U.S. Bank
Access Online

Cal Poly Pomona Procurement Card

Cardholder Training
Key Access Online Concepts

- Change your password every 180 days
- Do not use internet back/forward button
- Access Online is not case sensitive
- Online Self-Registration
- Transaction Management / Approval
- Print Monthly Statement
Card Activation

As a cardholder, you should first activate the card by calling the number on your card. You will be prompted to input:

- Your 16-digit account number
- Zip code – 91768
- Last four digits of the social security number associated with this account. REMEMBER – it is not your personal S/S number. Input **5555**.
- Input your preferred business phone number.
- Your card is now activated and ready to use.
Online Self-Registration

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

Forgot your password?

Register Online

Website/Browser Requirements

https://access.usbank.com
Online Self-Registration

Online Registration
Account Information

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

* = required

Organization Short Name: *

csuca

Account Number: *

Account Expiration Date:
Month * Jan  
Year * 2021

Send a Code

<<Back to Login Page
Online Self-Registration

Enhanced Security Authentication
Email Me a Passcode

We’ll use your email address on file to send you a passcode.

Email Address: rsk***@cpp.edu

Continue

<<Back

An email will be sent to your campus inbox with the one-time Passcode

Enhanced Security Authentication
Passcode

Please enter the code we sent to your email address. It will expire in 10 minutes. You may request another code after one minute.

* is required

One-Time Passcode:

Send me another code

Continue

<<Back
Online Self-Registration

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

AccessOnline Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESSONLINE

Customer and U.S. Bank agree that any cause of action arising out of or related to this AccessOnline must 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]
Online Self-Registration

User ID & Password

* = required

Please enter a ID between 7-20 alphanumeric characters and a password between 6-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User Defined

Password :

User Defined

Re-enter New Password :

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question :

Authentication Response :

Contact Information

First Name :

Last Name :

Address 1 :

Address 2 :

City :

State/Province :

Zip/Postal Code :

Country :

Phone Number :

Fax Number :

Email Address :

Continue
Forgot Your Password

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Forgot your password?

Register Online

Website/Browser Requirements

https://access.usbank.com
Logging In

Org short name: csuca
User ID
Password

https://access.usbank.com
Email notification allows you to receive notices from USB when your transactions are available to reconcile each month.
Email Notification

My Personal Information

Email Notification

User ID: dordich

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

Email Address: *  
cdording@acme.com

Email Notification

Statement Notification
Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

<table>
<thead>
<tr>
<th>Status</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>4246040009598774</td>
<td>CHASTIN J DORDING</td>
<td>Cardholder</td>
</tr>
</tbody>
</table>

Add Managing Accounts

Accounts viewed through assigned hierarchies:  Add Cardholder Account

Remove Account Number Account Name Account Type

Save

<< Back to Personal Information
Account Profile

Cardholder Account Profile
Cardholder Account Summary

Transaction Management
Account Information
• Statement
• Account Profile

Reporting
My Personal Information

Home
Contact Us
Training

U.S. Bank Access® Online

Account Information

Demographic Information
View account name, address, and contact information.

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Default Accounting Code
View the default accounting code assigned to the account.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Update Method</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>Online</td>
<td>11/27/2013 09:59:57</td>
</tr>
</tbody>
</table>

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# Authorization Limits

## Cardholder Account Profile

### Authorization Limits

<table>
<thead>
<tr>
<th>Authorization Limits</th>
<th>Limit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Limit:</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Single Purchase Limit:</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>% Cash:</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Available Credit:</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Fiscal First Month:</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

### Standard Velocity Limits

<table>
<thead>
<tr>
<th>Daily Dollar:</th>
<th>Limit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Daily Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cycle Dollar:</td>
<td>1,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cycle Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monthly Dollar:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Monthly Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Quarterly Dollar:</td>
<td>6,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Quarterly Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Yearly Dollar:</td>
<td>20,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Yearly Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Custom Velocity Limits

<table>
<thead>
<tr>
<th>Other Dollar:</th>
<th>Limit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Transaction:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Merchant Authorization Controls

<table>
<thead>
<tr>
<th>Control</th>
<th>Authorization Action</th>
<th>Single Purchase Limit</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCO0111</td>
<td>Approve</td>
<td>0</td>
<td>Custom</td>
<td>View Details</td>
</tr>
</tbody>
</table>

### Authorization Limits Comments:

<< Back to Cardholder Account Summary

---

Account Information
Default Accounting Code

Cardholder Account Profile

Cardholder Account Summary

- Card Account Number: [Redacted]
- Card Account ID: [Redacted]

Select an item below to view its contents. You can also View a Managing Account.

Demographic Information
View account name, address, and contact information.

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Default Accounting Code
View the default accounting code assigned to the account.

Account History

<table>
<thead>
<tr>
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</table>
Transaction Management

- View Transactions
- Reallocate Transactions
- Dispute Transactions
- Approve Transactions
- Final Approval by your Approving Official (optional)
- Print Statement
Viewing Transactions
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.

View Unmatched Transactions
Presents the unmatched transactions list.
Transaction List

Transaction Management – Transaction List

Change to recent cycle close date
Reallocate a Transaction

When you reallocate a transaction, you are changing the accounting information from your default Chartfield String to a different Chartfield String. This should be a CFS that you have authorization to use. Transactions can be reallocated completely to a different CFS or can be split into multiple Chartfield Strings, either by percentage or by specific amount.
Reallocate a Transaction

Transaction Management - Reallocation

- Select the transaction you need to reallocate
- Change to recent cycle close date
Reallocate a Transaction

Transaction Management
Reallocation Worksheet

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

<table>
<thead>
<tr>
<th>Remove Trans</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Alloc %</th>
<th>Accounting Code - Segment Name (Length)</th>
<th>DEPT. ID</th>
<th>PROGRAM</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/25/2013</td>
<td>CALIFORNIA ACRYLIC DESIG</td>
<td>$168.00</td>
<td>Add Alloc</td>
<td>680003 - POM01</td>
<td></td>
<td></td>
<td>00000</td>
</tr>
</tbody>
</table>

Change the CFS segment as needed

Hit Save Allocations

<< Back to Transaction List
Approve a Transaction

Once you have viewed the transactions that fall within the billing cycle and confirmed the appropriate chartfield string, you must approve the transactions and forward them to your approving official.
Select the transaction you need to approve.

Click “Approve” button
Transaction Approval

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.

Select Approver

Summary of Transactions to be Approved
Number of Transactions: 1
Total Dollar Amount: $42.09

Approve  Cancel
Transaction Approval
Transaction Approval

- Select the radial button for the approving manager you want to forward your approved transaction to.
- If desired, select the Set selection as your default approver check box to make the selected person your default approval manager.
- Click the Select Approver button. The Transaction Management: Approve Transaction(s) screen displays with your selected approval manager in the Approver’s Name field.
Click the “Approve” button. The system forwards the approved transaction(s) to the specified approving manager.
You return to the Transaction Management screen on which a confirmation message displays and the transaction’s status displays “Approved”.

Transaction Management - Approval
Account Activity Report

Transaction Management - Activity Report

<table>
<thead>
<tr>
<th>Transaction Management</th>
<th>Card Account Summary with Transaction List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product:</strong> Purchasing Card</td>
<td><strong>Card Account Number:</strong> 6491, BECKY PEPPING</td>
</tr>
<tr>
<td><strong>Card Account ID:</strong> 2120065494708</td>
<td><strong>Outstanding Orders:</strong> $0.00 0</td>
</tr>
<tr>
<td><strong>Account Number:</strong> 6491</td>
<td><strong>Unmatched Transactions:</strong> $959,574.29 83</td>
</tr>
<tr>
<td><strong>Account Name:</strong> BECKY PEPPING</td>
<td></td>
</tr>
<tr>
<td><strong>Billing Cycle Close Date:</strong> 09/22/2016</td>
<td></td>
</tr>
<tr>
<td><strong>Total Transactions:</strong> $490.20</td>
<td><strong>Final Approved Transactions:</strong> $490.20 4</td>
</tr>
<tr>
<td><strong>Reallocated Transactions:</strong> $0.00</td>
<td><strong>% Final Approved Transactions:</strong> 100.0% 100.0%</td>
</tr>
<tr>
<td><strong>% Reallocated Transactions:</strong> 0.0%</td>
<td></td>
</tr>
</tbody>
</table>

**Open Account**

**Search Criteria**

**Transaction List**

Records 1 - 4 of 4

Check All Shown | Uncheck All Shown

On the Transaction List, Print Account Activity and attach it with your reconciliation packet.
Transaction – Final Approval (optional)

Once you have approved your transactions and sent them to your approving official, it is his/her responsibility to “Final Approve” your transactions. He/She will have the opportunity to review, approve, reject, or pullback a transaction. The ultimate step is to have all your appropriate transactions final-approved by your approving official.
Once your approving manager has approved your transactions online, the status will change from “Approved” to “Final Approved”
Resources Available To You

Access Online Support

➢ General Account Inquiries: 800.344.5696
  (statements, transactions, balances, lost/stolen cards)

➢ Password Resets and General Access Online Navigation: 877.887.9260

24-Hour Customer Service: -800.344.5696
  (disputed items, declined purchases, card activation)

Cal Poly Pomona

Program Administrator:

➢ Lou Yang, 909.869.4384 or louyang@cpp.edu