

usbank. Access® Online

P-Card User Guide

Table of Contents

1. Important Changes.....	3
2. Using This Document.....	5
3. Logging in to Access Online.....	6
4. Landing Page: General Information.....	7
5. Transaction Management.....	8
6. Approving Transactions: Cardholder.....	22
7. Allocating for Different Cardholder.....	24
8. Approving Transactions: Final Approver.....	27

Important Changes

All banks have their own procedures, systems, and terminology. Everyone should be aware of the following changes that come along with our transition to US Bank for P-card services.

Wells Fargo P-cards	US Bank P-cards
<ul style="list-style-type: none"> • Cycles are based on calendar months. • Charges must be reconciled within 5 days after the end of the calendar month and approved no more than 3 days later. 	<ul style="list-style-type: none"> • Cycles begin on the 26th of each month and end on the 25th of the following month. • All transactions must be reconciled by the last day of the calendar month and approved no more than 3 days later.
<ul style="list-style-type: none"> • Process is <u>statement</u> based: Monthly statements are submitted for approval and approved once per month. 	<ul style="list-style-type: none"> • Process is <u>transaction</u> based: Individual transactions are submitted for approval and individual transactions are approved.
<ul style="list-style-type: none"> • Cardholders must wait until the end of the month to submit their statements for approval. 	<ul style="list-style-type: none"> • Cardholders can submit transactions for approval at any time during the month and transactions may be approved at any time during the month.
<ul style="list-style-type: none"> • Each transaction must be assigned to a GL separately. 	<ul style="list-style-type: none"> • Transactions that will have the same GL# can be mass allocated.
<ul style="list-style-type: none"> • Transactions can be split by dollar amount. 	<ul style="list-style-type: none"> • Transactions can be split by dollar amount or percentage of transaction amount.
<ul style="list-style-type: none"> • Once statements are submitted for approval, changes cannot be made. 	<ul style="list-style-type: none"> • When transactions are submitted for approval, they can be pulled back if they have not been final approved yet.

Important Changes - continued

All banks have their own procedures, systems, and terminology. Everyone should be aware of the following changes that come along with our transition to US Bank for P-card services.

Wells Fargo P-cards	US Bank P-cards
<ul style="list-style-type: none">• Terminology: Assigning GL#'s to transaction is called reconciling and is done a reconciler.	<ul style="list-style-type: none">• Terminology: Assigning GL#'s to transaction is called allocating and is done by an allocator.
<ul style="list-style-type: none">• Terminology: Transactions default to pre-determined GL#'s and are reconciled by cardholders.	<ul style="list-style-type: none">• Terminology: Transactions default to pre-determined GL#'s and are reallocated by cardholders.
<ul style="list-style-type: none">• Terminology: After statements are reconciled by cardholders, they are submitted for approval and approved.	<p>Terminology: After transactions are allocated by cardholders, they are approved by the cardholder and routed to a second level approver to be final approved.</p>

Using This Document

Throughout this document:

Green boxes are used to depict required actions.

Blues boxes are used to provide information.

Scope:

The purpose of this document is to cover the basic steps of the processes most commonly used. Detailed information will be provided in separate documentation.

Screen shots:

Due to the large amount on information on some of the screens, boxes are used to enlarge sections of the screen to call out certain details. See example below:

usbank Access Online

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****0510, KATHRYN KANTERMAN
Card Account ID: 719194000884

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyme		10 5320400PURCHASING 61051 1
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		10 5320400PURCHASING 61051 1
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		10 5320400PURCHASING 61051 1
<input type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		10 5320400PURCHASING 61051 1
<input type="checkbox"/>	Pending		07/10	07/11	ACUMS	207-725-3534, ME	\$35.00		03757184190028432019-07-1100001	07820002		10 5320400PURCHASING 61051 1

Records 1 - 5 of 5

Reallocate Mass Reallocate Approve Pull Back

Logging in to Access Online

- Using [Internet Explorer](http://access.usbank.com) go to: <http://access.usbank.com>
- In the login screen, only your password is case sensitive:

**** Do not use Google Chrome or other browsers.**

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*



RWU or rwu

User ID:*



KANTK521 or kantk521

Password:*



- Case sensitive
- Note: your password will auto-fill after your first log-in

Login

[Forgot your password?](#)



- You can reset your own password if you forget it.
- If you are locked out, contact Kathy Kanterman at x3531

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

Login

Authentication Question

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

* = required

User ID: KKANTERMAN

Organization Short Name: RWU

- You may be prompted to answer one of your security questions when you log in
- Answers are NOT case sensitive

In what city does your nearest sibling live? *



Continue

Landing Page: General Information

When you log into Access Online, your Home page will have an overview of your account information.

usbank Access[®] Online

Chat With Us Log Out

Welcome to Access Online Kathryn Kanterman
Your last login was 08/21/2019

Message Center
[Message\(s\) from Access Online](#)

One Card Switch Account

Account Name: KATHRYN KANTERMAN
Account Unique ID: 0375-7184-1900-2843
Account ID: 719184000884
Account #: **0518
Account Status: Open

Statement Balance: \$35.00 [View Current Statement](#)
Billing Cycle Close Date: 07/25/2019

Current Balance: \$3,365.00
Credit Limit: \$20,000.00
Available Credit: \$16,635.00

This information is updated as of the previous business day and may not reflect pending account activity.

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/19	MIDLAND SCIENTIFIC INC	\$355.06
08/19	STOP & SHOP 0723	\$8.45
08/19	STOP & SHOP 0723	\$81.57
08/19	WAL-MART #3560	\$22.62
07/11	ACUMS	\$85.00

Current balance, total credit limit, and available credit are displayed here.

If you have transactions, the most recent 10 will be displayed here.

When spending limits are changed, they are not updated immediately on the website, however, they go into effect immediately on your card.

Transaction Management: Allocating Your Purchases

To begin allocating your transactions, select **Transaction Management** from your Home page.

NOTE: Access Online uses the term “allocate” instead of “reconcile”.

Transaction Management

usbank Access[®] Online Chat With Us Log Out

Welcome to Access Online Kathryn Kanterman
Your last login was 08/21/2019

Language Selection:
American English

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

Message Center
[Message\(s\) from Access Online](#)

One Card **Switch Account**

Account Name: KATHRYN KANTERMAN
Account Unique ID: ⓘ 0375-7184-1900-2843
Account ID: 719184000884
Account #: **0518
Account Status: Open

Statement Balance: \$35.00 [View Current Statement](#)
Billing Cycle Close Date: 07/25/2019

Current Balance: \$3,365.00
Credit Limit: \$20,000.00
Available Credit: \$16,635.00

This information is updated as of the previous business day and may not reflect pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/19	MIDLAND SCIENTIFIC INC	\$355.06
08/19	STOP & SHOP 0723	\$8.45
08/19	STOP & SHOP 0723	\$81.57
08/19	WAL-MART #3560	\$22.62
07/11	ACUMS	\$35.00

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Transaction Management: Allocating Your Purchases

Select Transaction List

usbank Access[®] Online

Chat With Us Log Out

Transaction Management

- Transaction List
- Account Information
- Reporting
- My Personal Information

Transaction Management

[Transaction List](#)
View, review, allocate/reallocate and add comments to transaction information.

Home

Contact Us [View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

Training [View Pending Transactions](#)
Presents the pending transactions list.

Transaction allocation is done from the screen below. Continue to the next page for additional information and instructions.

usbank Access[®] Online

Chat With Us Log Out

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****0518, KATHRYN KANTERMAN [Switch Accounts](#)

Card Account ID: 719194000884

[Trans List](#)

Card Account Summary

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 5 of 5

[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	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyme		1015320400PURCHASING6105111
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		1015320400PURCHASING6105111
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		1015320400PURCHASING6105111
<input type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		1015320400PURCHASING6105111
<input type="checkbox"/>	Pending		07/10	07/11	ACUMS	207-725-3534, ME	\$35.00		03757184190028432019-07-1100001	07820002		

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

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

Records 1 - 5 of 5

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

Transaction Management: Allocating Your Purchases

All transactions are allocated to your default GL number.

Accounting Code ⓘ

10|5320400PURCHASING|61051|1
 10|5320400PURCHASING|61051|1
 10|5320400PURCHASING|61051|1
 10|5320400PURCHASING|61051|1

To begin the allocation process, check the box of the transaction you wish to allocate.

Any column can be sorted by clicking on the column heading.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input checked="" type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57
<input type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62

Transaction Management: Fund

Transaction Management Reallocation Worksheet

Card Account Number: *****0518, KATHRYN KANTERMAN [Search Accounts](#)
Card Account ID: 719184000884

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

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	UNIT CODE (s)	OBJECT CODE (i)	LOCATION (i)	BUSINESS PURPOSE (s)
<input type="checkbox"/>	08/17/2019	MIDLAND SCIENTIFIC INC	\$355.06	Add Alloc	10	5320400 PURCHASING	61051	1	

Search

[Remove Trans](#) [Save Allocations](#)

[Back to Transaction List](#)

Accounting Code

FUND (2)

- Your default GL Fund will be here. If you want to use that fund, you don't need to do anything.

- If you want to change it, you can key in a fund or search for a different one.
- To search for a different fund, delete the default fund and click the magnifying glass.

Reallocation Worksheet Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

FUND (2)

Value:

Description:

Search Type:

Display Values per page

[Search](#)

Select a valid value from the results list below.

Records 1 - 7 of 7

	FUND	Value Description
Select	10	Unrestr Fund
Select	12	Unrestr - Current Restricted
Select	13	Unrestr - Agency
Select	14	Unrestr - Loan Funds
Select	16	Unrestr - Plant
Select	20	Temp Restr - General
Select	25	Tem Restr - Temp Spendable

Records 1 - 7 of 7

[Back to Reallocation Worksheet](#)

- This page will display all existing funds.

- Click [Select](#) for the fund you want to use.
- You will be returned to the prior screen.

- Always use the [Back to Reallocation Worksheet](#) link to go back if you are not making a selection.

Transaction Management: Unit Code

Transaction Management Reallocation Worksheet

Card Account Number: *****0518, KATHRYN KANTERMAN [Search Accounts](#)
 Card Account ID: 719184000884

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

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)	UNIT CODE (55)	OBJECT CODE (4)	LOCATION (4)	BUSINESS PURPOSE (50)
<input type="checkbox"/>	08/17/2019	MIDLAND SCIENTIFIC INC	\$355.06	Add Alloc	10	5320400 PURCHASING	61051	1	

Search:

[Remove Trans](#) [Save Allocations](#)

[Back to Transaction List](#)

• Your default GL Unit Code will be here. If you want to use that unit code, you don't need to do anything.

• If you want to change it, you can key in a unit code or search for a different one.
 • To search for a different unit code, delete the default unit code and click the magnifying glass.

Accounting Code - Segment Name (Length)
 UNIT CODE (55)
 5320400 PURCHASING [Delete](#)

Reallocation Worksheet Search & Select Valid Value

The values of the segments listed below have an interdependent relationship which requires them to be selected at the same time. Enter full or partial segment values, segment value descriptions, or leave blank to view all valid combinations. Then click the "Search" button.

UNIT CODE (55)	UNIQUE ID (8)
Value: <input type="text"/>	KANTK671
Description: <input type="text"/>	<input type="text"/>
Search Type: <input type="text" value="Begins with"/>	<input type="text" value="Contains"/>

Display Values per page

[Search](#)

Select a valid value from the results list below.

Records 1 - 8 of 8

Segment Value	Segment Value Description
UNIT CODE	UNIQUE ID
Select 5320400 PURCHASING	KANTK671
Select 1220100 INSTRUCTION	KANTK671
Select 3209600 ORIENTATION	KANTK671
Select 2234690 ANGELL FOUNDATION/MYSTIC	KANTK671
Select 6350100 FAC.MGT.	KANTK671
Select 8255027 HAWKS HERALD	KANTK671

This page will display all unit codes that you may use.

• Click Select for the unit code you want to use.
 • You will be returned to the prior screen.

Transaction Management: Object Code

Transaction Management Reallocation Worksheet

Card Account Number: *****0518, KATHRYN KANTERMAN [Search Accounts](#)
 Card Account ID: 719184000884

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

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)			OBJECT CODE (5)	LOCATION (1)	BUSINESS PURPOSE (6)
					FUND (1)	UNIT CODE (5)				
<input type="checkbox"/>	08/17/2019	MIDLAND SCIENTIFIC INC	\$355.06	Add Alloc	10	5320400 PURCHASING	61051	1		

Search:

[Remove Trans](#) [Save Allocations](#)

[Back to Transaction List](#)

- The P-card default Object Code will be here. You must reallocate to a different object code.
- To change it, you can key in an object code or search for a different one.
- To search for a different object code, delete the default object code and click the magnifying glass.

OBJECT CODE (5)

Reallocation Worksheet Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

OBJECT CODE (5)

Value:

Description:

Search Type:

Display Values per page

[Search](#)

Select a valid value from the results list below.

Records 1 - 25 of 652
 Page: 1 | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [>>](#) | [last](#)

	OBJECT CODE	Value Description
Select	61001	Office Supplies
Select	61002	Photocopying
Select	61003	Postage
Select	61006	Dues & Subscriptions
Select	61008	Outside Printing

(continued)

- This page will display all existing object codes.
- The list will be very long. See next page for instructions on filtering the list.

Transaction Management: Object Code - continued

There are approximately 500 Object Codes in Access Online so you will need to use the search function to narrow your selection.

Reallocation Worksheet

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

OBJECT CODE (5)

Value:

Description:

Search Type:

Display Values per page

Select a valid value from the results list below.

Records 1 - 5 of 5

	OBJECT CODE	Value	Description
Select	62000		Travel - General
Select	62001		Travel-Mileage
Select	62010		Motor Vehicle Fuel
Select	62012		Travel - Honors Program
Select	62005		Travel - Government

• You can search using part of the object code value, or part of the description.

Reallocation Worksheet

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

OBJECT CODE (5)

Value:

Description:

Search Type:

Display Values per page

Select a valid value from the results list below.

Records 1 - 7 of 7

	OBJECT CODE	Value	Description
Select	60011		Per Diem Athletic Trainer
Select	61310		Athletic Supplies
Select	66310		Athletic Field Repairs
Select	62904		Athletic Recruitment
Select	66210		Athletic rentals
Select	60017		Game Officials - Athletics
Select	16877		New Athletic Field 2006

• Note that there is a drop down with the selections "Begins with" and "Contains".

• Click Select for the object code you want to use.
• You will be returned to the prior screen.

Transaction Management: Location

Transaction Management Reallocation Worksheet

Card Account Number: *****0518, KATHRYN KANTERMAN [Switch Accounts](#)
Card Account ID: 719184000884

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

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)		OBJECT CODE (i)	LOCATION (i)	BUSINESS PURPOSE (o)
					FUND (i)	UNIT CODE (s)			
<input type="checkbox"/>	08/17/2019	MIDLAND SCIENTIFIC INC	\$355.06	Add Alloc	10	5320400 PURCHASING	61051	1	

Search

[Remove Trans](#) [Save Allocations](#)

[Back to Transaction List](#)

- Your default Location will be here.
- There are only two selections for locations:
 - 1 - University
 - 2- Law School

LOCATION (i)

1

Transaction Management: Business Purpose

Transaction Management Reallocation Worksheet

Card Account Number: *****0518, KATHRYN KANTERMAN [Switch Accounts](#)
Card Account ID: 719184000884

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

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)		OBJECT CODE (i)	LOCATION (i)	BUSINESS PURPOSE (50)
					FUND (i)	UNIT CODE (5i)			
<input type="checkbox"/>	08/17/2019	MIDLAND SCIENTIFIC INC	\$355.06	Add Alloc	10	5320400 PURCHASING	61051	1	

q Search

[Remove Trans](#) [Save Allocations](#)

[Back to Transaction List](#)

- The last field to populate is Business Purpose.
- The maximum number of characters is 50.

BUSINESS PURPOSE (50)
<input type="text"/>

Remove Trans	Trans Date	Merchant
<input type="checkbox"/>	08/17/2019	MIDLAND SCIENTIFIC INC

q Search

[Remove Trans](#) [Save Allocations](#)

- When all fields are completed, select "Save Allocations"

Transaction Management: Saved Allocations

After you save your allocations, you will be returned to the Card Account Summary with Transaction List screen

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0518, KATHRYN KANTERMAN [Switch Accounts](#)
Card Account ID: 719184000884
[Trans List](#)

Card Account Summary

Account Number: .0518
Account Name: KATHRYN KANTERMAN

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	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending	Pending	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyne		10 5320400PURCHASING 61250 1 Labsupplies
<input type="checkbox"/>	Pending	Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		10 5320400PURCHASING 61051 1
<input type="checkbox"/>	Pending	Pending	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		10 5320400PURCHASING 61051 1
<input type="checkbox"/>	Pending	Pending	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		10 5320400PURCHASING 61051 1

[Disputed](#) [Reallocate](#) [Trans Detail Level](#) [Upload Attachments](#)

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

Records 1 - 4 of 4
[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

Accounting Code ⓘ

[10|5320400PURCHASING|61250|1|Labsupplies](#)

[10|5320400PURCHASING|61051|1](#)

[10|5320400PURCHASING|61051|1](#)

[10|5320400PURCHASING|61051|1](#)

Approval Status

[Pending](#)

[Pending](#)

[Pending](#)

[Pending](#)

Approval Status will still show as Pending even after the transaction is allocated.

It is apparent which transactions have been allocated based on the GL number and description in the Accounting Code column on the right.

Transaction Management: Mass Allocations

Multiple transactions that will be allocated to the same GL number can be done in one allocation.

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0518, KATHRYN KANTERMAN
Card Account ID: 719184000884

[-] Card Account Summary

Account Number: ...0518
Account Name: KATHRYN KANTERMAN

Billing Cycle Close Date: Open

[-] Search Criteria

[-] Transaction List

Records 1 - 4 of 4

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC, INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyne		10 5320400 PURCHASING 61250 1 Labsupplies
<input checked="" type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		10 5320400 PURCHASING 61051 1
<input checked="" type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		10 5320400 PURCHASING 61051 1
<input checked="" type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		10 5320400 PURCHASING 61051 1

[-] Disputed [-] Reallocated [-] Trans Detail Level [-] Upload Attachments

[-] Check All Show [-] Uncheck All Show

Records 1 - 4 of 4

[-] Reallocate [-] Mass Reallocate [-] Approve [-] Pull Back

Check the boxes of the transactions that will be allocated to the same GL #'s.

Select "Mass Reallocate"

Complete all the fields with GL Fund, Unit Code, Object Code, Location & Business Purpose. (Same as allocating single transactions.)

Alloc % Accounting Code - Segment Name (Length)

FUND(z)	UNIT CODE(ss)	OBJECT CODE(s)	LOCATION(t)	BUSINESS PURPOSE(s)	
0.00 %	10	5320400	61001	1	Mass allocation example

Search

Total Allocated: 0.00 % Additional Allocation(s): 1 Add

[-] Save Allocations

Click Save Allocations

When you save the allocations, you will see that all of the transactions have the same GL# and Business Purpose.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC, INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyne		10 5320400 PURCHASING 61250 1 Labsupplies
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		10 5320400 PURCHASING 61001 1 Massallocationexample
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		10 5320400 PURCHASING 61001 1 Massallocationexample
<input type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		10 5320400 PURCHASING 61001 1 Massallocationexample

[-] Disputed [-] Reallocated [-] Trans Detail Level [-] Upload Attachments

[-] Check All Show [-] Uncheck All Show

Records 1 - 4 of 4

[-] Reallocate [-] Mass Reallocate [-] Approve [-] Pull Back

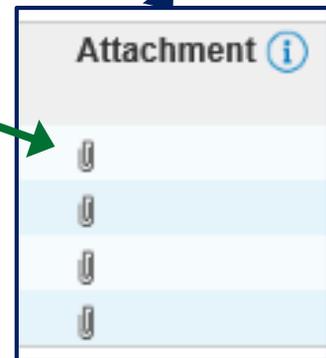
Transaction Management: Attaching Receipts

In order to upload receipts in Access Online, you will need to save your receipts in a folder in Windows Explorer before beginning this process.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyne		1015320400PURCHASINGI6125011 Labsupplies
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		1015320400PURCHASINGI610011 Massallocationexample
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		1015320400PURCHASINGI610011 Massallocationexample
<input type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		1015320400PURCHASINGI610011 Massallocationexample

Disputed Reallocated Trans Detail Level Upload Attachments
Check All Show Uncheck All Show
Records 1 - 4 of 4
Reallocate Mass Reallocate Approve Pull Back

Click on the paper clip in the Attachment column for the transaction that you are attaching the receipt to.



The next screen shows the details of the transaction you selected.

Transaction Management

Trans Date	Posting Date	Merchant	City, State/Province	Amount
08/17	08/19	Midland Scientific Inc	800-6425263, NE	\$355.06

Manage Attachments

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

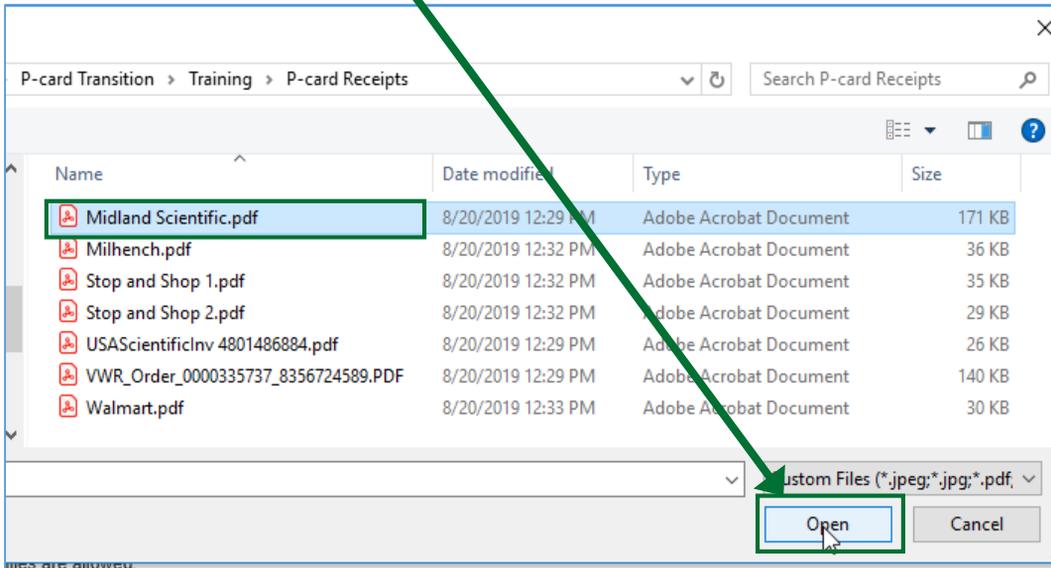


Add Attachment

Clicking on Add Attachment will open up Windows Explorer

Transaction Management: Attaching Receipts - continued

“Open” the receipt for the transaction you selected.



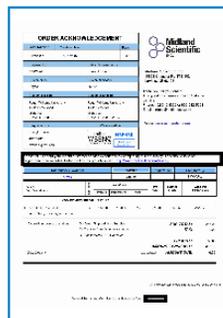
Transaction Management

You will be returned to the Transaction Management screen and a preview of your receipt will be displayed.

Manage Attachments

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

Only PNG, JPG, or PDF files are allowed.



0.28MB

Image 1 of 1



[Add Another Attachment](#)

Click on “Save”

Back

Save

Transaction Management: Attaching Receipts - continued

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0518, KATHRYN KANTERMAN [Switch Accounts](#)
Card Account ID: 719184000884
[Trans List](#)

Your attachment updates have been saved successfully.

Card Account Summary

Account Number: 0518
Account Name: KATHRYN KANTERMAN

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	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyne		1015320400PURCHASINGI6125011Labsupplies
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		1015320400PURCHASINGI6100111Massallocationexample
<input type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		1015320400PURCHASINGI6100111Massallocationexample
<input type="checkbox"/>	Pending		08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		1015320400PURCHASINGI6100111Massallocationexample

Disputed Reallocated Trans Detail Level Upload Attachments Attachment

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

Records 1 - 4 of 4

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

The attachment is indicated by the icon next to the paper clip.

Attachment 







Approving Transactions: Cardholder

As noted earlier, cardholders “Approve” their transactions after they are allocated. After that, their Approver is notified that there are transactions in their queue and they “final approve” them.

Whether you are an allocator or a cardholder, the process of approving transactions is the same. The instructions below apply to a cardholder approving transactions and an allocator approving a cardholder’s transactions.

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0518, KATHRYN KANTERMAN [Switch Accounts](#)
Card Account ID: 719184000884 [Trans List](#)

Card Account Summary

Account Number: ...0518
Account Name: KATHRYN KANTERMAN

Billing Cycle Close Date:

Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 4 of 4

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/17	08/19	MIDLAND SCIENTIFIC INC	06-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyne		1015320400PURCHASING61250111_111_absupplies
<input checked="" type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		1015320400PURCHASING6105111
<input checked="" type="checkbox"/>	Pending		08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		1015320400PURCHASING6105111
<input checked="" type="checkbox"/>	Pending		08/16	08/19	WAL-MART 23560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		1015320400PURCHASING6105111

Disputed Reallocated Trans Detail Level Upload Attachments

Records 1 - 4 of 4

Select the transaction or transactions that you wish to approve and click the Approve button.

Transaction Management
Approve Transaction(s)

[+] 3 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

[Select Approver](#)

Your primary approver will default in.

If you have a primary and a back-up approver, you can select the drop-down menu and select the back-up approver’s name.

Select Approve

Approving Transactions: Cardholder

You will be returned to your transaction list and the Approval Status will be "Approved"

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		Pending	08/21	08/22	MILHENCH INC	508-995-8451, MA	\$2,575.13
<input type="checkbox"/>		Pulled Back	08/22	08/22	VWR INTERNATIONAL INC	800-932-5000, PA	\$176.51
<input type="checkbox"/>		Pending	08/19	08/21	USA SCIENTIFIC, INC.	800-5228477, FL	\$145.66
<input type="checkbox"/>		Pulled Back	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06
<input checked="" type="checkbox"/>		Approved	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45
<input checked="" type="checkbox"/>		Approved	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57
<input checked="" type="checkbox"/>		Approved	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62

Disputed Reallocated Trans Detail Level Reallocation Locked Upload Attachments Attachment

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Reallocate Mass Reallocate Approve Pull Back

[Accessibility Policy](#)

If you want to make changes after approving your transactions, you can pull it back as long as it hasn't been Final Approved. Just select the transactions that you want to pull back, and click the Pull Back button.

The Approval Status will immediately change to Pulled Back and you can change the reallocation.

Records 1 - 7 of 7

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		Pending	08/21	08/22	MILHENCH INC	508-995-8451, MA	\$2,575.13
<input type="checkbox"/>		Pulled Back	08/22	08/22	VWR INTERNATIONAL INC	800-932-5000, PA	\$176.51
<input type="checkbox"/>		Pending	08/19	08/21	USA SCIENTIFIC, INC.	800-5228477, FL	\$145.66
<input type="checkbox"/>		Pulled Back	08/17	08/19	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06
<input checked="" type="checkbox"/>		Pulled Back	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45
<input checked="" type="checkbox"/>		Pulled Back	08/16	08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57
<input checked="" type="checkbox"/>		Pulled Back	08/16	08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62

Disputed Reallocated Trans Detail Level Upload Attachments Attachment

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Reallocate Mass Reallocate Approve Pull Back

Allocating for a Different Cardholder

When you are designated as an Allocator another cardholder, you will see the list of current transactions on their card when you log in.

Welcome to Access Online **KAYLA D.**
Your last login was 08/25/2019

Language Selection: American English

Message Center
Message(s) from Access Online

One Card

Account Name: **KATHRYN KANTERMAN**
Account Unique ID: 0375-7184-1900-2843
Account ID: 719184000884
Account #: **0518
Account Status: Open

Statement Balance: \$35.00
Billing Cycle Close Date: 07/25/2019

Current Balance: \$3,365.00
Credit Limit: \$20,000.00
Available Credit: \$16,635.00

This information is updated as of the previous business day and may not reflect pending account activity.

Switch Account
...0518
...378R
...1774

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/22	MILHENCH INC	\$2,575.13
08/22	VWR INTERNATIONAL INC	\$176.51
08/21	USA SCIENTIFIC, INC.	\$145.66
08/19	MIDLAND SCIENTIFIC INC	\$355.06
08/19	STOP & SHOP 0723	\$8.45
08/19	STOP & SHOP 0723	\$81.57
08/19	WAL-MART #3560	\$22.62
07/11	ACUMS	\$35.00

Allocator
Cardholder

If you are the allocator for multiple cardholders, you can switch accounts using this drop down list.

Welcome to Access Online **KAYLA D.**
Your last login was 08/25/2019

Language Selection: American English

Message Center
Message(s) from Access Online

One Card

Account Name: KATHY S
Account Unique ID: 0375-7224-1900-8607
Account ID: 719224001403
Account #: **3788
Account Status: Open

Current Balance: \$0.00
Credit Limit: \$10,000.00
Available Credit: \$10,000.00

This information is updated as of the previous business day and may not reflect pending account activity.

Switch Account
...3788

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

No Account Activity Found

If the person that you allocate for does not have any transactions in the current cycle, you will still see that they have a \$0.00 balance and the message "No Account Activity Found".

Allocating for a Different Cardholder

Allocating charges for your assigned cardholder follows the same process that the cardholder would follow.

Select Transaction Management

usbank Access Online

Chat With Us Log Out

System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Welcome to Access Online KAYLA D
Your last login was 08/25/2019

Language Selection:
American English

Message Center
Message(s) from Access Online

Home
Email Center
Contact Us
Training

Switch Account
...0518

Quick Links
[Manage Home Page Settings](#)
[Account Alerts](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

One Card
Account Name: KATHRYN KANTERMAN
Account Unique ID: 0375-7184-1900-2843
Account ID: 719184000884
Account #: **0518
Account Status: Open

Statement Balance: \$35.00
Billing Cycle Close Date: 07/25/2019 [View Current Statement](#)

Current Balance: \$3,365.00
Credit Limit: \$20,000.00
Available Credit: \$16,635.00

This information is updated as of the previous business day and may not reflect pending account activity.

Last 10 Transactions Posted

Posting Date	Merchant	Amount
08/22	MILHENCH INC	\$2,575.13
08/22	VWR INTERNATIONAL INC	\$176.51
08/21	USA SCIENTIFIC, INC.	\$145.66
08/19	MIDLAND SCIENTIFIC INC	\$355.06
08/19	STOP & SHOP 0723	\$8.45
08/19	STOP & SHOP 0723	\$81.57

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0518, KATHRYN KANTERMAN
Card Account ID: 719184000884

Card Account Summary

Account Number: ...0518
Account Name: KATHRYN KANTERMAN

Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 7 of 17

Select	Status	Approval Status	Trans. Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending		08/21	MILHENCH INC	509-995-8451, MA	\$2,575.13		03757184190028432019-08-2200002	194641		105320400PURCHASING06105111
<input type="checkbox"/>	Pulled Back		08/22	VWR INTERNATIONAL INC	800-932-5000, PA	\$176.51		03757184190028432019-08-2200001	RHYNE		105320400PURCHASING06105111
<input checked="" type="checkbox"/>	Pending		08/21	USA SCIENTIFIC, INC.	800-5228477, FL	\$145.66		03757184190028432019-08-2100001	VC0816KK327675		105320400PURCHASING06105111
<input type="checkbox"/>	Pulled Back		08/17	MIDLAND SCIENTIFIC INC	800-6425263, NE	\$355.06		03757184190028432019-08-1900004	Rhyme		105320400PURCHASING061250111.absupplies
<input type="checkbox"/>	Pending		08/19	STOP & SHOP 0723	BRISTOL, RI	\$8.45		03757184190028432019-08-1900003	085598		Multiple
<input type="checkbox"/>	Pending		08/19	STOP & SHOP 0723	BRISTOL, RI	\$81.57		03757184190028432019-08-1900002	050320		105320400PURCHASING06100111Massallocationexample
<input type="checkbox"/>	Pending		08/19	WAL-MART #3560	FALL RIVER, MA	\$22.62		03757184190028432019-08-1900001	0816193560		105320400PURCHASING06100111Massallocationexample

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

Records 1 - 7 of 17

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

Check the box next to the transaction you want to allocate, and click Reallocate

Allocating for a Different Cardholder

Procedure is the same as for cardholders. Follow detailed **Transaction Management** instruction above.

Complete all the fields with GL Fund, Unit Code, Object Code, Location & Business Purpose.

Alloc % 	Accounting Code - Segment Name (Length)		OBJECT CODE(s)	LOCATION(1)	BUSINESS PURPOSE(50)
	FUND(2)	UNIT CODE(55)			
0.00 %	10 	5320400 	61001 	1 	Mass allocation example

Search

Total Allocated: 0.00 % Additional Allocation(s): 1 



Click Save Allocations

Approving Transactions: Final Approver

Cardholders allocate their transactions and approve them, indicating they are ready for final approval. Approvers do the “Final Approval” of transactions.

Select Transaction Management

The screenshot shows the usbank Access Online homepage. At the top left is the usbank logo and 'Access Online'. At the top right are 'Chat With Us' and 'Log Out' buttons. The main content area is divided into two columns. The left column contains a sidebar menu with links: System Administration, Account Administration, Transaction Management (highlighted), Account Information, Reporting, Dashboard, Data Exchange, and My Personal Information. The right column contains a welcome message: 'Welcome to Access Online KAYLA D. Your last login was 08/27/2019'. Below this is a 'Language Selection' dropdown set to 'American English'. Further down, there are sections for 'Home' (with links to Email Center, Contact Us, and Training) and 'Quick Links' (with a link to Manage Home Page Settings).

Select Manager Approval Queue

The screenshot shows the usbank Access Online Transaction Management page. At the top left is the usbank logo and 'Access Online'. At the top right are 'Chat With Us' and 'Log Out' buttons. The main content area is divided into two columns. The left column contains a sidebar menu with links: System Administration, Account Administration, Transaction Management (highlighted), Account Information, Reporting, Dashboard, Data Exchange, and My Personal Information. The right column contains the title 'Transaction Management' and a list of links: Transaction List, View Previous Cycle, View Pending Transactions, Manager Approval Queue (highlighted), and Manager Approval History. Each link has a brief description of its function.

Approving Transactions: Final Approver

This transaction list looks very similar to the cardholders transaction list, however, you can see that it is the Manager Approval Queue in the top left corner.

**Transaction Management
Manager Approval Queue**

Trans List | aManager's Queue

Transaction

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All | Approval Status: All | Transaction Amount: \$ |

Cardholder Approver: All | Last Approver: All |

Pending Approver: All |

Display 25 Transactions per page

Search Reset

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction approval status, date or accounting code link.

Records 1 - 3 of 3

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Details	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Accounting Code
<input type="checkbox"/>	Pending	08/21	MILHENCH INC	508-995-8451, MA	\$2,575.11		...0518	Kanterman, Kathryn	Kanterman, Kathryn	DAGWAN, KAYLA		10 6350100FAC.MGT.161040 1 Janitorial-WillowHill
<input type="checkbox"/>	Pending	08/22	VWR INTERNATIONAL INC	800-932-5000, PA	\$176.51		...0518	KANTERMAN, KATHRYN	Kanterman, Kathryn	DAGWAN, KAYLA		12 2234690ANGELL.FOUNDATION.MYSTIC 61069 1 Researchsupplies
<input type="checkbox"/>	Pending	08/19	USA SCIENTIFIC, INC.	800-5228477, FL	\$145.66		...0518	Kanterman, Kathryn	Kanterman, Kathryn	DAGWAN, KAYLA		12 2234690ANGELL.FOUNDATION.MYSTIC 61069 1 Researchsupplies

Trans Detail | Level | Reallocated | Upload | Attachment

Check All Show | Uncheck All Show

Records 1 - 3 of 3

Approve Reject Reallocate Mass Reallocate

Transaction Management Manager Approval Queue

Approvers have the option to change the allocation.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All | Approval Status: All | Transaction Amount: \$ |

Cardholder Approver: All | Last Approver: All |

Pending Approver: All |

Display 25 Transactions per page

Search Reset

The reset button clears the search

If the list is very long, there are multiple options for filtering the list.

Approving Transactions: Final Approver

Select the transactions you want to approve and click Approve.

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

Select	Approval Status	Trans Date	Merchant	City/State
<input checked="" type="checkbox"/>	Pending	08/21	MILHENCH INC	508-995-8451, MA
<input checked="" type="checkbox"/>	Pending	08/22	VWR INTERNATIONAL INC	800-932-5000, PA
<input checked="" type="checkbox"/>	Pending	08/19	USA SCIENTIFIC, INC.	800-5228477, FL

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

Records 1 - 3 of 3

Trans Detail Level Reallocated Upload Attachment

Select Approve one more time.

Transaction Management

Approve Transaction(s)

+13 Transaction(s) to Approve

I approve these transaction(s) and no further approval is needed.

I want to forward these transaction(s) for further approval to:

[Select Approver](#)

You also have the option to cancel the approval.

Approving Transactions: Final Approver

You will be returned to the Manager Approval Queue.

Transaction Management Manager Approval Queue

Trans List » **Manager's Queue**

Request has been successfully completed.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount: \$

Cardholder Approver: Last Approver:

Pending Approver:

Display Transactions per page

Search

Reset

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Accounting Code
--------	-----------------	------------	----------	------------	--------	--------	----------------	---------------------	---------------	------------------	------------	-----------------

No transactions were found. Please change the search criteria and search again.

The transactions no longer appear in the queue. There are no further actions.