor Vehicle Fuel
Select	62012	Travel - Honors Program
Select	62005	Travel - Goverment

- You can search using part of the object code <u>value</u>, or part of the <u>description</u>.

Reallocation Worksheet
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

OBJECT CODE (5)	
Value:	
Description:	athletic
Search Type:	Contains ∨

Display 25 ∨ **Values per page**

Search

Select a valid value from the results list below.

Records 1 - 7 of 7

	OBJECT CODE	Value Description
Select	60011	Per Diem Athletic Trainer
Select	61310	Athletic Supplies
Select	66310	Athletic Field Repairs
Select	62904	Athletic Recruitment
Select	66210	Athletic rentals
Select	60017	Game Officials - Athletics
Select	16877	New Athletic Field 2006

- Note that there is a drop down with the selections "Begins with" and "Contains".

- Click <u>Select</u> for the object code you want to use.
- You will be returned to the prior screen.

Transaction Management: Location

Transaction Management
Reallocation Worksheet

Card Account Number: ***********0518, KATHRYN KANTERMAN   Switch Accounts
Card Account ID: 719184000884

Reallocate transactions by changing the accounting information to allocate the
amount to a different cost center. To allocate to additional accounting codes, click
the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes.
Exclude transactions from the save by selecting "Remove Transaction(s)"
checkboxes and optionally clicking the
"Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length) FUND (2)	UNIT CODE (ss)	OBJECT CODE (s)	LOCATION (1)	BUSINESS PURPOSE (so)
☐	08/17/2019	MIDLAND SCIENTIFIC INC	$355.06	Add Alloc	10 🔍	5320400 PURCHASING 🔍	61051 🔍	1 🔍	

🔍 Search

[Remove Trans] [Save Allocations]

<< Back to Transaction List

- Your default Location will be here.
- There are only two selections for locations:
    - 1 - University
    - 2- Law School

LOCATION (1)

`1` 🔍

Transaction Management: Business Purpose

Transaction Management
Reallocation Worksheet

Card Account Number: ***********0518, KATHRYN KANTERMAN
Card Account ID: 719184000884

Switch Accounts

Reallocate transactions by changing the accounting information to allocate the
amount to a different cost center. To allocate to additional accounting codes, click
the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes.
Exclude transactions from the save by selecting "Remove Transaction(s)"
checkboxes and optionally clicking the
"Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length) FUND (2)	UNIT CODE (ss)	OBJECT CODE (5)	LOCATION (1)	BUSINESS PURPOSE (50)
☐	08/17/2019	MIDLAND SCIENTIFIC INC	$355.06	Add Alloc	10	5320400 PURCHASING	61051	1	

Q Search

Remove Trans   **Save Allocations**

<< Back to Transaction List

- The last field to populate is Business Purpose.
- The maximum number of characters is 50.

BUSINESS PURPOSE (50)

Remove Trans	Trans Date	Merchant
☐	08/17/2019	MIDLAND SCIENTIFIC INC

Q Search

Remove Trans   **Save Allocations**

- When all fields are completed, select "Save Allocations"

Transaction Management: Saved Allocations

After you save your allocations, you will be returned to the Card Account Summary with Transaction List screen

Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************0518, KATHRYN KANTERMAN
Card Account ID: 719184000884   Switch Accounts
» Trans List |

[−] Card Account Summary

Account Number: ●   ...0518
Account Name: KATHRYN KANTERMAN

Billing Cycle Close Date: Open ▼   Search   Print Account Activity
● Open Account

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

Records 1 - 4 of 4
Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
▶☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06	ⓘ	037571841900284322019-08-1900004	Rhyne	📎	10|5320400PURCHASING|61250|1|Labsupplies
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45	ⓘ	037571841900284322019-08-1900003	085598	📎	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57	ⓘ	037571841900284322019-08-1900002	050320	📎	10|5320400PURCHASING|61051|1
☐		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62	ⓘ	037571841900284322019-08-1900001	0816193560	📎	10|5320400PURCHASING|61051|1

ⓓ Disputed ⓡ Reallocated ⓘ, ⓘ Trans Detail Level 📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

Reallocate   Mass Reallocate   Approve   Pull Back

Accounting Code ⓘ

10|5320400PURCHASING|61250|1|Labsupplies
10|5320400PURCHASING|61051|1
10|5320400PURCHASING|61051|1
10|5320400PURCHASING|61051|1

Approval Status

Pending

Pending

Pending

Pending

Approval Status will still show as Pending even after the transaction is allocated.

It is apparent which transactions have been allocated based on the GL number and description in the Accounting Code column on the right.

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Transaction Management: Mass Allocations

Multiple transactions that will be allocated to the same GL number can be done in one allocation.

Transaction Management
Card Account Summary with Transaction List

Card Account Number: ***********0518, KATHRYN KANTERMAN
Card Account ID: 719184000884   Switch Accounts
» Trans List

[–] Card Account Summary

Account Number: ●   ...0518
Account Name: KATHRYN KANTERMAN

Billing Cycle Close Date: Open ▾   Search   Print Account Activity

● Open Account

Check the boxes of the transactions that will be allocated to the same GL #'s.

[+] Search Criteria   Return to top

[–] Transaction List   Return to top

Records 1 - 4 of 4
Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
▶ ☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06	ⓘ	03757184190028432019-08-1900004	Rhyne	📎	10|5320400PURCHASING|61250|1|Labsupplies
☑		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45	ⓘ	03757184190028432019-08-1900003	085598	📎	10|5320400PURCHASING|61051|1
☑		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57	ⓘ	03757184190028432019-08-1900002	050320	📎	10|5320400PURCHASING|61051|1
☑		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62	ⓘ	03757184190028432019-08-1900001	0816193560	📎	10|5320400PURCHASING|61051|1

⊙ Disputed   ⓐ Reallocated   ⓘ, ⓘ Trans Detail Level   📎 Upload Attachments
Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

Reallocate   Mass Reallocate   Approve   Pull Back

Select "Mass Reallocate"

Complete all the fields with GL Fund, Unit Code, Object Code, Location & Business Purpose. (Same as allocating single transactions.)

Alloc % ⓘ		Accounting Code - Segment Name (Length)				
	FUND(2)	UNIT CODE(55)		OBJECT CODE(s)	LOCATION(1)	BUSINESS PURPOSE(50)
0.00 %	10 🔍	5320400	🔍	61001 🔍	1 🔍	Mass allocation example

🔍 Search

Total Allocated: [0.00 %]   Additional Allocation(s): [1] Add

Save Allocations ◀ Click Save Allocations

When you save the allocations, you will see that all of the transactions have the same GL# and Business Purpose.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06	ⓘ	03757184190028432019-08-1900004	Rhyne	📎	10|5320400PURCHASING|61250|1|Labsupplies
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45	ⓘ	03757184190028432019-08-1900003	085598	📎	10|5320400PURCHASING|61001|1|Massallocationexample
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57	ⓘ	03757184190028432019-08-1900002	050320	📎	10|5320400PURCHASING|61001|1|Massallocationexample
▶ ☐		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62	ⓘ	03757184190028432019-08-1900001	0816193560	📎	10|5320400PURCHASING|61001|1|Massallocationexample

⊙ Disputed   ⓐ Reallocated   ⓘ, ⓘ Trans Detail Level   📎 Upload Attachments
Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

Reallocate   Mass Reallocate   Approve   Pull Back

Transaction Management: Attaching Receipts

In order to upload receipts in Access Online, you will need to save your receipts in a folder in Windows Explorer before beginning this process.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment ⓘ	Accounting Code ⓘ
☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06	ⓘ	03757184190028432019-08-1900004	Rhyne	🔗	10|5320400PURCHASING|61250|1|Labsupplies
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45	ⓘ	03757184190028432019-08-1900003	085598	🔗	10|5320400PURCHASING|61001|1|Massallocationexample
☐		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57	ⓘ	03757184190028432019-08-1900002	050320	🔗	10|5320400PURCHASING|61001|1|Massallocationexample
▶☐		Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62	ⓘ	03757184190028432019-08-1900001	0816193560	🔗	10|5320400PURCHASING|61001|1|Massallocationexample

ⓘ Disputed Reallocated ⓘ, ⓘ Trans Detail Level 🔗 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

[Reallocate]   [Mass Reallocate]   [Approve]   [Pull Back]

Click on the paper clip in the Attachment column for the transaction that you are attaching the receipt to.
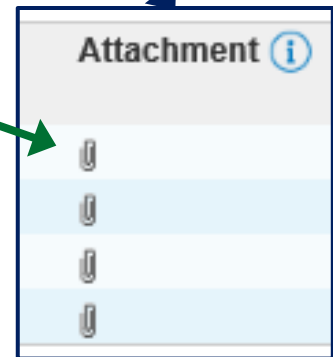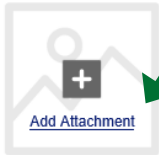
Attachment ⓘ

The next screen shows the details of the transaction you selected.

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
08/17	08/19	Midland Scientific Inc	800-6425263, NE	$355.06

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

Clicking on Add Attachment will open up Windows Explorer

➕
Add Attachment

"Open" the receipt for the transaction you selected.

Name	Date modified	Type	Size
Midland Scientific.pdf	8/20/2019 12:29 PM	Adobe Acrobat Document	171 KB
Milhench.pdf	8/20/2019 12:32 PM	Adobe Acrobat Document	36 KB
Stop and Shop 1.pdf	8/20/2019 12:32 PM	Adobe Acrobat Document	35 KB
Stop and Shop 2.pdf	8/20/2019 12:32 PM	Adobe Acrobat Document	29 KB
USAScientificInv 4801486884.pdf	8/20/2019 12:29 PM	Adobe Acrobat Document	26 KB
VWR_Order_0000335737_8356724589.PDF	8/20/2019 12:29 PM	Adobe Acrobat Document	140 KB
Walmart.pdf	8/20/2019 12:33 PM	Adobe Acrobat Document	30 KB

P-card Transition > Training > P-card Receipts

Search P-card Receipts

Custom Files (*.jpeg;*.jpg;*.pdf, ∨

Open   Cancel

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
08/17	08/19	Midland Scientific Inc	800-6425263, NE	$355.06

You will be returned to the Transaction Management screen and a preview of your receipt will be displayed.

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

Only PNG, JPG, or PDF files are allowed.
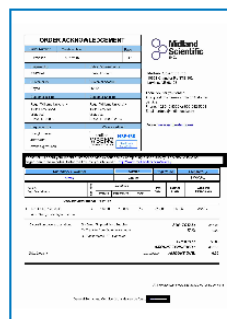
0.28MB

Image 1 of 1

Add Another Attachment

Click on "Save"

Back

Save

Transaction Management: Attaching Receipts - continued

The attachment is indicated by the icon next to the paper clip.

Approving Transactions: Cardholder

As noted earlier, cardholders "Approve" their transactions after they are allocated. After that, their Approver is notified that there are transactions in their queue and they "final approve' them.

Whether you are an allocator or a cardholder, the process of approving transactions is the same. The instructions below apply to a cardholder approving transactions and an allocator approving a cardholder's transactions.

Transaction Management
Card Account Summary with Transaction List

Card Account Number: ************0518, KATHRYN KANTERMAN   Switch Accounts
Card Account ID: 719184000884

» Trans List |

[−] Card Account Summary

Account Number: ●   ...0518
Account Name: KATHRYN KANTERMAN

Billing Cycle Close Date: Open ▼   Search   Print Account Activity

● Open Account

[+] Search Criteria   Return to top

[−] Transaction List   Return to top

Records 1 - 4 of 4

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
▶ ☐		Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	...6425263, NE	$355.06	⊙	03757184190028432019-08-1900004	Rhyne	⊙	10|5320400PURCHASING|61250|1|Labsupplies
☑		Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45	⊙	03757184190028432019-08-1900003	085598	⊙	10|5320400PURCHASING|61051|1
☑		Pending	08/16	08/19	STOP & SHOP 072	BRISTOL, RI	$81.57	⊙	03757184190028432019-08-1900002	050320	⊙	10|5320400PURCHASING|61051|1
☑		Pending	08/16	08/19	WAL-MART...560	FALL RIVER, MA	$22.62	⊙	03757184190028432019-08-1900001	0816193560	⊙	10|5320400PURCHASING|61051|1

● Disputed ⊙ Reallocated ⊙, ⊙ Trans Detail Level ▯ Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

Reallocate   Mass Reallocate   Approve   Pull Back

Select the transaction or transactions that you wish to approve and click the Approve button.

Transaction Management
Approve Transaction(s)

[+] 3 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

TURNER, NICOLE (User ID: NTURNER) ▼   Select Approver

Approve   Cancel

Your primary approver will default in.

If you have a primary and a back-up approver, you can select the drop-down menu and select the back-up approver's name.

Select Approve

Approving Transactions: Cardholder

You will be returned to your transaction list and the Approval Status will be "Approved"

Check All Shown | Uncheck All Shown

Select	Status ⓘ	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
☐		Pending	8/21	08/22	MILHENCH INC	508-995-8451, MA	$2,575.13
☐		Pulled Back	08/22	08/22	VWR INTERNATIONAL INC	800-932-5000, PA	$176.51
☐		Pending	08/19	08/21	USA SCIENTIFIC, INC.	800-5228477, FL	$145.66
☐		Pulled Back	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06
▶☐		Approved	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45
▶☐		Approved	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57
▶☐		Approved	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62

ⓓ Disputed ⓐ Reallocated ⓘ, ⓘ Trans Detail Level 🔒 Reallocation Locked 📎 Upload Attachments 📄 Attachment

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Reallocate **Mass Reallocate** **Approve** **Pull Back**

Accessibility Policy

If you want to make changes after approving your transactions, you can pull it back as long as it hasn't been Final Approved. Just select the transactions that you want to pull back, and click the Pull Back button.

The Approval Status will immediately change to Pulled Back and you can change the reallocation.

Records 1 - 7 of 7

Check All Shown | Uncheck All Shown

Select	Status ⓘ	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
☐		Pending	08/21	08/22	MILHENCH INC	508-995-8451, MA	$2,575.13
☐		Pulled Back	08/22	08/22	VWR INTERNATIONAL INC	800-932-5000, PA	$176.51
☐		Pending	08/19	08/21	USA SCIENTIFIC, INC.	800-5228477, FL	$145.66
☐		Pulled Back	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	$355.06
▶☐		Pulled Back	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$8.45
▶☐		Pulled Back	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	$81.57
▶☐		Pulled Back	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	$22.62

ⓓ Disputed ⓐ Reallocated ⓘ, ⓘ Trans Detail Level 📎 Upload Attachments 📄 Attachment

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Reallocate **Mass Reallocate** **Approve** **Pull Back**

Allocating for a Different Cardholder

When you are designated as a Allocator another cardholder, you will see the list of current transactions on their card when you log in.

Allocator

Cardholder

Welcome to Access Online KAYLA D
Your last login was 08/25/2019

Language Selection:
American English ∨

Message Center
Message(s) from Access Online

Switch Account
...0518
...3788
...1774

Quick Links
Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

One Card

Account Name:	KATHRYN KANTERMAN
Account Unique ID: (i)	0375-7184-1900-2843
Account ID:	719184000884
Account #:	**0518
Account Status:	Open

Statement Balance:	$35.00
Billing Cycle Close Date:	07/25/2019

View Current Statement

Current Balance:	$3,365.00
Credit Limit:	$20,000.00
Available Credit:	$16,635.00

This information is updated as of the previous business day and may not reflect pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/22	MILHENCH INC	$2,575.13
08/22	VWR INTERNATIONAL INC	$176.51
08/21	USA SCIENTIFIC, INC.	$145.66
08/19	MIDLAND SCIENTIFIC INC	$355.06
08/19	STOP & SHOP 0723	$8.45
08/19	STOP & SHOP 0723	$81.57
08/19	WAL-MART #3560	$22.62
07/11	ACUMS	$35.00

If you are the allocator for multiple cardholders, you can switch accounts using this drop down list.

If the person that you allocate for does not have any transactions in the current cycle, you will still see that they have a $0.00 balance and the message "No Account Activity Found".

Welcome to Access Online KAYLA D
Your last login was 08/25/2019

Language Selection:
American English ∨

Message Center
Message(s) from Access Online

Switch Account
...3788 ∨

Quick Links
Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

One Card

Account Name:	KATHY S
Account Unique ID: (i)	0375-7224-1900-8607
Account ID:	719224001403
Account #:	**3788
Account Status:	Open
Current Balance:	$0.00
Credit Limit:	$10,000.00
Available Credit:	$10,000.00

This information is updated as of the previous business day and may not reflect pending account activity.

No Account Activity Found

Allocating for a Different Cardholder

Allocating charges for your assigned cardholder follows the same process that the cardholder would follow.

Select Transaction Management

Check the box next to the transaction you want to allocate, and click Reallocate

Allocating for a Different Cardholder

Procedure is the same as for cardholders. Follow detailed **Transaction Management** instruction above.

Complete all the fields with GL Fund, Unit Code, Object Code, Location & Business Purpose.

Alloc % ⓘ	Accounting Code - Segment Name (Length)					
	FUND(2)	UNIT CODE(55)		OBJECT CODE(s)	LOCATION(1)	BUSINESS PURPOSE(50)
0.00 %	10 🔍	5320400	🔍	61001 🔍	1 🔍	Mass allocation example

🔍 Search

Total Allocated: 0.00 %   Additional Allocation(s): 1 [Add]

[Save Allocations]

Click Save Allocations

Approving Transactions: Final Approver

Cardholders allocate their transactions and approve them, indicating they are ready for final approval. Approvers do the "Final Approval" of transactions.

Select Transaction Management

usbank Access® Online

Chat With Us   Log Out

System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Welcome to Access Online KAYLA D:
Your last login was 08/27/2019

Language Selection:
American English ∨

Message Center
Message(s) from Access Online

Home

Email Center

Contact Us

Training

Quick Links
Manage Home Page Settings

Select Manager Approval Queue

usbank Access® Online

Chat With Us   Log Out

System Administration
Account Administration
Transaction Management
• Transaction List
• Manager Approval Queue
• Manager Approval History
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Home

Email Center

Contact Us

Training

Transaction Management

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

View Previous Cycle
Presents the Transaction list for the previous cycle.

View Pending Transactions
Presents the pending transactions list.

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.

Approving Transactions: Final Approver

This transaction list looks very similar to the cardholders transaction list, however, you can see that it is the Manager Approval Queue in the top left corner.

Transaction Management
Manager Approval Queue

Trans List | »Manager's Queue

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All

Approval Status: All

Transaction Amount: All $

Cardholder Approver: All

Last Approver: All

Pending Approver: All

Display 25 Transactions per page

Search   Reset

Transaction Management
Manager Approval Queue

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction approval status, date or accounting code link.

Records 1 - 3 of 3

Check All Shown | Uncheck All Shown

Approvers have the option to change the allocation.

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Accounting Code
☐	Pending	08/21	MILHENCH INC	508-995-8451, MA	$2,575.4	ⓘ	...0518	Kanterman, Kathryn	Kanterman, Kathryn	DAGWAN, KAYLA	📎 📄	10|6350100FAC.MGT.|61040|1|Janitorial-WillowHall
☐	Pending	08/22	VWR INTERNATIONAL INC	800-932-5000, PA	6.51	ⓘ	...0518	KANTERMAN, KATHRYN	Kanterman, Kathryn	DAGWAN, KAYLA	📎 📄	12|2234690ANGELLFOUNDATION/MYSTIC|61060|1|Researchsupplies
☐	Pending	08/19	USA SCIENTIFIC, INC.	800-5228477, FL	$145.66	ⓘ	...0518	Kanterman, Kathryn	Kanterman, Kathryn	DAGWAN, KAYLA	📎 📄	12|2234690ANGELLFOUNDATION/MYSTIC|61060|1|Researchsupplies

ⓘ, ⓘ Trans Detail Level Reallocated Upload Attachment

Check All Shown | Uncheck All Shown

Records 1 - 3 of 3

Approve   Reject   Reallocate   Mass Reallocate

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All

Approval Status: All

Transaction Amount: All $

Cardholder Approver: All

Last Approver: All

Pending Approver: All

Display 25 Transactions per page

Search   Reset

If the list is very long, there are multiple options for filtering the list.

The reset button clears the search

Approving Transactions: Final Approver

Select the transactions you want to approve and click Approve.

Check All Shown | Uncheck All Shown

	Select	Approval Status	Trans Date	Merchant	City/State
▶	☑	Pending	08/21	MILHENCH INC	508-995-8451, MA
▶	☑	Pending	08/22	VWR INTERNATIONAL INC	800-932-5000, PA
▶	☑	Pending	08/19	USA SCIENTIFIC, INC.	800-5228477, FL

ⓘ, ⓘ Trans Detail Level ⓡ Reallocated 📎 Upload 📄 Attachment

Check All Shown | Uncheck All Shown

Records 1 - 3 of 3

Approve   **Reject**   **Reallocate**   **Mass Reallocate**

Select Approve one more time.

Transaction Management
Approve Transaction(s)

⊞ 3 Transaction(s) to Approve

◉ I approve these transaction(s) and no further approval is needed.

○ I want to forward these transaction(s) for further approval to:

Select Approver

Approve   **Cancel**

You also have the option to cancel the approval.

Approving Transactions: Final Approver

You will be returned to the Manager Approval Queue.

Transaction Management
Manager Approval Queue

Trans List | »Manager's Queue

ⓘ Request has been successfully completed.

Transactions

The following transactions are awaiting your approval. Filter the pending
transactions by using any of the search criteria.

Billing Cycle End Date: **Approval Status:**   **Transaction Amount:**
All ▾   All   ▾   All ▾ $ [   ]

Cardholder Approver: **Last Approver:**
All ▾   All ▾

Pending Approver:
All ▾

Display 25 ▾ Transactions per page

[Search]   [Reset]

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail 💬	Account Number	Cardholder Approver	Last Approver	🔺	Pending Approver	Attachment	Accounting Code

No transactions were found. Please change the search criteria and search again.

The transactions no longer appear in the queue. There are
no further actions.