

Prepared by: Procurement Services
April 2018




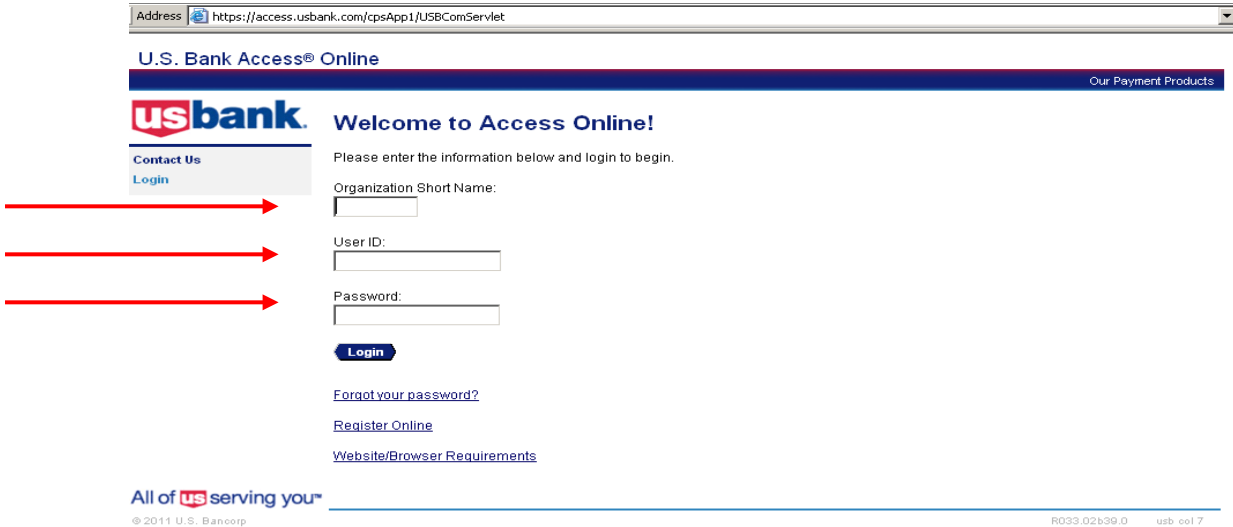
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Logging on to Access Online

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.



Address <https://access.usbank.com/cpsApp1/USBComServlet>

U.S. Bank Access® Online Our Payment Products

usbank. Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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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

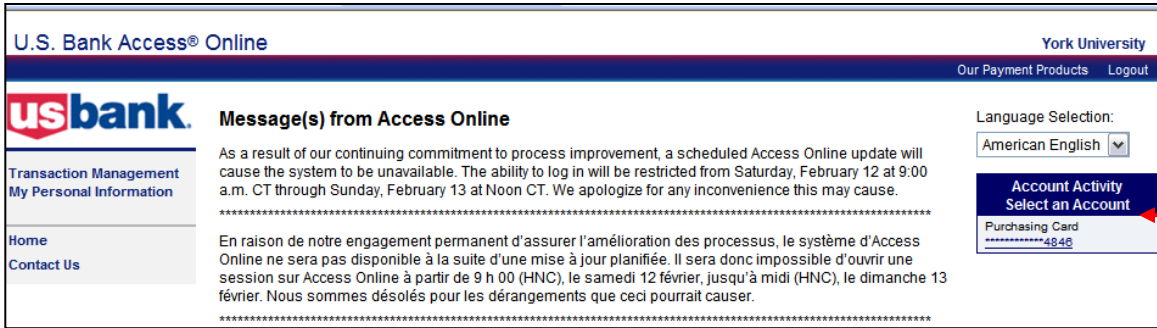


Diagram 2

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)

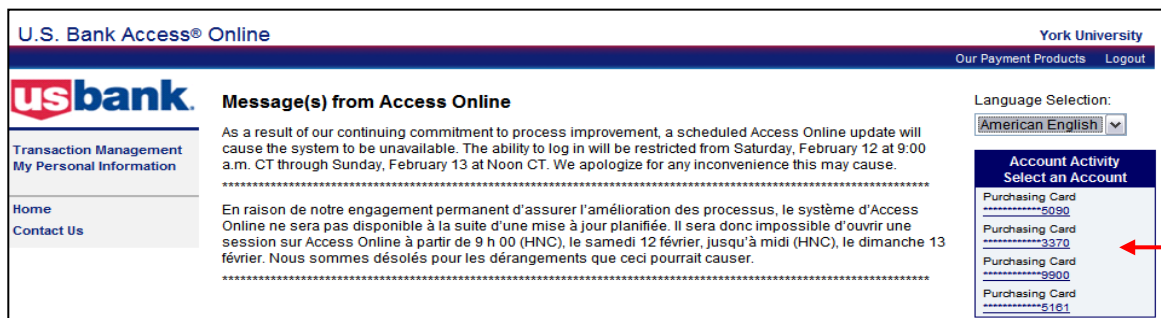


Diagram 3

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).

U.S. Bank Access® Online

usbank. Transaction Management

[Transaction Management](#)
• Transaction List

[Account Information Reporting](#)

[My Personal Information](#)

[Home](#)

[Contact Us](#)

[Transaction List](#)
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

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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.

U.S. Bank Access® Online

York University
Our Payment Products Logout

usbank. Transaction Management
Select an Account

[Transaction Management](#)
• Transaction List

[My Personal Information](#)

[Home](#)

[Contact Us](#)

Please select an account.

Records 1 - 4 of 4

Product Name	Account Number	Account Name
Purchasing Card	4715	
Purchasing Card	4715	
Purchasing Card	4715	
Purchasing Card	4715	

Records 1 - 4 of 4

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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.

☞ 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)

The screenshot displays the 'Transaction Management' interface for a 'Card Account Summary with Transaction List'. It includes fields for Client Relationship (York University), Card Account Number, and Billing Cycle Close Date. A dropdown menu is open for the Billing Cycle Close Date, showing options: All, Open, 12/10/2010, 11/22/2010, 10/20/2010, 09/20/2010, 08/20/2010, and 07/20/2010. Below the dropdown is a table of transactions with columns for Select, Status, Trans Date, Posting Date, Merchant, City/State, and Amount.

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		01/11	01/12	INVITROGEN*7387083	800-263-6236, ON	\$246.44
<input type="checkbox"/>		01/10	01/12	FISHER SCIENTIFIC	NEPEAN, ON	\$565.79
<input type="checkbox"/>		01/10	01/12	VWR INTERNATIONAL CO 2360	MISSISSAUGA, ON	\$21.21

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.

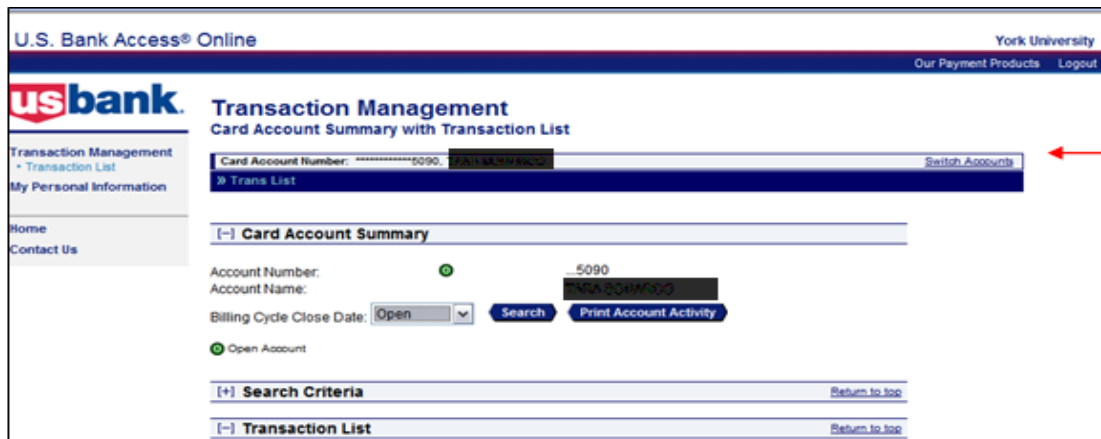


Diagram 7

- 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)

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 15 of 15
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status Ⓡ Ⓣ	Trans Date	Posting Date	Merchant	City/State	Amount
<input checked="" type="checkbox"/>		02/09	02/10	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$11.94
<input type="checkbox"/>		02/08	02/09	THE BREW CENTRE	MARKHAM, ON	\$48.57
<input type="checkbox"/>		02/05	02/07	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$152.59
<input type="checkbox"/>		02/04	02/07	PATRICK CASSEDY & ASSOC I	TORONTO, ON	\$178.54
<input type="checkbox"/>		02/04	02/07	PATRICK CASSEDY & ASSOC I	TORONTO, ON	\$1,012.81
<input type="checkbox"/>		02/04	02/07	PITNEY BOWES	MISSISSAUGA, ON	\$32.51
<input type="checkbox"/>		02/02	02/03	THE BREW CENTRE	MARKHAM, ON	\$188.48
<input type="checkbox"/>		01/31	02/02	HIGHER EDUCATION USER GRO	480-8305311, AZ	\$1,279.87
<input type="checkbox"/>		02/01	02/02	THE BREW CENTRE	MARKHAM, ON	\$45.43
<input type="checkbox"/>		01/27	01/28	CANON CANADA INC BSD	MISSISSAUGA, ON	\$217.79
<input type="checkbox"/>		01/26	01/27	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$26.81
<input type="checkbox"/>		01/25	01/26	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$238.36
<input type="checkbox"/>		01/21	01/24	PUROLATOR 410990677	MISSISSAUGA, ON	\$3.71
<input type="checkbox"/>		01/20	01/24	BERNARD CAIRNS LIMITED	SCARBOROUGH, ON	\$34.00
<input type="checkbox"/>		01/21	01/24	PATRICK CASSEDY & ASSOC I	TORONTO, ON	\$1,170.88

Ⓡ Reviewed Ⓣ Disputed Ⓡ Reallocated Ⓣ Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 15 of 15

[Reallocate](#) [Mass Reallocate](#) [Change Review Status](#)

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)

Transaction Management
Card Account Summary with Transaction List

Client Relationship: York University
Card Account Number: *****3106. [REDACTED]

[Switch Relationships](#)
[Switch Accounts](#)

Trans List

[-] Card Account Summary

Account Number: [REDACTED]...3106
Account Name: [REDACTED]
Billing Cycle Close Date: 12/10/2010 **Search** **Print Account Activity**

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 25 of 27
Page: 1 | 2
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Net Amount
<input checked="" type="checkbox"/>		12/08	12/10	ROBOT SHOP INC.	BOISBRIAND, QC	\$986.49	\$873.97
<input checked="" type="checkbox"/>		12/08	12/10	FISHER SCIENTIFIC	NEPEAN, ON	\$25.19	\$22.29
<input type="checkbox"/>		12/09	12/10	ACTIVE MOTIF INC.	7604311263, CA	\$264.21	\$264.21
<input type="checkbox"/>		12/07	12/09	MULTI-HEALTH SYSTEMS	TORONTO, ON	\$166.11	\$147.00

Diagram 9

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

[+] Search Criteria Return to top

[-] Transaction List Return to top

Records 1 - 15 of 15

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input checked="" type="checkbox"/>		02/09	02/10	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$11.59
<input checked="" type="checkbox"/>		02/08	02/09	THE BREW CENTRE	MARKHAM, ON	\$49.57
<input checked="" type="checkbox"/>		02/05	02/07	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$159.59
<input checked="" type="checkbox"/>		02/04	02/07	PATRICK CASSEDY & ASSOC I	TORONTO, ON	\$170.34
<input checked="" type="checkbox"/>		02/04	02/07	PATRICK CASSEDY & ASSOC I	TORONTO, ON	\$1,243.01
<input checked="" type="checkbox"/>		02/04	02/07	PITNEY BOWES	MISSISSAUGA, ON	\$99.31
<input checked="" type="checkbox"/>		02/02	02/03	THE BREW CENTRE	MARKHAM, ON	\$109.49
<input checked="" type="checkbox"/>		01/31	02/02	HIGHER EDUCATION USER GRO	480-8305311, AZ	\$1,279.37
<input checked="" type="checkbox"/>		02/01	02/02	THE BREW CENTRE	MARKHAM, ON	\$49.40
<input checked="" type="checkbox"/>		01/27	01/28	CANON CANADA INC BSD	MISSISSAUGA, ON	\$217.78
<input checked="" type="checkbox"/>		01/26	01/27	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$29.91
<input checked="" type="checkbox"/>		01/25	01/26	CORPORATE EXPRESS	BOUCHERVILLE, QC	\$233.26
<input checked="" type="checkbox"/>		01/21	01/24	PURULATOR 410990677	MISSISSAUGA, ON	\$4.71
<input checked="" type="checkbox"/>		01/20	01/24	BERNARD CAIRNS LIMITED	SCARBOROUGH, ON	\$34.59
<input checked="" type="checkbox"/>		01/21	01/24	PATRICK CASSEDY & ASSOC I	TORONTO, ON	\$1,179.98

Reviewed
 Disputed
 Reallocated
 Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 15 of 15

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 SAME account to ALL the transactions.

<input checked="" type="checkbox"/>	11/26	11/29	WWW.NEWEGG.COM	800-390-1119, ON	\$265.81
<input checked="" type="checkbox"/>	11/26	11/29	FISHER SCIENTIFIC	NEPEAN, ON	\$458.16
<input checked="" type="checkbox"/>	11/24	11/26	THE STEVENS COMPANY	BRAMPTON, ON	\$48.99
<input checked="" type="checkbox"/>	11/24	11/26	CADMUS JOURNAL SERV	4108222870, VA	\$471.58
<input checked="" type="checkbox"/>	11/23	11/24	OZ OPTICS	CARP, ON	\$2,178.97
<input checked="" type="checkbox"/>	11/22	11/24	WWR INTERNATIONAL CO 2360	MISSISSAUGA, ON	\$153.16
<input checked="" type="checkbox"/>	11/23	11/24	WORKPLACE SYSTEMS	603-6223727, NH	\$413.65
<input checked="" type="checkbox"/>	11/23	11/24	THE STEVENS COMPANY	BRAMPTON, ON	\$65.82 CR

Reviewed
 Disputed
 Reallocated
 Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 27
Page: 1 | 2

Trans Detail Level options is not available

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.

Transaction Management Reallocation Worksheet

Client Relationship: York University
 Card Account Number: *****3106. [Switch Relationships](#)
[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	National Tax	Regional Tax	Amount	Alloc %
<input type="checkbox"/>	12/08/2010	ROBOT SHOP INC.	\$ 43.70	\$ 68.82	\$986.49	Add Alloc
			Allocation Amt:		\$ 986.49	or 100.00 %
			Net Allocation Amt:		\$ 873.97	
			National Tax:		\$ 43.70	
			Regional Tax:		\$ 68.82	
			Amount Remaining		\$ 0.00	0.00 %

Allocation Comment:

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

Amount	Alloc %	Accounting Code - Segment Name (Length)					
		ACCOUNT (€)	FUND (€)	COSTCENTRE (€)	ACTIVITY (€)	TIME (€)	LOCATION (€)
\$986.49	Add Alloc						
986.49	or 100.00 %	301000 *a	200 *a	233000 *a	000000 *a	00000 *a	00000 *a
873.97							
43.70							
68.82							
0.00	0.00 %						
\$25.19	Add Alloc						

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.

Reallocation Worksheet

Search & Select Valid Value

Client Relationship: York University

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

ACCOUNT (6)

Value:

Description:

Search Type:

Display Values per page


[Search](#)

Select a valid value from the results list below.

Records: 1 - 25 of 513
 Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [>>](#) | [Last](#)

	ACCOUNT	Value Description
Select	004100	Inventory
Select	004110	Inventory - Stores Electric
Select	004120	Invtry - Stores Machinery
Select	004160	Inventory-Science Glass Shop
Select	004600	Prepaid Expenses

Diagram 14

 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:	<input type="text" value="2"/>	<input type="text"/>
Description:	<input type="text"/>	<input type="text"/>
Search Type:	<input type="text" value="Begins with"/> <input type="button" value="v"/>	<input type="text" value="Begins with"/> <input type="button" value="v"/>

Display 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	
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

Diagram 15

Activity, Time, Location

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

Accounting Code - Segment Name (Length)						Favorite
ACCOUNT (ε)	FUND (ε)	COSTCENTRE (ε)	ACTIVITY (ε)	TIME (ε)	LOCATION (ε)	
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.


* = required

Remove Trans	Trans Date	Merchant	National Tax	Regional Tax	Amount	Alloc %
<input type="checkbox"/>	12/08/2010	ROBOT SHOP INC.	\$ 43.70	\$ 68.82	\$986.49	Add Alloc
		Allocation Comment:		Allocation Amt:	\$ 986.49	or 100.00 %
				Net Allocation Amt:	\$ 873.97	
				National Tax:	\$ 43.70	
				Regional Tax:	\$ 68.82	
				Amount Remaining	\$ 0.00	0.00 %
<input type="checkbox"/>	12/08/2010	FISHER SCIENTIFIC	\$ 2.90	\$ 0.00	\$25.19	Add Alloc
		Allocation Comment:		Allocation Amt:	\$ 25.19	or 100.00 %
				Net Allocation Amt:	\$ 22.29	
				National Tax:	\$ 2.90	
				Regional Tax:	\$ 0.00	
				Amount Remaining	\$ 0.00	0.00 %

🔍 Search

[Remove Trans](#) [Save Allocations](#)

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"

[-] Card Account Summary

Account Number:

Account Name:

Billing Cycle Close Date:

[+] Search Criteria

[-] Transaction List

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input checked="" type="checkbox"/>	<input type="radio"/> <input type="radio"/>	12/08	12/10	ROBOT SHOP INC.	BOISBRIAND, QC	\$986.49

Reviewed Disputed Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

Diagram 18

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

Records 1 - 1 of 1

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>	R	12/08	12/10	ROBOT SHOP INC.	BOISBRIAND, QC	\$

Reviewed
 Disputed
 Reallocated
 Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

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)

Transaction Management
Card Account Summary with Transaction List

Client Relationship: York University
Card Account Number: *****3106

» Trans List

The Review status has been updated.

[-] Card Account Summary

Account Number: ...3106
Account Name: ...
Billing Cycle Close Date: 12/10/2010

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 25 of 27
Page: 1 | 2

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>	R	12/08	12/10	ROBOT SHOP INC.	BOISBRIAND, QC	\$986.49
<input type="checkbox"/>		12/08	12/10	FISHER SCIENTIFIC	NEPEAN ON	\$75.19

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)

The screenshot shows a web interface for a transaction summary. At the top, there are two tabs: 'Summary' (selected) and 'Tax and Allocations'. Below the tabs, there is a brief description of the Summary tab and instructions on how to change the review status or initiate a dispute. The main content is divided into three columns of transaction details:

Transaction		Reference Informa
Date:	12/08/2010	Billing Cycle:
Purchase ID:		Posting Date:
Total Amount:	986.49	Reference Number:
Memo Post:	Yes	Authorization Number:

Merchant		Extract Date(s)
Name:	ROBOT SHOP INC.	Most Recent Standard
City, State/Province:	BOISBRIAND, QC	Financial Extract:
Transaction Type:	SALES DRAFT	General Ledger Extract
MCC Code:	5945	Payment Extract:
MCC Description:	HOBBY, TOY, AND GAME SHOPS	

Currency	
Billing Currency:	
Source Currency:	
Source Currency Amt:	

At the bottom of the transaction details, there are two buttons: 'Mark as Reviewed' and 'Print Transaction'. Below this, there is a 'Dispute' section with a 'Dispute' button highlighted by a red arrow. To the right of the 'Dispute' section, there is a 'Sales Draft Requests' section showing 'none'.

Diagram 21

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]

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Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Supplier Management
These reports manage supplier relationships, support supplier negotiations, and manage spending by category.

Report Scheduler
View and maintain current scheduled reports.

Flex Data Reporting
Create and maintain adhoc reports.

Tax and Compliance Management
Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.

Administration
These reports allow administrators to support system functionality.

Diagram 22

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

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Please select a report from the list below.

My Saved Reports **Create a New Report** Step 1

List of My Saved Reports
Select a saved template to modify and run a report.

Delete	Name	Template	Last Modified
You currently have no reports saved.			

<< [Back to Reporting](#)

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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

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.



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Transaction w/Allocation

Report Name: [Transaction-Allocation, 28Jul2011] ← **Step 1**

Report Description: [Transaction w/Allocation] → **Step 2**

Report Output: [Excel] ← **Step 3** Output Parameter Page Placement: [Optional for PDF only]

[Save](#) [Revert to Last Saved](#) [Preview Layout](#) [Run Report](#)

Select Report Data [Filter for Content](#) [Sort by Criteria](#) [Set Report Layout](#)

Select the check box(es) next to the desired column names for the report. Column titles can be abbreviated or renamed; type the new title in the RENAME field.

Select the TOTAL check box(es) to indicate that you want totals calculated for that column on the report.

Select the desired FILTER check box(es) to determine report content, then continue to FILTER FOR CONTENT tab to define criteria. Only one hierarchy filter can be selected.

WRAP DATA: Enter a desired column width (in) to format data wrapping in the output report; leave field blank to allow default column width.

Select Report Columns	Rename Report Columns	Wrap Data	Total	Filter
Hierarchy <input type="checkbox"/> Select All for Hierarchy				
<input checked="" type="checkbox"/> Account Number				<input type="checkbox"/>
<input type="checkbox"/> Processing Hierarchy				<input type="checkbox"/>
<input type="checkbox"/> Reporting Hierarchy				<input type="checkbox"/>
[-] Account <input type="checkbox"/> Select All for Account				
<input checked="" type="checkbox"/> Account Name				
<input type="checkbox"/> Account Status				
<input type="checkbox"/> Identification Number				
<input type="checkbox"/> Lost Stolen				
<input type="checkbox"/> Managing Account Name				
<input type="checkbox"/> Managing Account Name Line 2				
<input type="checkbox"/> Managing Account Number				
<input type="checkbox"/> Optional 1				
<input type="checkbox"/> Password				
<input type="checkbox"/> Replacement Account Number				
<input type="checkbox"/> Short Name				
<input type="checkbox"/> Status Description				
[-] Allocation <input type="checkbox"/> Select All for Allocation				
<input type="checkbox"/> Allocation Accounting Code				
<input type="checkbox"/> Allocation Amount				
<input type="checkbox"/> Allocation Comment				
<input type="checkbox"/> Allocation Date				
<input type="checkbox"/> Allocation Last Changed By				
<input type="checkbox"/> Allocation Percent				
<input type="checkbox"/> Allocation Source				
<input type="checkbox"/> Alternate Accounting Code Name				
<input type="checkbox"/> Default Accounting Code				
<input type="checkbox"/> Last Date to Reallocate				
<input type="checkbox"/> National Tax				
<input type="checkbox"/> Net Allocation Amount				
<input type="checkbox"/> Re-Allocation Indicator				
<input type="checkbox"/> Regional Tax				
[-] Merchant <input type="checkbox"/> Select All for Merchant				
<input type="checkbox"/> MCC				<input type="checkbox"/>
<input type="checkbox"/> MCC Description				
<input type="checkbox"/> MCCG Code				
<input type="checkbox"/> MCCG Description				
<input type="checkbox"/> Transaction Merchant City				
<input checked="" type="checkbox"/> Transaction Merchant Name				<input type="checkbox"/>
<input type="checkbox"/> Transaction Merchant State/Province				
<input type="checkbox"/> Transaction Merchant Zip/Postal Code				
[-] Transaction <input type="checkbox"/> Select All for Transaction				
<input type="checkbox"/> Authorization Number				
<input type="checkbox"/> Cycle Close Date				
<input type="checkbox"/> Disputed Indicator				
<input type="checkbox"/> Disputed Status				<input type="checkbox"/>
<input type="checkbox"/> Disputed Status Date				
<input type="checkbox"/> Exception Reason				
<input type="checkbox"/> Freight Amount				<input type="checkbox"/>
<input type="checkbox"/> Memo to Account Name				
<input type="checkbox"/> Memo to Account Number				
<input type="checkbox"/> National Tax (Association)				<input type="checkbox"/>
<input type="checkbox"/> National Tax (Tax Tab)				<input type="checkbox"/>
<input type="checkbox"/> National Tax Source (Tax Tab)				
<input type="checkbox"/> Posted to Account Name				
<input type="checkbox"/> Posted to Account Number				
<input type="checkbox"/> Posting Date				<input type="checkbox"/>
<input type="checkbox"/> Posting Type				<input type="checkbox"/>
<input type="checkbox"/> Purchase ID				
<input type="checkbox"/> Purchase Method				
<input type="checkbox"/> Reference Number				
<input type="checkbox"/> Regional Tax (Association)				<input type="checkbox"/>
<input type="checkbox"/> Regional Tax (Tax Tab)				<input type="checkbox"/>
<input type="checkbox"/> Regional Tax Source (Tax Tab)				
<input type="checkbox"/> Sales Tax				<input type="checkbox"/>
<input type="checkbox"/> Source Currency				
<input type="checkbox"/> Source Currency Amount				<input type="checkbox"/>
<input checked="" type="checkbox"/> Transaction Amount				<input type="checkbox"/>
<input type="checkbox"/> Transaction Comment 1				
<input type="checkbox"/> Transaction Comment 2				
<input type="checkbox"/> Transaction Comment 3				
<input type="checkbox"/> Transaction Comment 4				
<input type="checkbox"/> Transaction Comment 5				
<input checked="" type="checkbox"/> Transaction Date				<input checked="" type="checkbox"/>
<input type="checkbox"/> Transaction Reviewed Status				<input type="checkbox"/>
<input type="checkbox"/> Transaction Type				<input type="checkbox"/>

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Diagram 25

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.

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Transaction w/Allocation

Report Name: ← **Step 1**

Report Description: ← **Step 2**

Report Output:
Output Type: ← **Step 3** Output Parameter Page Placement: Optional for PDF only.

[Save](#) [Revert to Last Saved](#) [Preview Layout](#) [Run Report](#)

Select Report Data | **Filter for Content** | Sort by Criteria | Set Report Layout

Filtering allows you to set limits for the content of the report. Below are the data fields you elected to filter on. To limit the results from the default of "all", select, search & select, or fill in the criteria box(es) to define the report output.

Selected Filters	Filter Criteria
	Cycle Close Date: <input type="text" value="05/01/2011"/> → to <input type="text" value="05/31/2011"/> ← Step 4
	Processing Hierarchy: Bank: <input type="text" value="2136"/> Agent: <input type="text" value="1838"/> Company: <input type="text" value="1838"/> Division: <input type="text" value="2600"/> Department: <input type="text"/>

Step 5 → [Search for Position or Add Multiple](#)

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Diagram 26

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 be 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.

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usbank **Flex Data Reporting**
Select a Processing Hierarchy Position

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Search for a Hierarchy Position
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level: **Step 1**

Bank: Agent: Company: Division: Department:

Search **Step 2**

To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

Found Hierarchy Position(s)
Records 1 - 1 of 1

Select	Bank	Agent	Comp.	Div	Dept
<input type="checkbox"/>	2136	1838	01838	02600	

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

Accept Hierarchy

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Selected Hierarchy Position(s)
No hierarchy position(s) selected.

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To add a position to the Selected Hierarchy Positions, select the position in the list to the left and click "Select Position." To remove a selected position from the list, mark the position in the list to the right and click "Remove Position." When you are satisfied with your selection(s), click "Accept Hierarchy."

Found Hierarchy Position(s)
Records 1 - 1 of 1

Select	Bank	Agent	Comp.	Div	Dept
<input type="checkbox"/>	2136	1838	01838	02600	

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 1 of 1

Selected Hierarchy Position(s)

Remove	Bank	Agent	Comp.	Div	Dept
<input type="checkbox"/>	2136	1838	01838	02600	

Accept Hierarchy **Step 5**

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.

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Report Name:
Report Description:
Report Output Type: PDF End Optional for PDF only.
meter Page Placement:

Save Revert to Last Saved Preview Layout Run Report

Select Report Data Filter for Content Sort by Criteria Set Report Layout

Sorting allows you to arrange the data records in a logical order that suits your purpose. In the drop-down SORT boxes below are the header labels you defined for this report. Select from the available options to determine how the report will be sorted. Then choose whether the records are to display in Ascending or Descending order. Check the Break/Subtotal box to indicate that the report should break for the subtotals on the Sort option selected.

When you elect to Break/Subtotal on any sort field, the output report will also break/subtotal on all sort and hierarchy levels as well.

Sort 1	Sort 2	Sort 3	Sort 4
Account Number	No Sort	No Sort	No Sort
<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order	<input checked="" type="radio"/> Ascending Order
<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order	<input type="radio"/> Descending Order
<input checked="" type="radio"/> Break/Subtotal	<input type="radio"/> Break/Subtotal	<input type="radio"/> Break/Subtotal	<input type="radio"/> Break/Subtotal
<input type="radio"/> No Break/Subtotal			

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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.

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Report Name:
Report Description:
Report Output:
Output Type: PDF
Output Parameter Page Placement: End Optional for PDF only.

Save **Revert to Last Saved** **Preview Layout** **Run Report** ← **Step 3**

Select Report Data | Filter for Content | Sort by Criteria | **Set Report Layout**

Click on a report column header label, then use the buttons on the right to change the placement of that column within the report.

Report Column Labels

Cycle Close Date	Top
Account Name	Up ← Step 1
Account Number	Down
Allocation Accounting Code	Bottom
Transaction Date	
Allocation Amount	
National Tax	
Net Allocation Amount	
Transaction Merchant Name	

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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

usbank Welcome to Access Online!

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.