

Access Online Training

<https://access.usbank.com>

Approver/Administrator

Approval Process

- You will receive an e-mail every week stating how many transactions are pending your approval
- Log into Access On-line and select “Manger Approval Queue”.
- Final Approve or reject transactions.

How to approve transactions



ACME56 Corporation

U.S. Bank Access® Online

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management**
- Level Expense Management
- Account Information
- Card Exchange
- Reporting
- Personal Information
- Home
- Contact Us

Select "transaction management"

Message

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ Log Out

Account Activity
Select an Account

Corporate Card
*****4624

How to approve transactions

Personal | Business | Institution / Government | About U.S. Bancorp



ACME56 Corporation

U.S. Bank Access® Online

- Request Status Queue
- Active Work Queue
- Item Administration
- Account Administration
- Transaction Management
- Managing Acct List
- Card Account List
- Transaction List
- Manager Approval Queue
- Manager Approval History
- Extract Administrator Queue
- Level Expense Management
- Account Information
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Transaction Management

★ Log Out

Product: Purchasing Card

[Switch Products](#)

Managing Account List

View summary information for all Managing and Diversion Accounts.

Card Account List

View summary information for all Cardholder Accounts.

Transaction List

View, review, allocate/reallocate and add comment to transaction information.

Manager Approval Queue

View, approve, reject, and reallocate transactions in your approval [Manager Approval Queue](#)

Manager Approval History

View and pull back transactions previously approved by you.

Extract Administrator Queue

View, mark for extract, unmark for extract, and reallocate transactions that have not been included in a GL extract.

Select "manager approval queue"

How to approve transactions

by 25 Transactions per page

Search Reset

Select the transactions you would like to approve. Reallocation can only be done on transactions on the same page.

You would like to view or modify specific transactions or accounting code link.

Pages 1 - 7 of 7

All Shown | Uncheck All Shown

Approval Status	Trans Date	Merchant	State	Amount	Detail	Account Number	Cardholder Approver	Last Approver
Pulled Back	03/05	UNITED E	651-582-3900, MN	\$130.74		...8774	Dording, Chastin	Administrator, Allen A
Pulled Back	03/05	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$218.20		...8774	Dording, Chastin	Administrator, Allen A
Pending	03/03	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$271.05		...8774	Dording, Chastin	Dording, Chastin
Pending	02/23	INDUSTRIES MN28	320-656-1111, MN	\$78.95		...8774	Tran, Ken	Tran, Ken
Pending	02/23	FOOD EQUIPMENT CO	417-881-6114, MO	\$72.90		...8774	Dording, Chastin	Dording, Chastin
Pending	02/23	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$226.00		...8774	Dording, Chastin	Dording, Chastin
Pending	02/23	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$394.46		...8774	Dording, Chastin	Dording, Chastin

allocated

All Shown | Uncheck All Shown

Pages 1 - 7 of 7

Approve Reject

Reallocate

Mass Reallocate

Approve

Check Transactions that are ready to approve and hit the "Approve" button

How to approve transactions



U.S. Bank Access® Online

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Transaction Management Approve Transaction(s)

★ Log Out

Please select an approver to forward these transactions. Click "Cancel" if you do not want to approve / forward the transactions.

* = required

Approval Action

- Approver's Name:*
- No further approval needed for these transactions

Check the "No further approval needed" box and select the "Approve" button

Summary of Transactions to be Approved

Number of Transactions: 1
Total Dollar Amount: \$772.31

How to Reject Transactions

Travel Expense Management
Account Information
Exchange
Reporting
Personal Information
Contact Us

All [dropdown] All [dropdown] All [dropdown] \$ [input]
Cardholder Approver: [All dropdown]
Last Approver: [All dropdown]
Accounting Code Validation Status: [All dropdown]
Display [25 dropdown] Transactions per page
Search **Reset**

Please select the transactions you would like to
Note: Reallocation can only be done on the selected transactions on all pages.
If you would like to view or modify specific transactions, click on the transaction date or accounting code link.

If a transaction is not ready to approve, check the transaction and click on the "Reject" button

Records 1 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	La
<input type="checkbox"/>	Pulled Back	03/05	UNITED ELE...	649 651-582-3900, MN	\$130.74		...8774	Dording, Chastin	Ad
<input type="checkbox"/>	Pulled Back	03/05	F & H FO...	EQUIPMENT CO 417-881-6114, MO	\$218.20		...8774	Dording, Chastin	Ad
<input checked="" type="checkbox"/>	Pending	03/03	F & H FO...	EQUIPMENT CO 417-881-6114, MO	\$271.05		...8774	Dording, Chastin	Do

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

Records 1 - 3 of 3
Approve **Reject** **Reallocate** **Mass Reallocate**

How to Reject Transactions

- Active Work Queue
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★ Log Out

Transaction Management

Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of Transactions: 1

Total Dollar Amount: \$271.05

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

- Incorrect accounting code allocation (Request for user to change allocation)
- Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)
- Incorrect or insufficient transaction comment information
- Incorrect or not enough user line item data
- Unauthorized / non-preferred vendor
- Incorrect order match

Other:*

Rejection Destination*

Please select the person you would like to reject these transactions to.

- Reject each transaction to its cardholder account
- Reject each transaction to its previous approver
- Reject all transactions to an approver: Travelcard, Tracy [Switch Approver](#)

Reject

Cancel

Reject Selected Transaction(s)

Select the reason you are rejecting or click other and type in the reason and return transaction to the cardholder by clicking on the "Reject" button

How to setup e-mail notification



U.S. Bank Access® Online

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- Queue Work Queue
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- Account Administration
- Transaction Management
- Level Expense Management
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- Reporting
- Personal Information**
- Password
- Contact Information
- Account Access
- Manage Favorites

My Personal Information

User ID: Pa1allocate

Password

Change your system password and be used when resetting a password.

Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- o [Email Notification](#)

Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- o [Add Accounts](#)

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Under “My personal Information”, select “E-mail Notification” which is under “Contact Information”

How to setup e-mail notification

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Email Notification

User ID: Pa1allocate

To receive an email notification, select the specific process and corresponding

* = required

Email Address: *

Allen@acme.com

Correct e-mail address if a default was setup

Email Notification

Data Exchange

Hold down the Ctrl key to make multiple selections.

All
Successful Upload
Unsuccessful Upload
Successful Download
Unsuccessful Download

Select the how often you'd like to receive notification and what day of the week

Pending Transaction Approval

Daily

Weekly: Monday

Send notification only when there are transactions to approve.

Action Pending Travel Expense Report

Daily

Weekly:

Send notification only when there is an action pending a travel expense report.

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id: