

US Bank Software Training



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

UHCL University of Houston
Clear Lake

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 to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

Account Number: *

Account Expiration Date:

Month * Year *

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 passcode if your email address doesn't look correct, please contact your organization.

* = required

One-Time Passcode *

[Send me another code](#)

Continue

Online Registration

(5)

The *Licensing Agreement* displays.

1. Review the licensing agreement.
2. Click the **I Accept** button.

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and Bank and supersedes all

commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

I Decline

I Accept

(6)

The screenshot shows the US Bank Access Online dashboard. At the top, there is a navigation bar with "us bank Access Online" and a menu with "Dashboard", "Accounts", "Transactions", and "Reporting". Below the navigation bar, the main content area is titled "Welcome to Access Online" with a user name and a "Guide" link. The "Message Center" section is empty. The "Corporate Card" section displays account details: Account Name, Account Unique ID, Account ID, Account #, Account Status (Open), Current Balance (\$0.00), Credit Limit, and Available Credit. To the right, the "Quick Links" section includes links for "Manage Home Page Settings", "Account Alerts", "Manage Contact Information", "Manage Email Notifications", "Run Transaction Detail Report", and "View All Statements". At the bottom, there is a footer with "us bank Access Online" and links for "Partner sites", "Need help?", "Profile", and "Log out".

Card Activation

us bank AccessSM Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*
Password:*

[Forgot your password?](#)
[Register Online](#)
[Activate Your Card](#) | [Change Your PIN](#)

Activate your card

Enter card information

Complete the fields below to activate your card.

Card number:

Expiration date
10/29
mm/yy

Work phone number:

Last four digits:



Activate your card

Check your email for a passcode.

If the card information you submitted matches what we have on file, we'll send an email to your email address on file with instructions on how to finish the process.

Contact the number on the back of your card if you don't receive an email.



Card Activation

Activate your card

Enter passcode

Enter the passcode sent to your email address.

Card number

passcode

Continue

Cancel

Activate your card

Set PIN

Enter a new 4-digit PIN number to complete the activation of your card.

New PIN

Show

Confirm PIN

Show

Save



Your card is now activated.

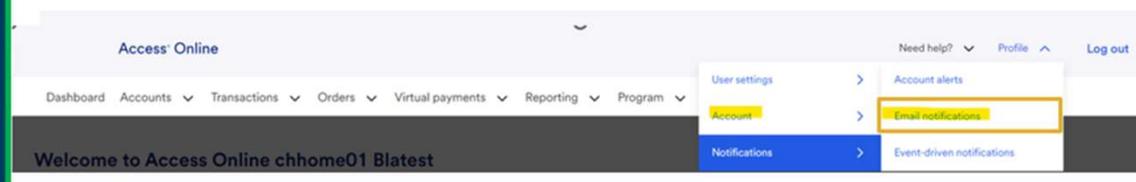
Your card can now be used for purchases.

Log in



Notifications

Expand Profile menu and select Notifications



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 ⓘ

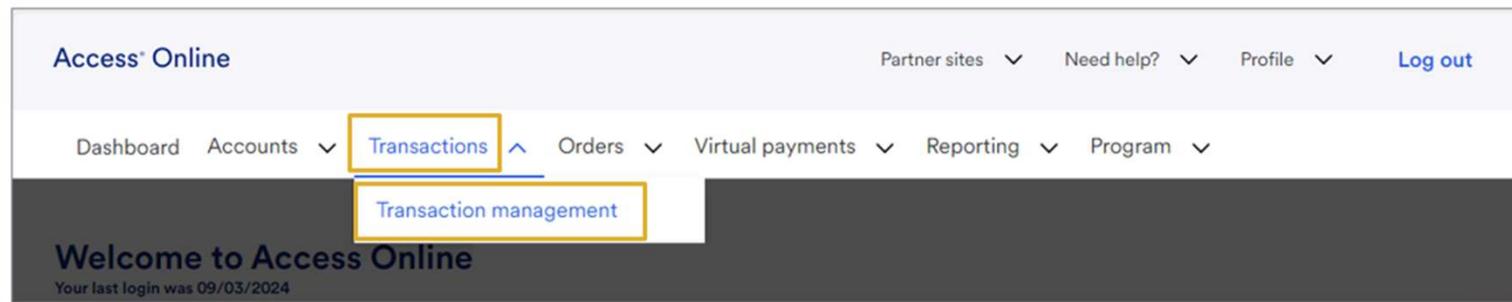
Send rejected transaction notifications.

Save

Transactions

From the Access Online select Transaction then Transaction Management:

Navigate to Transactions



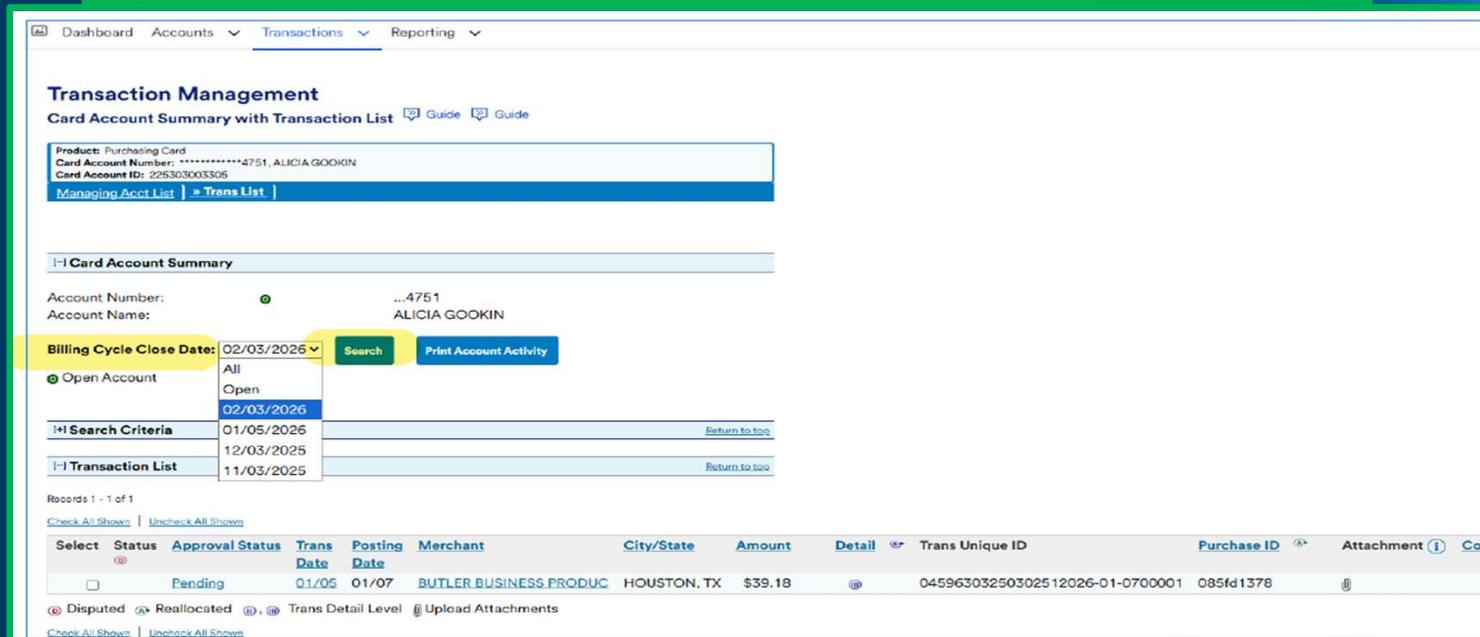
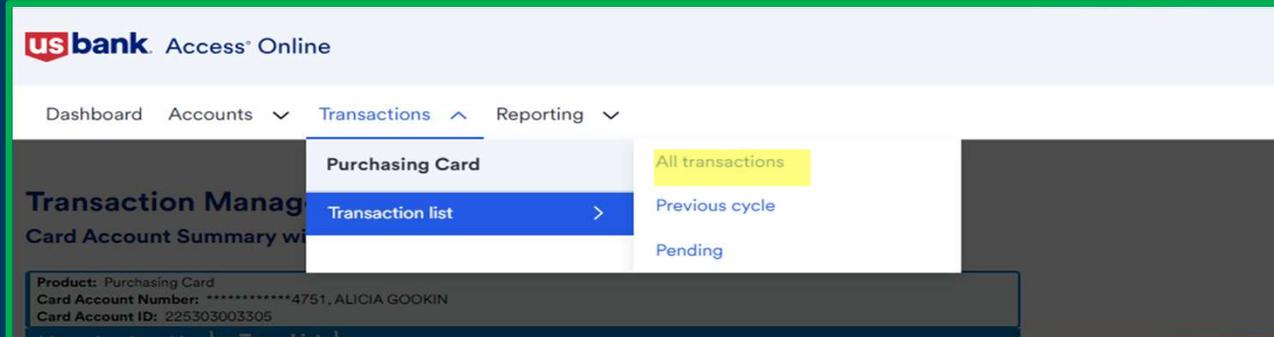
Access the transaction list

[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.

The screenshot displays a web interface for managing a credit card account. At the top, there is a 'Card Account Summary' section with fields for 'Account Number' (partially obscured by a green dot) and 'Account Name' (ALICIA GOOKIN). Below this is a 'Billing Cycle Close Date' dropdown set to '02/03/2026', with 'Search' and 'Print Account Activity' buttons. An 'Open Account' link is also present.

The 'Search Criteria' and 'Transaction List' sections are visible, each with a 'Return to top' link. The 'Transaction List' shows one record with the following details:

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input checked="" type="checkbox"/>	Pending		01/05	01/07	BUTLER BUSINESS PRODU	HOUSTON, TX	\$39.18		04596303250302512026-01-0700001	085fd1378			20102

Below the table, there are links for 'Disputed', 'Reallocated', 'Trans Detail Level', and 'Upload Attachments'. At the bottom, there are buttons for 'Reallocate', 'Mass Reallocate', 'Approve', and 'Pull Back'. The 'Reallocate' button is highlighted with a yellow box.

Transactions – Reallocate

us bank Access Online Partner sites ▾ Need help? ▾ Profile ▾ Log out

Dashboard Accounts ▾ Transactions ▾ Reporting ▾

Transaction Management

Reallocation Worksheet [Guide](#)

Product: Purchasing Card
 Card Account Number: *****4751, ALICIA GOOKIN
 Card Account ID: 225303003305

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

Budget Year field
 The BR field defaults to the current budget year.
 Ledger 5 cost centers should use GRANT instead of BR year.

BR

BP2022

GRANT

BP2022

BP2023

GRANT

Budget Reference:

BP2026

GRANT

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)															
					BUSINESS UNIT (5)	DEPARTMENT ID (5)	ACCOUNT CODE (5)	BUDGET REFERENCE (6)	FUND CODE (4)	PROGRAM (5)	PROJECT (5)	CHARTFIELD (10)								
<input type="checkbox"/>	01/05/2026	BUTLER BUSINESS PRODUC	\$39.18	Add Alloc	<input type="text"/>	<input type="text"/>	20109	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA								
					Reallocate Account Code															
					<p>Example:</p> <table style="width: 100%; text-align: center;"> <tr> <td><input type="text" value="00759"/></td> <td><input type="text" value="C0140"/></td> <td><input type="text" value="53900"/></td> <td><input type="text" value="BP2026"/></td> <td><input type="text" value="2064"/></td> <td><input type="text" value="F0985"/></td> <td><input type="text" value="NA"/></td> <td><input type="text" value="NA"/></td> </tr> </table>								<input type="text" value="00759"/>	<input type="text" value="C0140"/>	<input type="text" value="53900"/>	<input type="text" value="BP2026"/>	<input type="text" value="2064"/>	<input type="text" value="F0985"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>
<input type="text" value="00759"/>	<input type="text" value="C0140"/>	<input type="text" value="53900"/>	<input type="text" value="BP2026"/>	<input type="text" value="2064"/>	<input type="text" value="F0985"/>	<input type="text" value="NA"/>	<input type="text" value="NA"/>													

Remove Trans
Save Allocations

Reallocating Split Transactions

Split allocation

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

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: User Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			Favorite
			GL CODE (s)	COST CENTER (4)	JOB/PROJECT NUMBER (20)	
<input type="checkbox"/>	\$ 37.75	OR 50.00%	<input type="text"/> a	0060 * a	<input type="text"/>	Add as Favorite
<input type="checkbox"/>	\$ 37.75	OR 50.00%	<input type="text"/> a	0010 * a	<input type="text"/>	Add as Favorite

Q Search

Total Allocated: \$ 75.50 100.00% Apply Accounting Code:

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

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

To split allocations among two or more accounting codes, click the **Add** button to display another row. You can then divide the allocation by percent or dollar amount.

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.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>	⊕	Pending	01/16	01/24	112 EATERY	DALLAS, TX	\$354.22		06203106188653202019-01-2400006				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	Accounting Code
⊕	<input type="checkbox"/>	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		Reference Information ⓘ	
Date:	03/21/2024	Billing Cycle:	03/25/2024
Purchase ID:		Posting Date:	03/24/2024
Total Amount:	10.65	Reference Number:	24224431295101056560334
Memo Post: ⓘ	No	Authorization Number:	030161
Sales Tax:	0.00	Most Recent Extract Dates	
Freight:		Financial Extract:	
Merchant		General Ledger Extract:	
Name:	EL NOPALITO MEXICA	Payment Extract:	
City, State/Province:	NEW BRAUNFELS, TX	Currency	
Transaction Type:	SALES DRAFT	Billing Currency:	U.S. Dollar
Merchant Category Code (MCC):	5812	Source Currency:	U.S. Dollar
MCC Description:	EATING PLACES AND	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.

Transaction- Attachments

Card Account Summary with Transaction List [Guide](#) [Guide](#)

Product: Purchasing Card
Card Account Number: *****4751, ALICIA GOOKIN
Card Account ID: 225333003305
[Managing Acct List](#) | [Trans List](#)

Request has been successfully completed.

Card Account Summary

Account Number: ...4751
Account Name: ALICIA GOOKIN

Billing Cycle Close Date: 02/03/2026 [Search](#) [Print Account Activity](#)

Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 1 of 1
[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	Comments	Accounting Code
<input type="checkbox"/>	Pending		01/05	01/07	BUTLER BUSINESS PRODU	HOUSTON, TX	\$39.18		04596303250302512026-01-0700001	085fd1378			00759(C0140)539

Click Add Attachment

Attachment notes:

- You can attach a PNG, JPG, or PDF file to a transaction
- The system converts all file types to a PDF after upload
- No limit to number of attachments per transaction
- 5MB size limit for all files per transaction

Transaction Management

Trans Date	Posting Date	Merchant	City/State/Province	Amount
03/22	03/24	Wawa 1058	Burns, TX	\$75.50

Manage Attachments
Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

[Back](#) [Save](#)

Transaction – Attachments

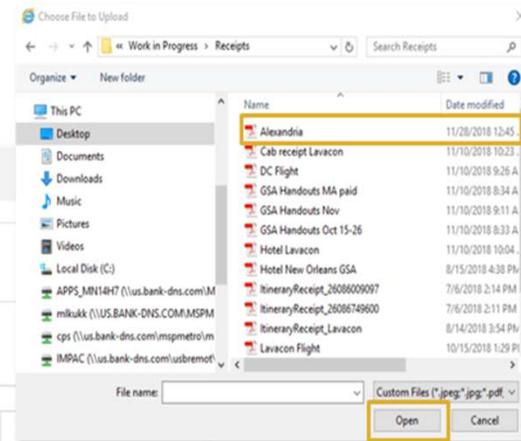
Locate your attachment

Transaction Management

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

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



Transaction- Attachments

Add any other attachments

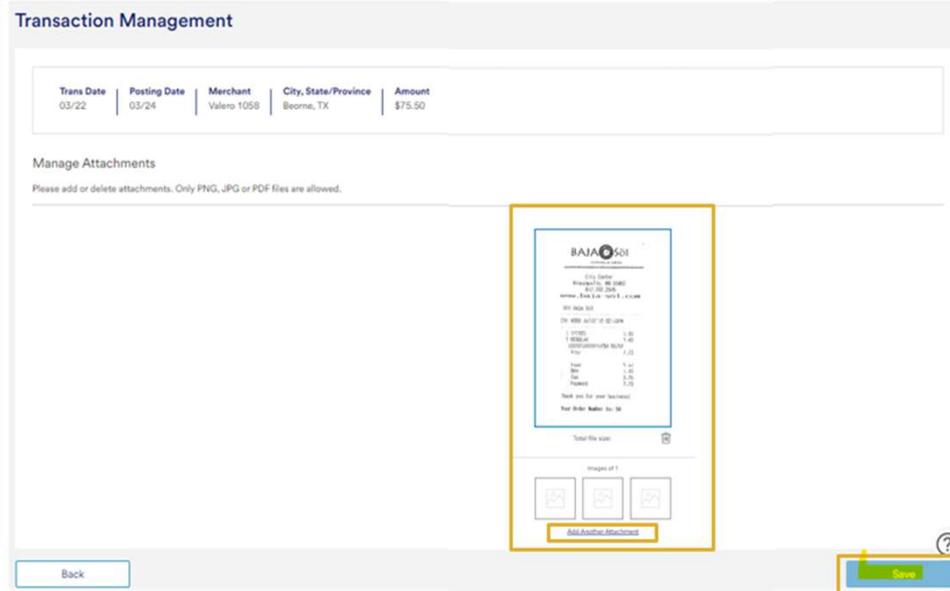
- Click the *Add Another Attachment* link under the image preview to search and select more items
- Click the trash can to delete a document
- Be sure to click the **Save** button when you are done

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.



The screenshot shows a receipt preview for BAJAJOSHI. Below the preview, there are three trash can icons for deleting attachments. A yellow box highlights the 'Add Another Attachment' link and the 'Save' button. A 'Back' button is also visible at the bottom left.

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 PRODU	HOUSTON, TX	\$39.18		04596303250302512026-01-0700001	085fd1378			007591CQ140153900IBP2026120

PCard Holder Approval

Transaction Management

Card Account Summary with Transaction List [Guide](#) [Guide](#)

Product: Purchasing Card
Card Account Number:4751, ALICIA GOOKIN
Card Account ID: 225303003305

[Managing Acct List](#) | [Trans List](#)

Your attachment updates have been saved successfully.

Card Account Summary

Account Number:4751
Account Name: ALICIA GOOKIN

Billing Cycle Close Date: 02/03/2026 [Search](#) [Print Account Activity](#)

Open Account

Search Criteria

[Return to top](#)

Transaction List

[Return to top](#)

Records 1 - 1 of 1

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment
<input checked="" type="checkbox"/>	Pending		01/05	01/07	BUTLER BUSINESS PRODUC	HOUSTON, TX	\$39.18		04596303250302512026-01-0700001	085fd1378	

[Disputed](#) [Reallocated](#) [Trans Detail Level](#) [Upload Attachments](#) [Attachment](#)

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

Records 1 - 1 of 1

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

Transaction Management

Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

* = required

Approval Action

Approver's Name:* [Select Approver](#)

No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$226.01

[Approve](#) [Cancel](#)

Printing Transaction Detail Summary

Transaction Detail [Guide](#)

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

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range

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: Approval Status:

All

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

UHCL
 Report Date: 02/12/2026

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status			
Name: ALICIA GOOKIN Account Number: **4751 Optional 1: Optional 2: Lost/Stolen Account: Replacement Account: Billing Type: Centrally Billed Account															
01/05/2026	01/07/2026	627354	5046	WHOLESALE COMMERCIAL	BUTLER BUSINESS PRODUC	TX	421750188	\$ 39.18	Memo	085fd1378	Pending Manager Approval	No			
Allocation Accounting Code Amount:		\$39.18		Allocation Accounting Code Value:		00759C014053900BP20262064F0985NA NA		00759 - C0140 - 53900 - BP2026 - 2064 - F0985 - NA NA							
Allocation Source: USER		Allocation Last Changed By: Gookin,Alicia		Comments:		Coal hook and calendar for Procurement Department; Benefit: To help personnel perform job-related tasks		BU	Dept#	Acct Code	BP	Fund Code	Prog	Project	Chartfield
Total Number of Records: 1															
Total															
								\$ 39.18							
End of Report															
Transaction Detail - Summary / gookina / 02/12/2026 15:18:28															
Manually Add Electronic and or Written Signatures															
Card Holder		<i>Alicia Gookin</i>		2/1/26											
Cost Center Manager		<i>Jane Smith</i>		2/1/26											
CBA/DBA (Department)		<i>Adam Johnson</i>		2/1/26											

Page 1

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

usbank. Access Online

Partner sites ▾ Need help? ▲ Profile

Dashboard Accounts ▾ Transactions ▾ Reporting ▾ Program ▾

User guides and training

Contact us

Message us

Welcome, LINDSEY.

Home Dashboard

Access Online Learning



Welcome to Access Online Learning. Here you will find learning resources to help you navigate your role within Access Online.

Get started by selecting your learning path below to access user guides, videos and training that will assist you in day-to-day activities.

Resources are available in English and Canadian French. To switch languages, on this *Access Online Learning* home page, open your profile icon and select **Language**. Then select English or French.

Choose your learning path



Training
Program Administrators and A/OPCs



User guides

Online Help & Guides



Access Online Learning Home Dashboard

Click Search Magnifying Glass

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 (l 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

The main content area shows a sidebar menu on the left with the following items: > How to use this site (highlighted), > Getting started, > Dashboard, > Accounts and statements, > Transactions, > Orders, > Virtual payments, > Reporting, > Program, > Profile. The main content area displays the title 'How to use this site' and a list of instructions for navigating the user guides.

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**

<u>Name</u>	<u>Email</u>	<u>Phone Ext</u>
Accounts Payable	accountspayable@uhcl.edu	2130

Thank
You.

[Accounts Payable | University of Houston-Clear Lake](#)