ETSU Approval Guide

The purpose of this guide is to assist approver’s in the new US Bank Access Online approval process. Instead of signing off on a paper statement each month, every approver will electronically approve cardholder transactions.

Also, a cardholder cannot final approve their own transactions. The transactions must be approved by someone one level up from the cardholder.
Logging In - [https://www.access.usbank.com/](https://www.access.usbank.com/)

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

Organization Short Name: ETSU
User ID: Procard Administrator will give you your User ID
Password:
Forgot Your Password

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:* ETSU

User ID:* 

Password:* 

Forgot your password?

Register Online
Forgot Your Password

Login
Forgot Password

In order to re-set your password, please enter the following information. If you need assistance, please contact your program administrator.

* = required

Organization Short Name:*  
ETSU

User ID:*  

Continue

<<Back to Login
Forgot Your Password

Login
Forgot Password

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

* = required

User ID: ch1pcard
Organization Short Name: aco071

Authentication Question: What was the name of your first stuffed animal?

Enter the response to your Authentication Question:*

Continue

<<Back to Forgot Password Page
Forgot Your Password

Login
Authentication Code

Request and then enter your authentication code. If you need assistance, please contact your program administrator.

User ID: ch1pcard
Organization Short Name: aco071

Request an Authentication Code:
Send a Code

<<Back to Login
Forgot Your Password

There was a request for an Authentication Code to regain access to Access Online. Use the following code to reset your password on the Forgot Password page.

**Authentication Code:**
ABcdEFGh

The code is active for 20 minutes. If you incorrectly enter the Authentication Code three times, the code will be deactivated.

Contact your Program Administrator for assistance if you didn't request a code.

***This is a system-generated message. For assistance, do not reply to this email. Please contact your Program Administrator. Thank you.***
Forgot Your Password

Login

Authentication Code

1. We sent the code to your email address on file.

Request and then enter your authentication code. If you need assistance, please contact your program administrator.

* = required

User ID: ch1pcard
Organization Short Name: aco071

Enter your Authentication Code:

Send me another code

Continue

<<Back to Login
Forgot Your Password

Login
New Password

User ID: blimpa3
Organization Short Name: BLLM

New Password:

Confirm New Password:

Continue

<<Back to Login
Please note:
Every year a Corporate Card Annual fee will be accessed to each card in the anniversary month the card was obtained.
My Personal Information

User ID: CH2PCARD

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information
Update your user ID contact information (address, phone no., etc.).
- Email Notification

Manage Account Access
View access rights and user specific information, such as accounts and hierarchy level access.
- Add Accounts

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts
Enroll, view, or update your Alert preferences.
Email Notification

My Personal Information

User ID: CH2PCARD

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

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

- Email Notification

Manage Account Access
View access rights and user specific accounts and hierarchy level access.

- Add Accounts

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts
Enroll, view, or update your Alert preferences.

Click on Email Notification to set up reminders
The email notification function sends you an email when you have transactions to approve in Access Online. The notification is **NOT** automatically enabled for you. If you want to be notified, you must enable the function in Access Online.

<table>
<thead>
<tr>
<th>Status Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Exchange</td>
</tr>
<tr>
<td>- All</td>
</tr>
<tr>
<td>- Successful Upload</td>
</tr>
<tr>
<td>- Unsuccessful Upload</td>
</tr>
<tr>
<td>- Successful Download</td>
</tr>
<tr>
<td>- Unsuccessful Download</td>
</tr>
</tbody>
</table>

**Pending Approver's Transaction Approval**
- Daily
- Weekly: Wednesday
Example of Email Notification

-----Original Message-----
From: U.S. Bank Access Online <accessonline.tm@access.usbank.com>
Sent: Wednesday, January 29, 2020 6:31 AM
To: Kelley, Katherine M. <KELLEYK@mail.etsu.edu>
Subject: [EXTERNAL] Access Online - Number of Transactions Pending - 3

This automated email summarizes the transactions that are pending your action within your Access® Online Manager Approval Queue.

Total number of pending transactions: 3
Total dollar amount of pending transactions: $1,506.53

If you do not wish to receive this message, please go to "My Personal Information" within Access® Online and modify your notification settings.

***This is a system-generated message. For assistance, do not reply to this email. Please access the Contact Us page through Access Online. Thank you.***

U.S. BANCORP made the following annotations
Approving Transactions

An approver has until the last day of that month to approve a transaction when the transaction posts on or before the 20\textsuperscript{th} of the month. If a transaction posts after the 20\textsuperscript{th}, an approver has until the last day of the next month to approve.
Click on Transaction Management to go to approvals.

Please select a product line to manage from the list below:

- Purchasing Card
- Corporate Card/One Card/Other

Transaction Management
Select Product

Request Status Queue
Active Work Queue
System Administration
Account Administration

Transaction Management:
- Transaction List
- Manager Approval Queue
- Manager Approval History

Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training
Transaction Management

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

- View Previous Cycle
  Presents the Transaction list for the previous cycle.

- View Pending Transactions
  Presents the pending transactions list.

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.
Manager’s Approval Queue

Approvers can approve two ways:
1. You can click on “Check All Shown” then click on approve
2. You can click on a Trans Date to see more detail, then click on approve on that page.

<table>
<thead>
<tr>
<th>Select</th>
<th>Approval Status</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
<th>Account Number</th>
<th>Cardholder Approver</th>
<th>Last Approver</th>
<th>Pending Approver</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pending 01/23</td>
<td>BP#1666098ROAD RUNNQPS</td>
<td>JOHNSON CITY, TN</td>
<td>$89.73</td>
<td>...9585</td>
<td>Seehorn, Jimmy L</td>
<td>Seehorn, Jimmy L</td>
<td>KELLEY, KATHY</td>
<td>E040200/74570</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pending 01/21</td>
<td>BP#1666098ROAD RUNNQPS</td>
<td>JOHNSON CITY, TN</td>
<td>$43.37</td>
<td>...9585</td>
<td>Seehorn, Jimmy L</td>
<td>Seehorn, Jimmy L</td>
<td>KELLEY, KATHY</td>
<td>E040200/74570</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Approve
- [ ] Reject
- [ ] Reallocate
- [ ] Mass Reallocate

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 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’s approval status, date or accounting code link.

Records 1 - 2 of 2

Check All Shown Uncheck All Shown

[ checkboxes for individual transactions ]
### Transaction Summary

| Status | Trans Date | Posting Date | Merchant | City, State/Province | Amount | Detail | Purchase ID | Attachment | Accounting Code |
|--------|------------|--------------|----------|----------------------|--------|--------|-------------|------------|----------------|}
|        | 01/23      | 01/27        | BP#1666098ROAD RUNNGPS | JOHNSON CITY, TN | 88.73 |        |             |            |                |

**Summary**

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To approve and forward the transaction, click "Approve." To not approve a transaction and send it back, click "Reject." To initiate a dispute, click the "Dispute" button.

**Transaction**

- **Date:** 01/23/2020
- **Purchase ID:**
- **Total Amount:** 88.73
- **Memo Post:** Yes
- **Sales Tax:** 0.00
- **Freight:**

**Merchant**

- **Name:** BP#1666098ROAD RUNNGPS
- **City, State/Province:** JOHNSON CITY, TN
- **Transaction Type:** MASTERCARD MC PURCHASE
- **Merchant Category Code (MCC):** 5542
- **MCC Description:** AUTOMATED FUEL DISPENSERS

**Product Summary**

<table>
<thead>
<tr>
<th></th>
<th>Unit Gross</th>
<th>Net Price</th>
<th>Unit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel</td>
<td>38.5900</td>
<td>2.30</td>
<td>88.73</td>
</tr>
<tr>
<td>Non-Fuel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Reference Information**

- **Billing Cycle:** Open
- **Posting Date:** 01/27/2020
- **Reference Number:** 55316580024744003884118
- **Authorization Number:** 043052

**Fleet Information**

- **Purchase Time:** 1:11 p.m.
- **Purchase Type:** 0
- **Service Type:** 1
- **Fuel Type:** 001

**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:** 88.73

**Odometer:** 0
**Vehicle Number:** 0000000
**Driver Number:** 0000000

**Mark as Reviewed**

- **Approve**
- **Reject**
- **Print Transaction**
Detailed Transaction Information-Approval History

Attachment of receipts are provided by each cardholder.

Click on attachment to see receipt for item(s) bought.

### Transaction Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City, State/Province</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchase ID</th>
<th>Attachment</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/23</td>
<td>01/27</td>
<td>BP#1666098ROAD RUNNQPS JOHNSON CITY, TN</td>
<td>88.73</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E04020074570</td>
</tr>
</tbody>
</table>

- Disputed
- Trans Detail Level
- Reallocated
- Upload Attachments
- Attachment

### Approval Actions

<table>
<thead>
<tr>
<th>Approver</th>
<th>Date/Time</th>
<th>Approval Action</th>
<th>Approver Modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seehorn, Jimmy L</td>
<td>01/28 10:20</td>
<td>Approved</td>
<td>A</td>
</tr>
</tbody>
</table>

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: Seehorn, Jimmy L
Current Pending Approver: KELLEY, KATHY
If this is not the correct index and /or account code, click the allocations tab to update this information. This must be updated prior to approving.
Transaction Final Approval

Transaction Management
Approve Transaction(s)

[+++] 1 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

Approve  Cancel
Transaction Approval

Once an approver has approved the transaction, the approval status will go from Approved to Final Approved.

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Approval Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/16</td>
<td>01/20</td>
<td>SAMSCLUB.COM</td>
<td>888-746-7726, AR</td>
<td>$99.98</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/17</td>
<td>01/20</td>
<td>DOMINO'S 7439</td>
<td>843-292-0499, NC</td>
<td>$130.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/19</td>
<td>01/20</td>
<td>BEST BUY 00008995</td>
<td>JOHNSON CITY, TN</td>
<td>$39.99</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/16</td>
<td>01/20</td>
<td>FOOD CITY #629</td>
<td>JOHNSON CITY, TN</td>
<td>$36.12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/16</td>
<td>01/17</td>
<td>SQ *SQ *BIG NICK'S BBQ</td>
<td>GOSQ COM, NC</td>
<td>$353.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/16</td>
<td>01/17</td>
<td>DICK'S CLOTHING&amp;SPORTI</td>
<td>KINGSPORT, TN</td>
<td>$59.98</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Approved</td>
<td>01/16</td>
<td>01/17</td>
<td>DICK'S CLOTHING&amp;SPORTI</td>
<td>JOHNSON CITY, TN</td>
<td>$149.95</td>
<td></td>
</tr>
</tbody>
</table>
Web-based Training
Click on Manage approvals for more information.