

US Bank Credit Cardholder  
Transaction Management Instructions

Login at: <https://access.usbank.com>  
The Organization Short Name is **earlhm**  
Enter your own User ID and Password



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](#)

1

This screen will appear. It will show you:

- Your current balance
- Your credit limit
- Your available credit
- Your 10 most recent transactions

U.S. Bank Access® Online

Earlham College

[Our Payment Products](#) [Logout](#)



Welcome to Access Online CATHY HABSCHMIDT

Your last login was 02/23/2016

Language Selection:  
American English

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Transaction Management  
Account Information  
Reporting  
Dashboard  
Data Exchange  
My Personal Information

Message Center

[Message\(s\) from Access Online](#)

[Message\(s\) from U.S. Bank](#)

One Card

Acct#/Name: CATHERINE HABSCHMIDT

Account ID:

Account Status: Open

Current Balance: ⓘ \$14.28

Credit Limit: ⓘ \$1,000.00

Available Credit: ⓘ \$985.72

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
01/29	IN SECRETARY OF ST	\$7.14
01/29	IN SECRETARY OF ST	\$7.14

ⓘ Information

2

Click on **Transaction Management** on the left hand side of the screen.

**US Bank Credit Cardholder  
Transaction Management Instructions**

This screen will appear.

**usbank** 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.

3

Click on **Transaction List**.

This screen will appear. When you click on the down arrow you will see options for Billing Cycle Dates. You will also see an option to see all open transactions as well as all of your transactions.

**[-] Card Account Summary**

Account Number:   
Account Name:

Billing Cycle Close Date: **Open**

Closed Account

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

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

4

Choose the billing cycle you need. To choose the current billing cycle, choose Open.

This screen will appear:

**[-] Card Account Summary**

Account Number:   
Account Name:

Billing Cycle Close Date: **Open**

Open Account

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

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

Records 1 - 2 of 2  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>	Pending		01/28	01/29				Ⓜ	128337973		061019141
<input type="checkbox"/>	Pending		01/28	01/29				Ⓜ	128337634		061019141

Disputed  Reallocated   Trans Detail Level

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

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You will probably need to change your accounting codes. There more than one way to do this. The quickest way is to click on the **Accounting Code** link on the far right of your screen.

## US Bank Credit Cardholder Transaction Management Instructions

This screen will appear:

Summary
Allocations
Comments
Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)		TRANSACTION COMMENTS (140)
			ORGANIZATION (4)	ACCOUNT (4)	
<input type="checkbox"/>	\$ 7.14	OR 100.00 %	0610	9141	

Search

Remove

Total Allocated: \$ 7.14 100.00 % Apply Accounting Code:  Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

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It will be necessary for you to put your transaction description in the **Transaction Comments** field. **Transaction Comments** are limited to 138 to 140 characters so abbreviations may be necessary. You can also change your organization(department) code and account (expense) codes here. If you know your code, just type it in. If you are not sure click on the magnifying glass and search.

You may also need to split your transaction. You will do this on this screen as well. Enter the amount lines you want to enter and you can either split by percentage or dollar amount.

When finished, click **Save Allocations**.

Wait several seconds and look for **Request has been successfully completed** at the top.

Click on **Transaction List** to code your next transaction.

When you are confident that all transactions have the correct information, you can approve them by checking one at a time in the select box or checking all of them. Click approve and then click on **Select Approver**. Type in **McFarland, Carol**. After a few times of checking McFarland, Carol, the system will automatically forward them. Once approved, if you realize that you need to change something, you may pull back the transaction as long as it does not say **Final Approved**.

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[-] Card Account Summary

Account Number:

Account Name:

Billing Cycle Close Date:  Search Print Account Activity

Open Account

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

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

Records 1 - 2 of 2

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		Pending	01/28	01/29				(U)	128337973		0610 9141
<input type="checkbox"/>		Pending	01/28	01/29				(U)	128337634		0610 9141

Disputed
Reallocated
(U)
(M)
Trans Detail Level

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

Records 1 - 2 of 2

Reallocate
Mass Reallocate
Approve
Pull Back

## US Bank Credit Cardholder Transaction Management Instructions

Now you are finished with your transactions. You have:

- 1) Chosen your billing cycle
- 2) Reallocated your transactions to include Transaction Comments
- 3) Approved all transactions

You can print your activity by clicking **Print Account Activity**

You may need to allow pop-ups from the site **access.usbank.com**

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**[-] Card Account Summary**

Account Number: ●  
 Account Name: \_\_\_\_\_  
 Billing Cycle Close Date: Open Search Print Account Activity

● Open Account

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

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

Records 1 - 2 of 2  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>		Pending	01/28	01/29				Ⓜ	128337973		0610 9141
<input type="checkbox"/>		Pending	01/28	01/29				Ⓜ	128337634		0610 9141

Ⓜ Disputed Ⓜ Reallocated Ⓜ Ⓜ Ⓜ Trans Detail Level

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

Make certain that you click the down arrow in the upper right hand corner and choose **Open with Adobe Acrobat**. This will ensure that your document prints at 100% of the size. See below.

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1 of 1 Automatic Zoom

**usbank**

**Cardholder Activity**

Name: \_\_\_\_\_ Account Number: \_\_\_\_\_ Cycle End Date: Open

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
01/29/2016 01/29/2016			USD 0610-9141	
01/29/2016 01/29/2016			USD 0610-9141	

Activity Totals: Purchases \$14.28, Payments \$0.00

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Opening xwlghtx.pdf

You have chosen to open:  
**xwlghtx.pdf**  
 which is: Adobe Acrobat Document (6.3 KB)  
 from: https://report.access.usbank.com

What should Firefox do with this file?

Open with **Adobe Acrobat (default)**

Save File

Do this automatically for files like this from now on.

OK Cancel

You are now ready to attach receipts, sign the report and turn it in to your supervisor.