Access® OnLine
TRAINING GUIDE

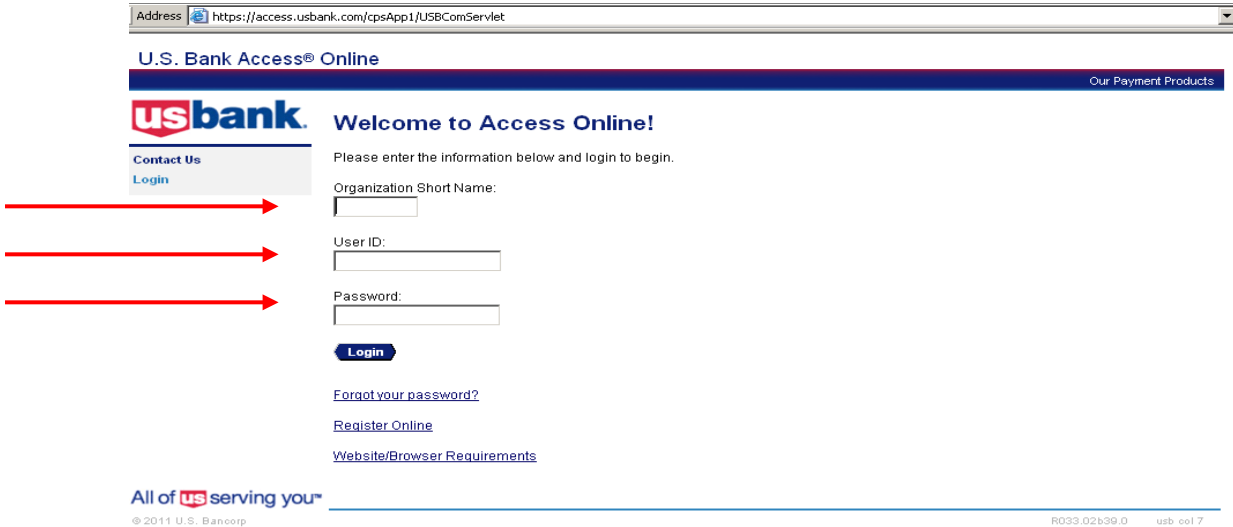Prepared by: Procurement Services
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YORK
UNIVERSITÉ
UNIVERSITY

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Logging on to Access Online

The Access Online website is: https://access.usbank.com

☝ ***Licensing Agreement -*** When you log in to Access Online for the very first time **only**, you will be asked to accept the Licensing Agreement. Procurement Services has reviewed the agreement on behalf of the University. Cardholders are required to accept in order to access the system.

Diagram 1

All login fields are mandatory and NOT case-sensitive.

1. **Enter Organization Short Name: yorku or YORKU** (Diagram 1)

2. **Enter your personal User ID**:

User ID: Minimum seven (7) characters in length, maximum 20 characters. User ID will be provided by the PCard Manager at the mandatory training session.

Only one (1) User ID is required regardless of the number of cards issued to an individual cardholder.

3. **Enter Password:**

Password: Must be at least eight (8) characters in length with at least one (1) alpha and one (1) numeric. Temporary password will be provided by the PCard Manager at the mandatory training session.

When you log onto Access Online for the first time, you will be asked to change your password*.* Your password will expire every 60 days. You cannot reuse a password for 12 months.
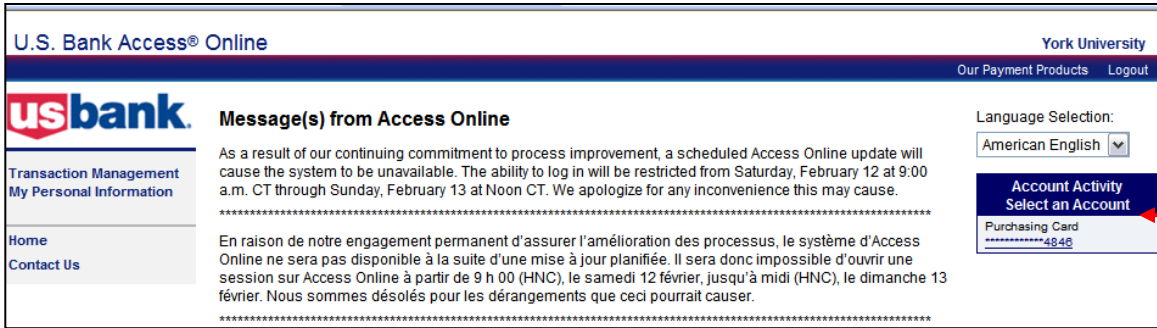
Menus Available for Cardholders

Diagram 2

There are two (2) menus available for a Cardholder

1. *Transaction Management:* Allows you to view, review, allocate/reallocate and add comments to transaction information.

2. *My Personal Information:* Allows you to do the following:
   Password   - Change your system password and create or modify an authentication response that will be used when resetting a password

   Contact Information - *Cardholders are NOT to modify/add any information*

   Account Access - *Cardholders are NOT to modify/add any information*

   Managing Accounting Code Favourites - Add favourites, enable favourites to be selected when reallocating and managing allocations, and delete existing favourites

☞ Cardholders have the option of getting to their Card Account Summary detail two (2) ways as the arrows in Diagram 2 indicated.

☞ Cardholders that manage multiple cards can select the Card Account Summary they want to view by selecting an account from the "Account Activity Select an Account" (Diagram 3)
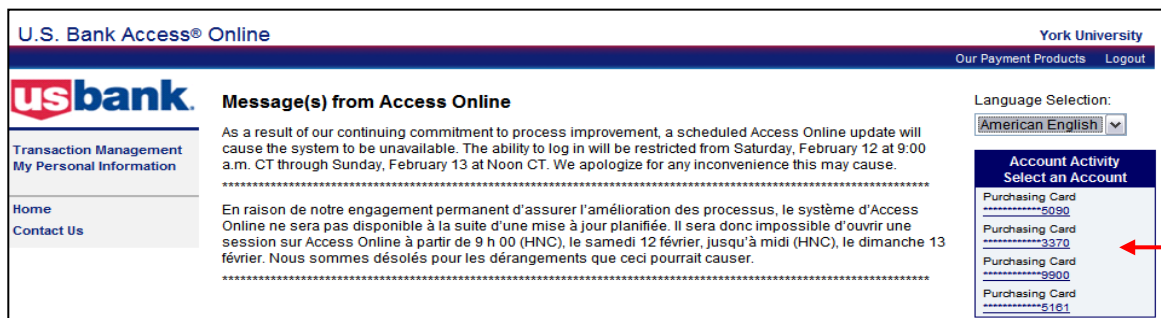

Diagram 3

Transaction Management

To reconcile the monthly transactions, Cardholders are to select the **Transaction Management** menu then the **Transaction List** (Diagram 4) or the Card link from the Account Activity – Select an Account box (Diagram 3).

Diagram 4

☝ If you reconcile a number of cardholder statements, when you select Transaction List you will be taken to the Transaction Management Screen to Select an Account (Diagram 5). Only one account can be reconciled at any given time.

Diagram 5

1. To start the reconciliation the cardholder is required to select the "Billing Cycle Close Date (i.e. usually the 20-22 of the month) then select "Search". (Diagram 6) This will generate a list of transactions for the current billing cycle.

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☝ Cardholders may search transactions for the past six (6) months. The cycle dates vary each month depending on weekends. (i.e. If the 20th falls on the weekend or a stat holiday, the statement will be posted on the following Tuesday.) The "Billing Cycle Close Date" dropdown box also makes available to the cardholder the following options:

"All" – Generates a transactions list for the past six months including open items.

"Open" – Generates a transaction list of items posted since the last cycle (same as what Include Interim items was in Access Direct)

Diagram 6

☝ Cardholders that reconcile more than one account can change the account they want to reconcile by clicking on the **"Switch Account"** link (Diagram 7) on the Card Account Summary with Transaction List.
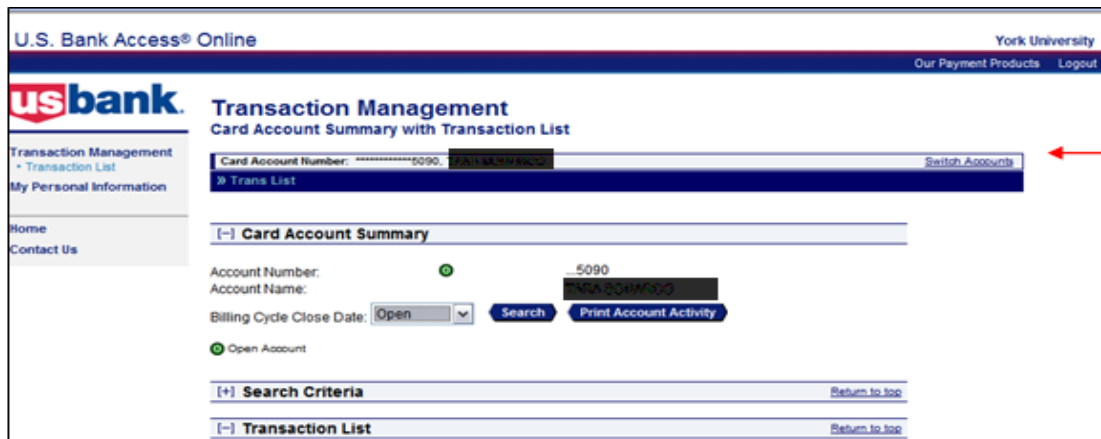
Diagram 7

2. To allocate an individual transaction, click in checkbox adjacent to the transaction and then select the **Reallocate** icon at the bottom of the list. (Diagram 8)

Diagram 8

3. To allocate more than one transaction, click the checkboxes adjacent to the transaction and select the [Reallocate] button at the bottom of the list. (Diagram 9)

Diagram 9

4. To allocate ALL transactions at one time, **Check all Shown**. (Diagram 10) By selecting the "Check All Shown" and select Reallocate [Reallocate] this allows the cardholder to work on all of the transactions on one page and apply each transaction to a different account.

Diagram 10

5. By selecting the "Check All Shown" and selecting Mass Reallocation
(Diagram 11) this allows the cardholder to work on all of the transactions on one page
and apply the <u>SAME</u> account to <u>ALL</u> the transactions.

Diagram 11

Reallocation Worksheet

For each posted transaction the following information (Diagram 12) must be completed/verified:

Allocation Amount: Ensure this amount matches the Canadian equivalent of the amount on your receipt.

Allocation Comment: Briefly describe the nature of the purchase and on whose behalf.

National/Regional Taxes: Edit the tax amounts to match the amounts on the receipt from the supplier. Taxes are applied based on the Province of the Merchant.
National Tax: HST   Regional Tax: Other non-Ontario

Alloc %:   What percent of the charge is going through on this account? If you need to split the transaction, select "Add Alloc" to create another split item. This must be done for each additional split. You must then enter the % you would like charged to each account. *Remember the total value of split allocation lines must add to 100%.*

👉 A transaction can also be split on a dollar amount, however, amounts and taxes must be calculated manually.

👉 There is no limit to the number of allocations for an individual transaction.

Diagram 12

Accounting Code – Segment Name

When splitting transactions the following segments are required fields (Diagram 13):
1. Account
2. Fund
3. Cost Centre
4. Activity
5. Time
6. Location

Diagram 13

Account

Edit the account by entering a new account in the Value field, or, click on the magnifying glass to the right of the field to look up available Accounts. (Diagram 14)

Under *Value*, enter the first few digits of the Account and *Search.* Select the Account you wish to use by clicking on *Select* to the left of the value in the list and it will appear on the Reallocation Worksheet.

Diagram 14

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☝ If the Account that you require is not listed, please email pcard@yorku.ca for assistance.

Fund and Cost Centre

Edit the fund or cost centre by entering a new value or click on the magnifying glass to the right of either field to look up the Fund or Cost Centre pairing. (Diagram 15)

Under *Value*, enter the first few digits of the Fund or Cost Centre and *Search.* Select the Fund or Cost Centre you wish to use by clicking on *Select* to the left of the value in the list and they will appear on the Reallocation Worksheet.

Reallocation Worksheet
Search & Select Valid Value

Client Relationship: York University

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

	FUND (3)	COSTCENTRE (6)
Value:	2	
Description:		
Search Type:	Begins with ▼	Begins with ▼

Display 25 ▼ Values per page

Search

Select a valid value from the results list below.

Records 1 - 25 of 1287
Page: **1** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | >> | last

	Segment Value		Segment Value Description	
	FUND	COSTCENTRE	FUND	COSTCENTRE
Select	200	360300	Operating Fund	ADMINISTRATION-PDP
Select	200	360200	Operating Fund	LLM
Select	200	000001	Operating Fund	GIVPS-Stac-Fines/Adj/Accounts
Select	200	360100	Operating Fund	CLE
Select	200	360040	Operating Fund	Clinical Legal Educ.
Select	200	360010	Operating Fund	Institute Events & Projects

Activity, Time, Location

Follow the same method as for Account. (Diagram 16)

Accounting Code - Segment Name (Length)						Favorite
ACCOUNT (6)	FUND (3)	COSTCENTRE (6)	ACTIVITY (6)	TIME (5)	LOCATION (6)	
004100	200	360300	000000	00000	00000	Add as Favorite

Diagram 16

☝ The Account Assignment may be saved "*Add as Favourite*" if you feel that you'll use often. If you require assistance to set up your top 25 account assignments in your favourites list, please email pcard@yorku.ca for assistance.

Diagram 17

Once you have entered applicable information, click "Save Allocations". (Diagram 17) The reallocated symbol ⓐ will appear on the transaction line. You will then automatically be taken back to the Transaction List.

Change Review Status

When reconciling all transactions must be reviewed and the status changed to "Reviewed".
To change the review status of transactions from blank to reviewed: (Diagram 18)

Single Transactions: Click in the checkbox adjacent to the transaction
Select "Change Review Status"

Multiple Transactions: Click in all checkboxes adjacent to the transactions you wish
to allocate at one time
Select "Change Review Status"

All Transactions: To change review status on ALL transactions, click in the
"Check All Shown"
Select "Change Review Status"

Diagram 18

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"R" will appear in the Status Column which signifies that the transaction has been reviewed. (Diagram 19)

☝ To remove the "R" click in the checkbox and Select "Change Review Status".
☝ The status column can be sorted by Reviewed or Disputed.

Printing Transaction Summary (Monthly Statement)

The transaction summary is printed from the Card Account Summary with Transaction List page. Before printing, ensure that billing cycle close date has the current cycle selected and does not read Open. Selecting the "Print Account Activity" icon will open the view page of the transaction list. From this page select the Print icon to print. (Diagram 20)

☞ This is the report that you will generate, attached to the front of your Receipts. Sign and forward to your Transaction Approver each month for approval.

☞ ****NOTE**** *You or your Transaction Approver is responsible to hold on to these approved statements for 6 years + the current year in the event an audit is conducted and your Pcard statement is selected for review.*

Additional Information

Transaction Dispute

Items charged on your monthly statement that do not accurately reflect the transactions made by the cardholder (i.e. supplier errors such as wrong amount, incorrect account number, multiple postings of the same items etc.) are considered to be disputed items.

Cardholders must identify the disputed items to the US Bank within 2 days of receiving the cardholder statement for investigation.

This can be done by either:
1. The cardholder can contact US Bank via telephone at 1-800-588-8065. You will require your 16 digit Purchasing Card Number
                                    OR
2. The cardholder can contact US bank using https://access.usbank.com . Once in Access On-line, select **Transaction Management**, **Transaction List**, Search for the cardholder name (if other than yourself), select the transaction date of the disputed transaction and then go to the **Summary** Tab. At the bottom of the Summary Tab there is a **Dispute** button. Select the Dispute button and complete the required information. (Diagram 21)

Diagram 21

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Reporting

Reporting is only available to Coordinators and Transaction Approvers. To create the Monthly Managers Report: Logon to Access OnLine – Reporting (Step 1) – Flex Data Reporting (Step 2) [Diagram 22]

Diagram 22

Select the "Create a New Report" Tab (Step 1) [Diagram 23]

Diagram 23

In the Primary Report Data section click the Transaction button (Step 1) and in the Additional Data section click the Allocation button (Step 2) and Create (Step 3) [Diagram 24]

Diagram 24

On the Flex Data Reporting screen [Diagram 25] (below) the following fields are required:

Step 1: Report Name:
A default report name is provided but this field can be overridden and renamed.

Step 2: Report Description:
This field is optional. A default report name is provided but this field can be overridden and renamed.

Step 3: Report Output:
There are two (2) output types available: PDF or EXCEL. Only PDF gives you the ability to insert breaks and subtotals for each cardholder. When selecting PDF the Output Parameter Page Placement will default to "End".

To create a report there are four (4) stages that require action:
a) Select Report Data
b) Filter for Content
c) Sort by Criteria
d) Set Report Layout

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a) Set Report Data

This screen [Diagram 25] provides a list of available reporting columns. Only the steps listed below are required to create the Managers Summary Report: Any of the selected columns can be renamed (optional) using the corresponding text field.

Step 4: Account Number - e.g. select text field and rename to Cardholder Number.

Step 5: Processing Hierarchy - This field automatically defaults to Filter.

Step 6: Account Name - e.g. select text field and rename to Cardholder Name.

Step 7: Allocation Accounting Code – e.g. select text field and rename to Chart of Account.

Step 8: Allocation Amount - e.g. select text field and rename to Total Amount.

Step 8a: Total - Select the total box.

Step 9: National Tax - e.g. select text field and rename to Tax Amount.

Step 9a: Total - Select the total box.

Step 10: Net Allocation Amount - e.g. select text field and rename to Billing Amount.

Step 10a: Total - Select the total box.

Step 11: Transaction Merchant Name - e.g. select text field and rename to Vendor or Merchant.

Step 12: Cycle Close Date - e.g. select text field and rename to Month End.

Step 12a: Filter - Select the filter box.

Step 13: Transaction Amount - Deselect this field.

Step 14: Transaction Date - e.g. select text field and rename to Purchase Date.

Step 15: Filter – Deselect filter box.

Upon completion of the above steps select the "Filter for Content" tab [Diagram 26] to continue.

Diagram 25

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b) Filter for Content

This screen allows you to set the date range based on cycle close date. (e.g. monthly, quarterly) [Diagram 26]

Steps 1-3 were previously selected. The report name, description or output can be changed, if necessary.

Step 4: Filter Criteria - Insert the date range of your report. (use the first/last day of the month)

Step 5: Processing Hierarchy - Click on the "Search for Position or Add Multiple" link.

On the next screen called Hierarchy Position page select the following criteria: [Diagram 27]

Step 1: Hierarchy Level - In the dropdown select "Division".

Step 2: Search - Click the Search button.

Step 3: Found Hierarchy Position(s) - The Division(s) listed are assigned to each cardholder by Procurement Services. In large departments or divisions there may several different division numbers. Click the "Check all Shown" link for each page.

Step 4: Select Position button - Click the Select Position button.

Step 5: Accept Hierarchy - Click the Accept Hierarchy button.

Upon completion of the above steps select the "Sort by Criteria" tab [Diagram 28] to continue.

Diagram 27

c) Sort by Criteria

This screen allows you to choose how you want the columns sorted. (e.g. ascending/descending order) [Figure 7]

Step 1 - From the Sort dropdown menu(s) select the Column name(s).

Step 2 - Select how you want the Column name(s) to be displayed (e.g. Ascending/ Descending).

Step 3 - Click the Break/Subtotal box to indicate that the report should break for subtotals (per cardholder). This function is only available when running the report in PDF format.

Upon completion of the above steps select the "Set Report Layout" tab [Diagram 29] to continue.

Diagram 28

d) Set Report Layout

This screen allows you to change the placement of the columns within the report.
[Diagram 29]

Step 1 - Click on the report column header name, then use the buttons (Top, Up, Down, Bottom) to change the placement of the column within the report.

Step 2 - Click the Save button.

Step 3 - Click the Run Report button.

Diagram 29

The report will be saved in the "My Saved Reports" tab on the Flex Data Reporting main page. To rerun this report on a monthly basis click on the report name and change the Cycle Close Date in the Filter for Content tab.

Forgot your password

If you forget your password, select the prompt – "Forgot your password?" on the initial screen. (Diagram 30)

U.S. Bank Access® Online

us bank. **Welcome to Access Online!**

Contact Us
Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Login]

Forgot your password?

Register Online

Website/Browser Requirements

Diagram 30

You will be prompted to answer the following:
    Authentication Question: Pet's Name
    Authentication Response: FIDO – Please change this question and response to something more meaningful to you.

To change your password or the authentication question and response, go to
   ⇒ **My Personal Information**
   ⇒ **Password**

This will allow you to change either or both, your password or authentication question.

Help – General Inquiries

If you have General Inquiries concerning your account or are having problems with your password, please contact US Bank directly.