Cardholder
Access Online Training/Demo

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URL for Access Online: https://access.usbank.com

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NOTE: **When performing the reconciliation in Access Online, <u>DO NOT USE</u> the "back arrow" on the web browser to return to the previous screen. Doing this will log you out of the system.**

A. Instructions for Departmental ProCard Administrators

Reallocating a Single Transaction

To reallocate a transaction:

1. On the Transaction Management: Transaction List screen, click the **Accounting Code** link next to the transaction you wish to reallocate. The Transaction Management: Detail screen displays with the Allocations tab open.
2. To reallocate the entire transaction to a single accounting code:
    a. Enter or change each accounting segment value as necessary.
    b. If comments need to be added, click on the **Transaction Descrption** tab and enter data as necessary. This should be a short description of the purchase made and ***<u>is required for each transaction</u>***.
3. To divide the transaction among two or more accounting codes:
    a. Type the number of accounting codes you need to add in the Additional Allocation(s) field.
    b. Click the Add button. The system adds an additional Accounting Code Segment Values row to the transaction.
    c. Type the amount that should be allocated to the first accounting code in the first line's *Amount* field or type the percentage that should be allocated to the first accounting code in the first line's *Percentage* field.
    d. Type the amount or percentage to allocate to the additional portions.
    e. Click the **Save Allocations** button. A confirmation message displays and the **A** icon displays next to the transaction. If you reallocate the transaction among two or more accounting codes, then the word *Multiple* also displays next to the transaction. The allocation information is always accessible on the *Allocations* tab whenever you access transaction detail.
    f. Click the Back to Transaction List link to return to the list of transactions.
    g. Repeat steps above as necessary to reallocate other transactions.

Using the Reallocation Worksheet

You can also use the reallocation worksheet to reallocate up to 25 transactions to multiple accounting codes on a single screen. The process works the same as using the Reallocation tab except that you have the convenience of reallocating several transactions on the same screen instead of just one at a time.

To use the reallocation worksheet:

1. On the list of transactions, select the check box in the *Select* column for each transaction you want to reallocate.
2. Click the **Reallocate** button. The *Transaction Management: Reallocate* Worksheet displays.
     a. Enter or change each accounting segment value as necessary. Some segments may be validated, so you may also search for available values by clicking on the spyglass icon next to these fields.
     b. If comments need to be added, return to the list of transactions, click on the appropriate transaction and click on the Comments tab to enter any necessary data information. Repeat as necessary for any other transactions.
3. To reallocate one of the transactions among two or more accounting codes:
     a. Click the **Add Alloc** link next to the transaction. New rows display under the transaction.
     b. Type the dollar amount or percentage for each portion in the $ or % field.
     c. Type accounting code values as necessary for each portion.
4. Repeat steps 2 and 3 above as necessary to reallocate all selected transactions.
5. Click the **Save Allocations** button. A confirmation message displays.

Using the Mass Reallocation Function

The mass reallocation function enables you to specify common reallocation parameters to a group of up to 25 transactions. You can:

• Reallocate all selected transactions to a single accounting code
• Divide the group by percentage to multiple accounting codes
• Leave a portion of each transaction with its existing allocation, but add a common allocation to a portion of all the transactions

Unlike the reallocation worksheet, you cannot specify different accounting codes to specific transactions.

To perform a mass reallocation:

1. On the list of transactions, select the check box in the Select column for each transaction you want to reallocate.
2. Click the **Mass Reallocate** button. The *Transaction Management: Mass Reallocation* window displays.
3. Specify which mass reallocation you want to complete:
    a. Select the *Replace Existing Allocation* radio button to reallocate all selected transactions to common accounting code(s).
    –Or-
    b. Select *Add Common Allocations* radio button to leave the existing allocations, but reallocated a portion or each transaction to the same code(s).
4. To Reallocate the entire group to a single accounting code:
    a. Type 100 in the % field.
    b. Enter or change each accounting segment value as necessary. Some segments may be validated, so you may also search for available values by clicking on the spyglass icon next to these fields.
–Or-
5. To divide the group's allocation (Step 3a) or to add a common allocation (Step 3b):
    a. Type the number of additional allocations to add in the *Additional Allocation(s)* field.
    b. Click the **Add** button. New rows display.
    c. Type a percentage in each % field until the transactions are 100 percent allocated (if you are reallocating the entire group [Step 3a]) or have at least 1 percent remaining (if you are adding common allocations, but leaving a portion set at the original allocation [Step 3b]).
    d. Type accounting code values for each portion as necessary.
6. Click the **Save Allocations** button. A confirmation window displays.
7. Click the **Yes, Save Allocations** button. The system saves your reallocations to all the selected transactions.

Departmental ProCard Administrator's Approval

1.   Once the Departmental Card Administrator has (1) verified each purchase a being legitimate, (2) checked each receipt to match the monthly statement, (3) entered the appropriate GL account number by each charge, the statement is ready for the approval process.
2.   Send your Cardholder (supervisor) an email notifying them that the statement is ready for approval.
3.   The Cardholder (your supervisor) will then logon to Access Online and approve the statement according the the instructions listed below.
4.   Once the statement is approved, it will be forwarded to the Procurement Department for final approval and processing for payment.

B. Instructions for Cardholder's (Supervisors)

Cardholder's *(Supervisor's) Approval

To approve a transaction from the transaction list:

1. Review for each transaction (1) the vendor, (2) GL account number, and (3) description.
2. Select the **Check all shown** link to approve all the displayed transactions sense they are all going to the same approval manager.

3. Click the Approve button. The *Transaction Management: Approve Transaction(s)* screen displays.

Tip! If you are selecting an approval manager for the first time, you will need to search and select an approval manager. As you select approval managers, the system builds a drop-down list for you. Once the system creates this list, you can simply select an approval manager name from it. Also, once you select the same approval manager four times, the system will set that approval manager as your default approval manager. You can also manually specify a default approval manager.

4. Click the **Select Approver** link. The *Approve Transaction(s): Search and Select an Approver* screen displays.
5. To search for an approval manager:
     a. Type search criteria in the *Last Name* field and/or the *First Name* field.
     b. Click the **Search** button. A list of approval managers who match your search criteria displays.
     –Or-
     c. Leave the *Last Name* and *First Name* fields blank and click the **Search** button to display a complete list of all possible approval managers.
6. Select the radio button for the manager you want to forward your approved transactions to.
7. If desired, select the *Set selection as your default approver* check box to make the selected person your default approval manager.

8. Click the **Select Approver** button. The *Transaction Management: Approve Transaction(s)* screen displays with your selected approval manager in the *Approver's Name* field.

Tip! If you had selected multiple transactions, they will all go to the listed approval manager. Also, if you selected a group of transactions, but decide at this point to send to different approval managers, click the **Cancel** button to return to the transaction list and revise your selections.

9. Click the **Approve** button. The system forwards the approved transactions to the specified approval manager and includes your transaction in the e-mail summary of transactions that goes to the approval manager. You return to the Transaction Management: Cardholder Transaction List screen, on which a confirmation message displays and the transaction's status displays as Approved.
10. Repeat Steps 1-8 for all remaining transactions you wish to approve and forward.

Pulling Back a Transaction

You can pull back a transaction before the approval manager you forwarded the transaction to has approved, rejected, or modified (e.g., reallocated) the transaction. After an approval manager takes action on the transaction, the transaction belongs to the current approval manager and you can no longer pull it back.

To pull back a transaction:

1. On the list of transactions, select the check box for a transaction with an *Approved* status.
2. Click the **Pull Back** button. A confirmation message displays and the status changes to *Pulled Back*. You can now modify the transaction and then forward it to an approval manager once again.

Managing a Rejected Transaction

The approval manager may reject a transaction that you forwarded. When an approval manager rejects a transaction, the system requires the rejecting approval manager to provide a reason and/or comments, so you know how to modify the transaction to make it acceptable. After you modify the transaction, using the transaction management functions, you can re-approve and forward the transaction. Depending on your organization's internal procedures, you may send the transaction back to whomever rejected it to you, or you may send it back up the chain, beginning with your approval manager.

To manage a rejected transaction:

1. On the list of transactions, click the **Rejected** link for the transaction you want to work with. The *Transaction Management: Transaction Detail* screen displays.
2. Review the accounting codes, modifications and comments for the transaction using the on-screen keys.
3. Follow the instructions from the approval manager (e.g., reallocate the transaction to the athletic department). Refer to the Approving a Transaction section above to re-approve and forward the modified transaction.

Statement Email Notification

1. Click on the **My Personal Information** link on the menu bar
2. Click on the **Email Notification** link
3. Verify or type email address in the Email Address field
4. Select <u>Enabled</u> from the Status drop-down list
5. Click the **Save** button
6. A confirmation message displays - Done!