US Bank Software Training

University of Houston
Clear Lake

Overview

Online Registration

Card Activation

Notifications

Transactions – Reallocate

Reallocations (including Split Transactions)

Transaction Attachments

Card Holder Approval

Printing Transaction Detail Summary

Signatures & Upload (PS)

Online Help & Guides

Online Registration

Logging in:

Log into US Bank (Access Online)

Welcome to Access Online

---

us bank Access® Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

Forgot your password?

Register Online

Activate Your Card | Change Your PIN

Online Registration

(2)

1. Type your organization short name.
2. Specify your account number.
3. Enter the card expiration date.
4. Click **Send a Code.**

Online Registration
Account Information

Please enter the account information below and select Send a Code. We'll use your email address o
to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

| UHCL |

Account Number: *   **Account Expiration Date:**

| Card Number | Month * | Jan ∨ | Year * | 2019 ∨ |

Send a Code

<<Back to Login Page

(3)

Online Registration
Passcode

A passcode was sent to your email address on file:

c****h@acme.com

The passcode will expire in 10 minutes. You may request another p
email address doesn't look correct, please contact your organizatio

* = required

One-Time Passcode *

| |

Send me another code

Continue

Online Registration

(5)

(6)

Card Activation

Card Activation

Notifications

Expand Profile menu and select Notifications

Access Online

Need help? ⌄   Profile ⌃   Log out

Dashboard   Accounts ⌄   Transactions ⌄   Orders ⌄   Virtual payments ⌄   Reporting ⌄   Program ⌄

User settings	>	Account alerts
Account	>	Email notifications
Notifications	>	Event-driven notifications

Welcome to Access Online chhome01 Blatest
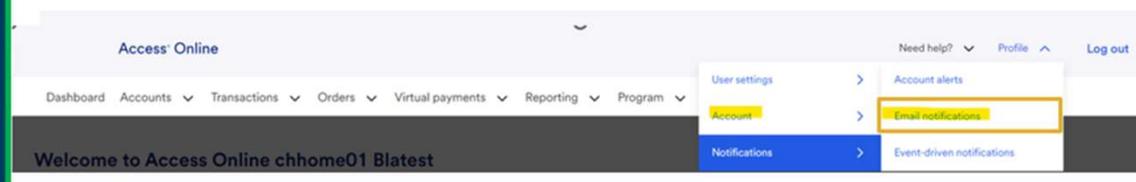
Notifications for Transaction Approvals

Notes on Notifications:

- Verify your email address!
- Although all are optional, we recommend the notifications shown here
- Be sure to click *Save* when your selections are complete

My Personal Information
Email Notification

User ID: CH1BASIC

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

* = required

Email Address: *
MAE.DOWD@ABC000.COM

☐ **Dispute Status Email Notification**
Send notification when the status of my dispute changes.

☐ **Password Expiration Email Notification**
Send notification 10 days and 3 days prior to password expiration.

☑ **Pending Cardholder's Transaction Approval**
○ Daily
◉ Weekly: Monday ⌄
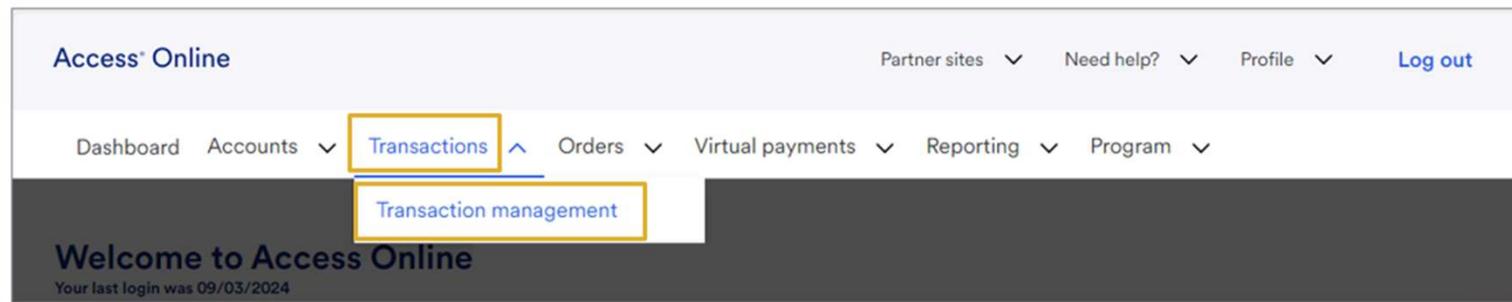
Rejected Transaction Email Notification ⓘ
☑ Send rejected transaction notifications.

Save

Transactions

From the Access Online select Transaction then Transaction Management:


Navigate to Transactions

Access® Online

Partner sites ∨   Need help? ∨   Profile ∨   Log out

Dashboard   Accounts ∨   Transactions ∧   Orders ∨   Virtual payments ∨   Reporting ∨   Program ∨

Transaction management

Welcome to Access Online
Your last login was 09/03/2024

Access the transaction list

Transaction List
View, review, allocate/reallocate and add comments to transaction

Transactions

Select: (1) Transaction List – All Transactions (2) Billing Cycle Date to view (3) Click Search
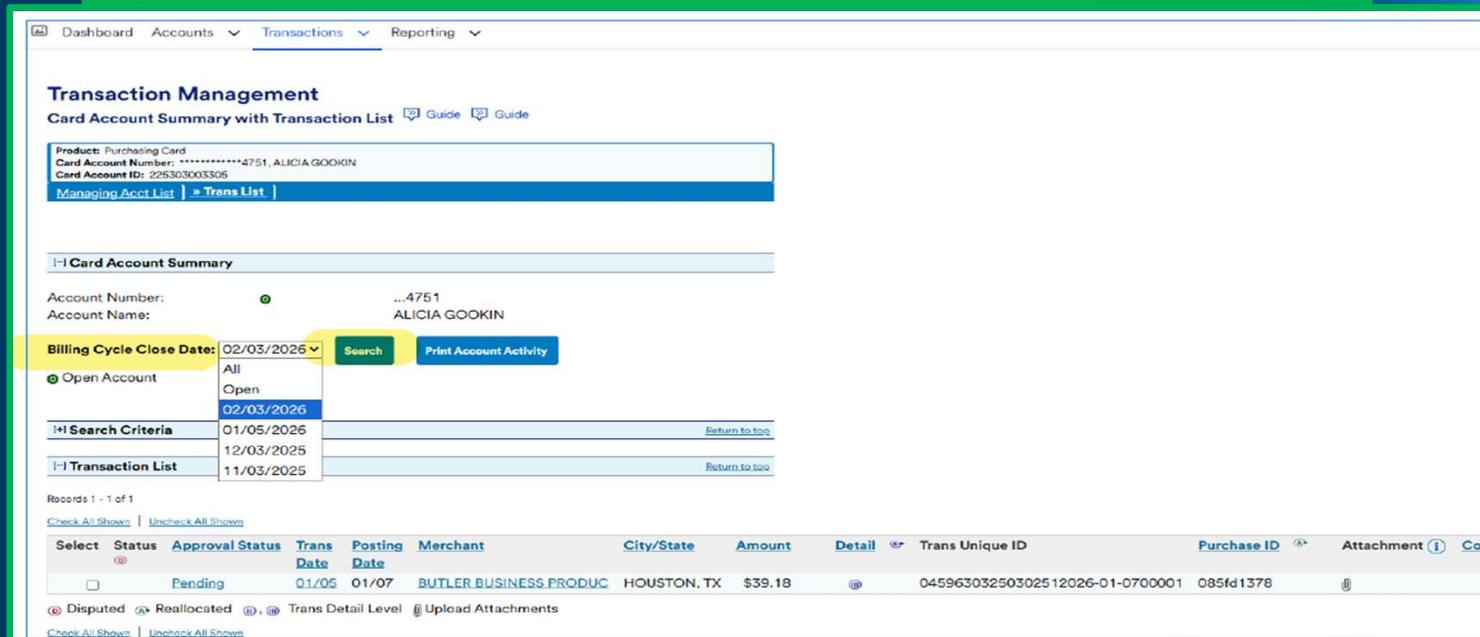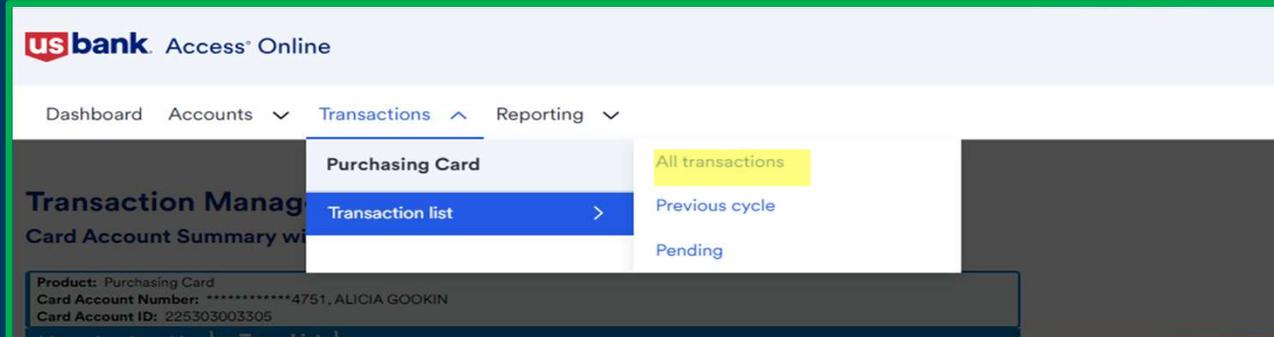
Transactions – Reallocate

Click on *Reallocate*. The Cardholders *Default Cost Center* is shown.
Make needed changes to the cost center in the editable boxes.
Changing ONLY the Speed Type *will not* auto populate the cost center.

Transactions – Reallocate

Reallocating Split Transactions

Reallocations- Comments

To add comments:

On the transaction list, click the date link in the *Trans Date* column for the transaction you want to add comments to.

[-] Transaction List								Return to top			

Records 1 - 6 of 6

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment (i)	Comments	Accounting Code
☐	Pending		01/16	01/24	112 EATERY	DALLAS, TX	$354.22		08203106188653202019-01-2400006		🖉		Add Allocation

---

Transaction detail: other tabs

Give a detailed description of the purchase using the 5 W'S (Who, What, Where, When, Why)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment (i)	Accounting Code (i)
		03/21	03/24	EL NOPALITO MEXICA	NEW BRAUNFELS, TX	10.65				71520|-27-|21-430

Disputed Matched ⚠ Exception Trans Detail Level Reallocated 🔒 Reallocation Locked

Summary | Match | Allocations | User Line Items | Comments | Approval History | Custom Fields

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To pull this transaction back from its pending approver, click "Pull Back."
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 03/21/2024
Purchase ID:
Total Amount: 10.65
Memo Post: (i) No

Sales Tax: 0.00
Freight:

Merchant
Name: EL NOPALITO MEXICA
City, State/Province: NEW BRAUNFELS, TX
Transaction Type: SALES DRAFT
Merchant Category Code (MCC): 5812
MCC Description: EATING PLACES AND

Reference Information (i)
Billing Cycle: 03/25/2024
Posting Date: 03/24/2024
Reference Number: 24224431295101056560334
Authorization Number: 030161

Most Recent Extract Dates
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 10.65

- **Transaction Line Items tab** displays line items of what was purchased if merchant sends level 3 data.

- **User Line Items tab** may display item detail if transmitted by the merchant as Level 3 data.

- **Comments tab** will also display any comment history.

- **Approval History tab** displays approvals and rejections with reason codes and user ids.

- **Custom Fields or Client Data tabs** may display if used by your organization.

Client Training | Proprietary

15

Transaction– Attachments

Transaction – Attachments

Transaction– Attachments

Add any other attachments

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
03/22	03/24	Valero 1058	Boerne, TX	$75.50

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.
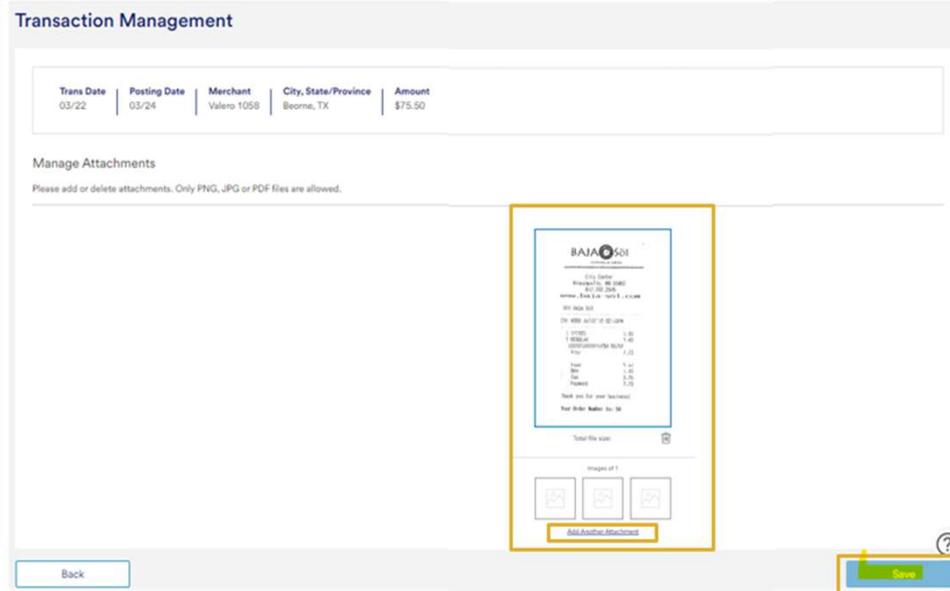
- Click the *Add Another Attachment* link under the image preview to search and select more items

- Click the trash can to delete a document

- Be sure to click the **Save** button when you are done

Add Another Attachment

Back

Save

A *PDF* icon now appears next to the paperclip to indicate the attachment has been saved

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
▶☐		Pending	01/05	01/07	BUTLER BUSINESS PRODUC	HOUSTON, TX	$39.18		04596303250302512026-01-0700001	085fd1378			00759|C0140|53900|BP2026|20

PCard Holder Approval

Printing Transaction Detail Summary

Transaction Detail 🔲 Guide

By default this report will return all results associated with blank fields, unless otherwise noted. T enter specific criteria in blank fields.

* = required

Date

◉ Cycle Close Date Range: ○ Calendar Month Range: ○ Posting Date Range: ○ Transaction [

☐ Enable Cycle Day

Start Date: (MM/DD/YYYY)   End Date: (MM/DD/YYYY)

[01/04/2026]   🔲 ▾   to   [02/03/2026]   🔲 ▾

Transactions Included

Transaction Status:
◉ Reviewed Status:

[All   ▾]

○ Approval Status:
Hold down the Ctrl key to make multiple selections.

All
Pending Cardholder Approval
Pending Manager Approval
Final Approved

Disputed Status:

[All   ▾]

Transaction Amount:

[< or = ▾] $ [   ]

Posting Type:

[All   ▾]

Payments:
◉ Exclude ○ Include

Fees:
◉ Exclude ○ Include

Additional Detail

☑ Display Transaction Custom Fields   ☑ Display Allocation Detail

☑ Display Transaction Comments   ☐ Display Merchant Data (Excel Only) ⓘ

Report Output

Output Type:

[PDF   ▾]

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

[End   ▾]

Printing Transaction Detail Summary

Signatures & Uploads (PS)

Required Signatures for Approval:

- Cost Center Manager or Supervisor
- Department CBA/DBA

Upload to PeopleSoft:

- Signed Transaction Detail Summary
- Back-up documentation

Online Help & Guides

Online Help & Guides

Reallocate ✕ 🔍

Access Online Learning Home Dashboard 🔍

Click Search Magnifying Glass

✕   ⋮

> **How to use this site**

> Getting started

> Dashboard

> Accounts and statements

> Transactions

> Orders

> Virtual payments

> Reporting

> Program

> Profile

User guides / How to use this site

How to use this site

Welcome to the Access Online user guides. Here you can find technical documentation of system functionality. We have the information organized to align with the Access Online menu options. Information at the top of each section applies to all users, and then information is categorized by the system user roles of Cardholder, Approver and Program Administrator or Agency/Organization Program Coordinator (A/OPC).

- Click an arrow beside a topic to expand the user guides for that section.
- You can open the course index at the right side of the screen and a table of contents for each guide at the right side of the screen.
- You can open the *More menu* at the top of the screen and select to print the chapter (page) or book (entire guide topic) either to a pdf to save on your computer or to a printer as a paper copy. Be aware that content changes based on system enhancements, so access the most current information from this site. To eliminate boldface thin lines (I and l) in text, in your Adobe Acrobat PDF reader, open the **menu** and select **Preferences**. Select the **Page Display** category. Under the **Rendering** section, uncheck the box for **Enhance thin lines**.

📢 Provide feedback on this site

Online Help & Guides

Home   Dashboard

Reallocate a transaction

You can reallocate the transaction to one accounting code or to multiple accounting codes. For example, if you buy office supplies for two departments, you can reallocate that transaction to be shared between the two departments, Total allocation amounts must always equal 100 percent of the transaction. You cannot leave a portion of the transaction unallocated. Your organization determines the number of days you have following cycle close to reallocate transactions. When you reallocate transa...

View this result in context - in course User guides

Introduction

You can easily use Access Online to view and manage your transactions. You can view a list of transactions for 13 months, including the current (open) billing cycle and the past 12 closed billing cycles. You can also view and modify the details of transactions. During the current cycle and for a number of days following the close of that cycle (established during program implementation), you can mark transactions as reviewed, reallocate transactions, enter line item data, and enter transactio...

View this result in context - in course User guides

Reallocation worksheet

You can use the reallocation worksheet to reallocate up to 25 transactions to multiple accounting codes on a single screen. The process works the same as using the _Reallocation_ tab except that you have the convenience of reallocating several transactions on the same screen instead of just one at a time. To use the reallocation worksheet: * On the list of transactions, select the check box for each transaction you want to reallocate. * Click the REALLOCATE button. [Transaction list with Sele...

View this result in context - in course User guides

Reallocate single transaction

To reallocate a transaction, click the ACCOUNTING CODE link for the transaction you want to reallocate. [Transaction Management: Transaction List screen.] The _Transaction Management: Detail_ screen displays with the _Allocations_ tab open. The available accounting code segments vary by user and organization. For example, your organization could use five segments and give you access to only two (e.g., general ledger expense, appropriation value). If your organization selected to display sourc...

View this result in context - in course User guides

Contacts

PCard Administrator

Pallavi Tetali

Name	**Email**	**Phone Ext**
Accounts Payable	accountspayable@uhcl.edu	2130

UHCL University of Houston Clear Lake

Thank
You.

Accounts Payable | University of Houston–Clear Lake