

## US BANK TRAVEL CARD – Guidelines for using AccessOnline

(Revised: 02/05/2013)

**US Bank Customer Service: 1-800-344-5696**

This document contains the guidelines to do the following tasks related to Travel Cards in the US Bank's Access online system:

- **Reallocation (Changing the funding string)**
- **Add transaction comments**
- **Print transactions**

1) Log on to US Bank website: <https://access.usbank.com>

- Organization Short Name: **MPLS**
- If you need assistance with your Login or Password, please contact the US Bank Customer Service.
- Under Transaction Management, select "Transaction List" and enter the last name of the cardholder.

The screenshot shows a navigation menu on the left with the following items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management (highlighted with a red border and a yellow background), Account Information, Reporting, Data Exchange, and My Personal Information. Under Transaction Management, there is a sub-item Transaction List. To the right of the menu, the page title is Transaction List. Below the title, the text reads: "View, review, allocate/reallocate and add comments to transaction information." Below this, there is a link View Previous Cycle with the text: "Presents the Transaction list for the previous cycle."

2) On this next screen (below) is where you will choose your next step.

If you need to change the funding code for a specific charge then you will do the next three steps (if you want to add a comment or print, skip to step 5):

- Select Billing Cycle "Open" and click "Search" (Changes can be made only to transactions in the open cycle").
- Check the boxes next to the transactions that you want to change the funding code (These transactions are charged to the default code for your card)
- Select "Reallocate"

Billing Cycle Close Date: Open

**Search**

**Print Account Activity**

Open Account

[+] **Search Criteria**

[Return to top](#)

[-] **Transaction List**

[Return to top](#)

Records 1 - 4 of 4

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

Select	Status 	Trans Date	Posting Date	Merchant	City/State	Amount
<input checked="" type="checkbox"/>		<a href="#">06/10</a>	06/12	HYATT HOTELS CRYSTAL CITY	888-472-2870, VA	\$1,051.60
<input type="checkbox"/>		<a href="#">06/07</a>	06/08	NFPA-REGISTRATION	888-397-6209, MA	\$1,350.00
<input checked="" type="checkbox"/>		<a href="#">06/08</a>	06/08	NATIONAL BUREAU BUSINESS	801-261-8266, NV	\$50.00
<input type="checkbox"/>		<a href="#">06/02</a>	06/04	NEHA	303-756-9090, CO	\$1,384.00

Reviewed Disputed Reallocated Trans Detail Level

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

Records 1 - 4 of 4

**Reallocate**

**Mass Reallocate**

**Change Review Status**

3) On the next screen is where you can adjust your funding code and “Save Allocations”. (If you would like to apply multiple lines of coding to a single transaction, use the “Add Alloc” feature on this section).

Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)		
				FUND (5)	DEPARTMENT (7)	ACCOUNT (6)
06/10/2012	HYATT HOTELS CRYSTAL CITY	\$1,051.60	<a href="#">Add Alloc</a>	<input type="text" value="00100"/>	<input type="text" value="8350700"/>	<input type="text" value="606000"/>
06/08/2012	NATIONAL BUREAU BUSINESS	\$50.00	<a href="#">Add Alloc</a>	<input type="text" value="00100"/>	<input type="text" value="8350700"/>	<input type="text" value="606000"/>

**Save Allocations**

4) After you have saved, you should see black arrows next to the updated transactions:

Select	Status 	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		<a href="#">06/10</a>	06/12	HYATT HOTELS CRYSTAL CITY	888-472-2870, VA	\$1,051.60
<input type="checkbox"/>		<a href="#">06/07</a>	06/08	NFPA-REGISTRATION	888-397-6209, MA	\$1,350.00
<input type="checkbox"/>		<a href="#">06/08</a>	06/08	NATIONAL BUREAU BUSINESS	801-261-8266, NV	\$50.00
<input type="checkbox"/>		<a href="#">06/02</a>	06/04	NEHA	303-756-9090, CO	\$1,384.00

5) To print or add a comment to a specific transaction, click on the Transaction date next to the charge

Select	Status ® ®	Trans Date	Posting Date	Merchant	City/State	Amount
▶ <input type="checkbox"/>		06/18	06/19	U OF M CCE NONCREDIT	612-625-4259, MN	\$750.00
<input type="checkbox"/>		06/10	06/12	HYATT HOTELS CRYSTAL CITY	888-472-2870, VA	\$1,051.60
<input type="checkbox"/>		06/07	06/08	NFPA-REGISTRATION	888-397-6209, MA	\$1,350.00
<input type="checkbox"/>		06/08	06/08	NATIONAL BUREAU BUSINESS	801-261-8266, NV	\$50.00
<input type="checkbox"/>		06/02	06/04	NEHA	303-756-9090, CO	\$1,384.00

To print, select "Print Transaction" and it will make a PDF file for you to print and/or save.

Summary

Allocations

Tax Data

Comments

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.  
To initiate a dispute, click the "Dispute" button.

<p><b>Transaction</b></p> <p>Date: 06/18/2012 Purchase ID: 63302566 Total Amount: 750.00 Memo Post: Yes</p> <p>Sales Tax: 0.00 Freight:</p> <p><b>Merchant</b></p> <p>Name: U OF M CCE NONCREDIT City, State/Province: 612-625-4259, MN Transaction Type: SALES DRAFT MCC Code: 8220 MCC Description: COLLEGES, UNIVERSITIES</p>	<p><b>Reference Information</b></p> <p>Billing Cycle: Open Posting Date: 06/19/2012 Reference Number: 24266572171200633025669 Authorization Number: 025267</p> <p><b>Extract Date(s)</b></p> <p>Most Recent Standard Financial Extract: General Ledger Extract: Payment Extract:</p> <p><b>Currency</b></p> <p>Billing Currency: U.S. Dollar Source Currency: U.S. Dollar Source Currency Amt: 750.00</p>
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Mark as Reviewed

Print Transaction

To add a comment to a specific transaction, go to the "comments" tab (shown below)

Summary Allocations Tax Data **Comments**

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.  
To initiate a dispute, click the "Dispute" button.

<b>Transaction</b>		<b>Reference Information</b>
Date:	06/18/2012	Billing Cycle: Open
Purchase ID:	63302566	Posting Date: 06/19/2012
Total Amount:	750.00	Reference Number: 24266572171200633025669
Memo Post:	Yes	Authorization Number: 025267
Sales Tax:	0.00	<b>Extract Date(s)</b>
Freight:		Most Recent Standard
<b>Merchant</b>		Financial Extract:
Name:	U OF M CCE NONCREDIT	General Ledger Extract:
City, State/Province:	612-625-4259, MN	Payment Extract:
Transaction Type:	SALES DRAFT	<b>Currency</b>
MCC Code:	8220	Billing Currency: U.S. Dollar
MCC Description:	COLLEGES, UNIVERSITIES	Source Currency: U.S. Dollar
		Source Currency Amt: 750.00

**Mark as Reviewed** **Print Transaction**

Enter a comment about the transaction (name of the traveler, purpose of travel/name of the conference, etc.) and save.

Summary Allocations Tax Data **Comments**

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

**Comments**

**Save Comments**

If you have questions or need additional help, please contact Crystal Vandenberg at 673-2806.