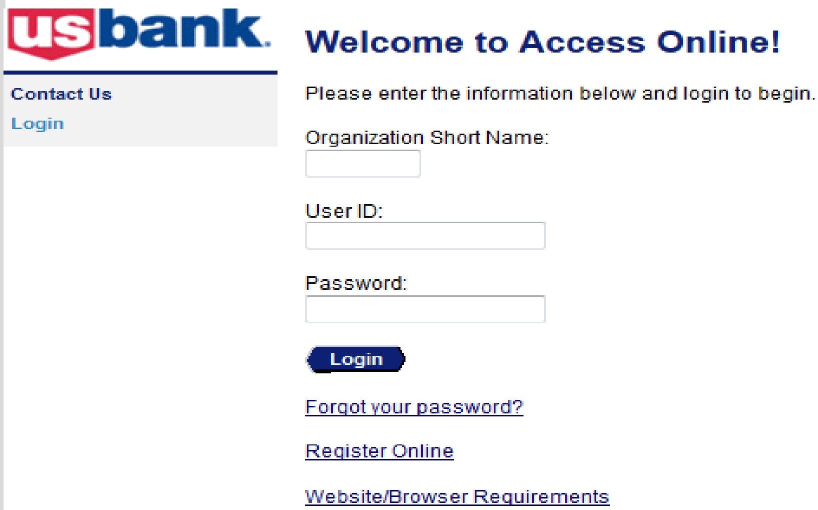
US Bank Credit Cardholder
Transaction Management Instructions

1

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



2

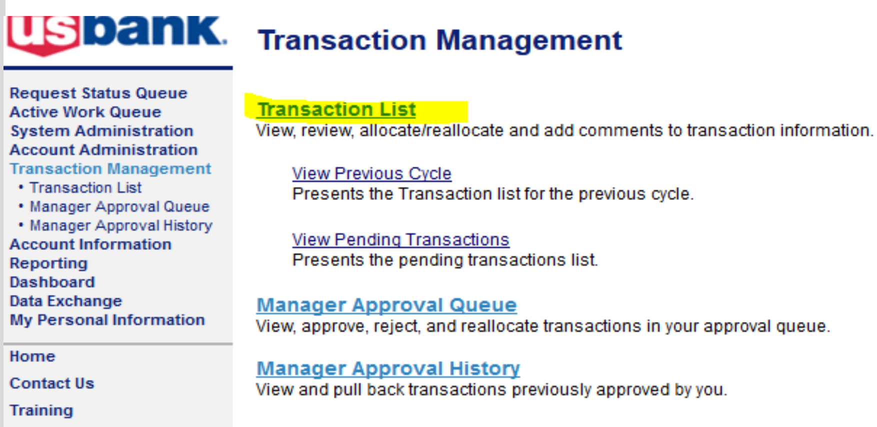
This screen will appear. It will show you:

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

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

3

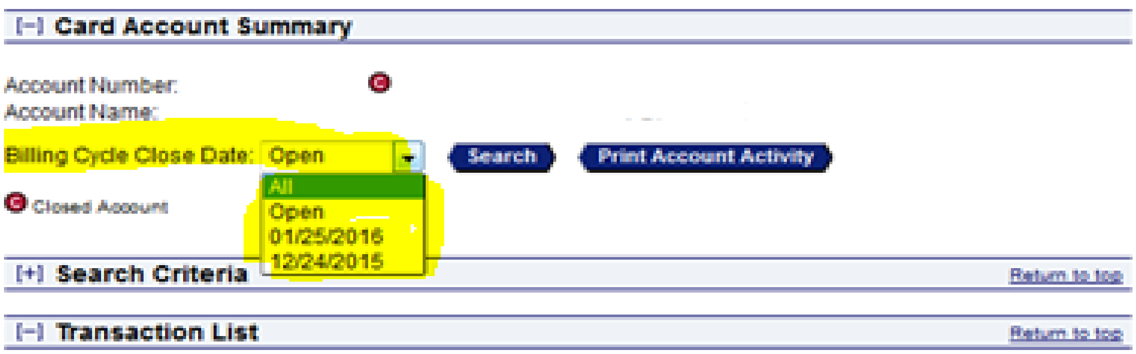
This screen will appear.



Click on **Transaction List.**

4

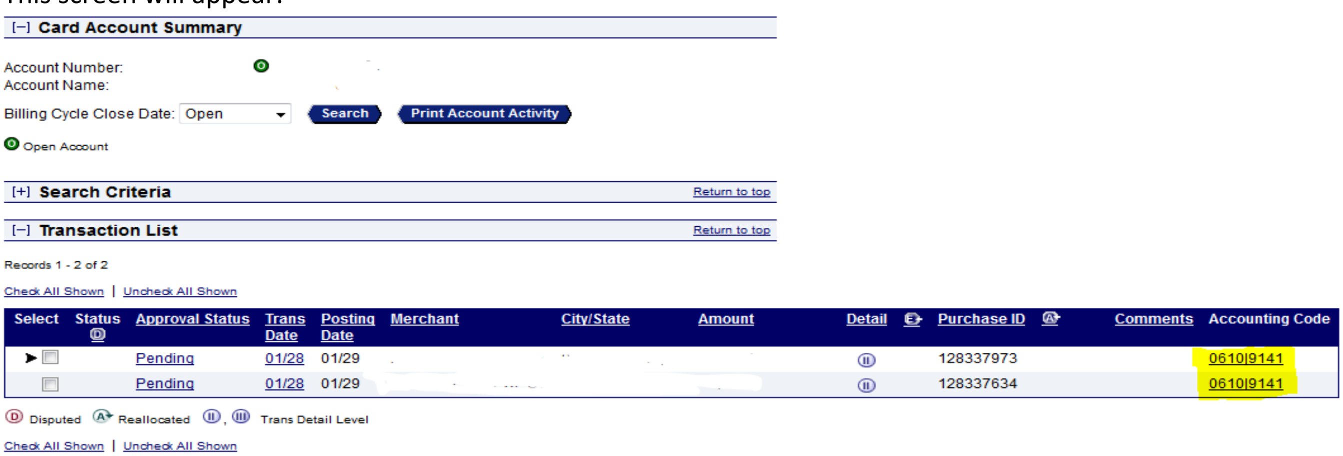
This screen will appear. When you click on the down arrow you will see options for Billing Cycle Dates. You will also see an option to see all open transactions as well as all of of your transactions.



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

5

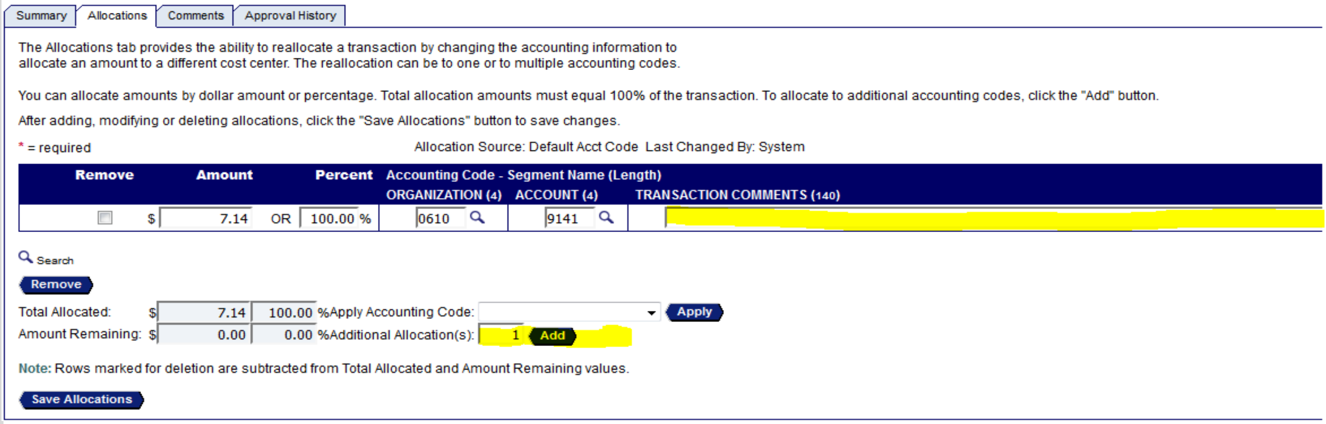
This screen will appear:



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.

6

This screen will appear:

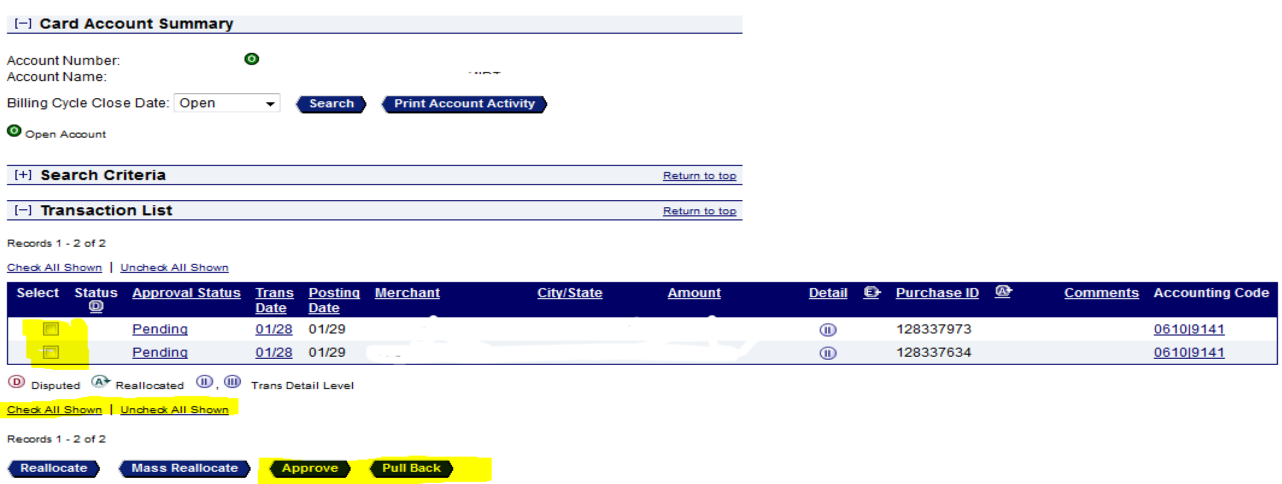


It will be necessary for you to put your transaction description in the **Transaction Comments** field.
Transaction Comments are limited to 138 to 140 characters so abbreviations may be necessary.
You can also change your organization(department) code and account (expense) codes here.
If you know your 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.

7

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.**



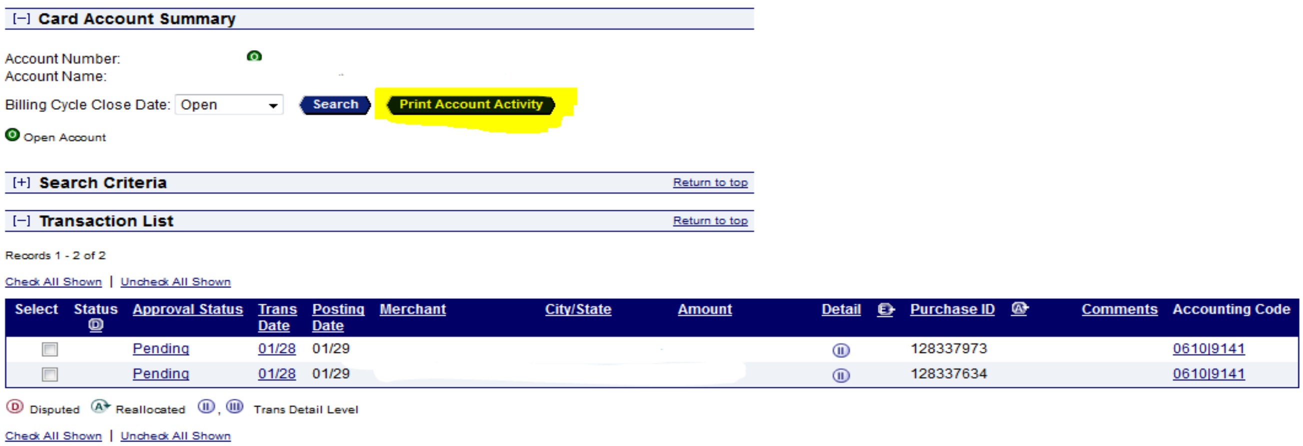
8

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

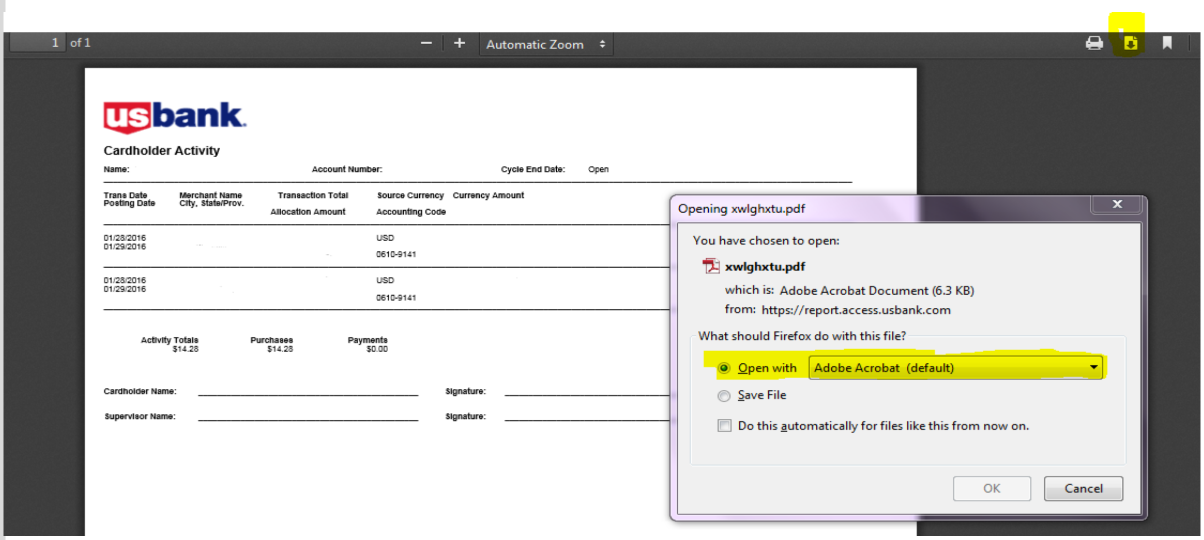
You can print your activity by clicking **Print Account Activity**

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



9

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.



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