U.S. Bank
Access Online

Cal Poly Pomona Procurement Card

Cardholder Training

Revision #8
March 2021

Key Access Online Concepts

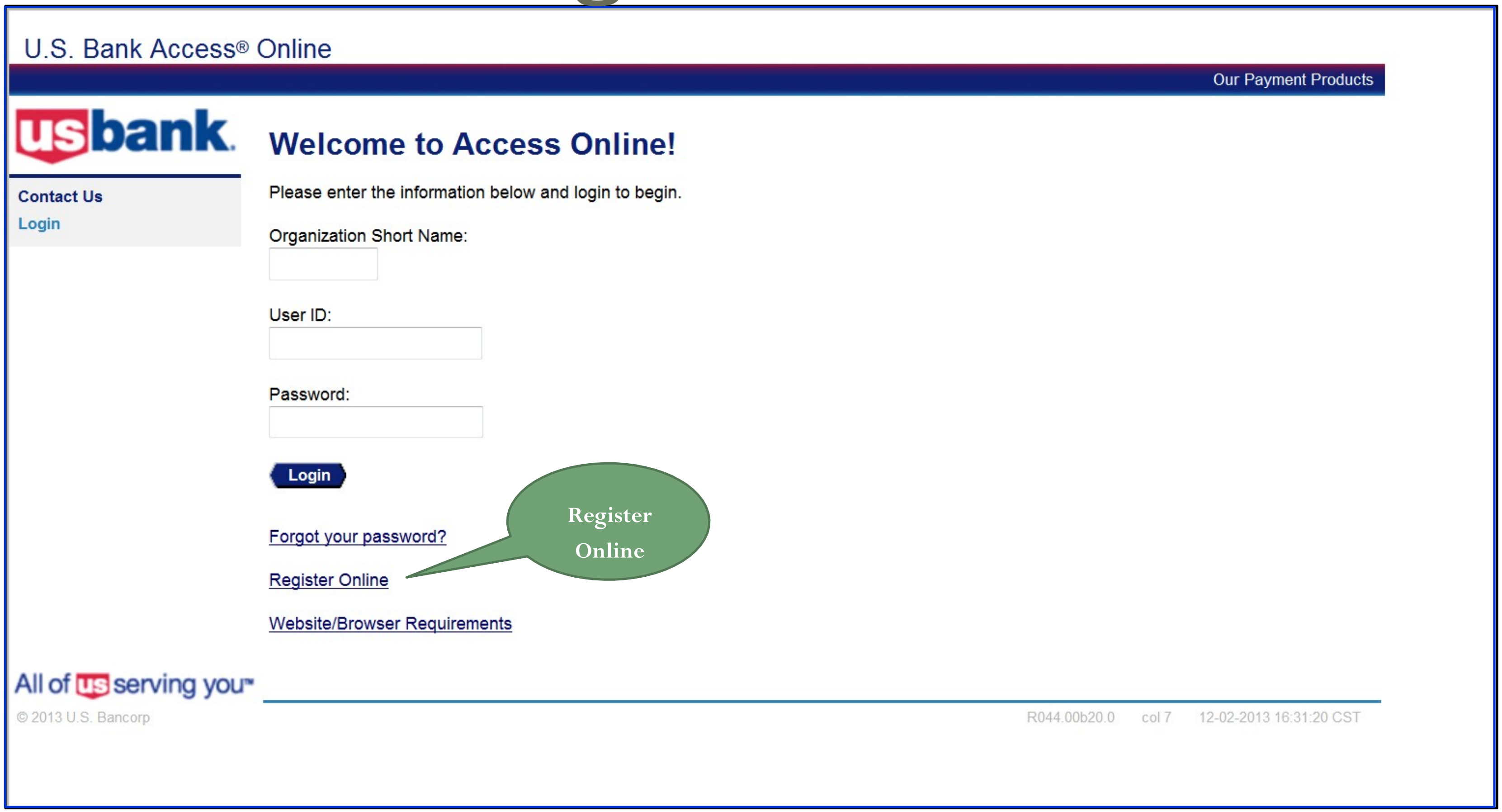
- Change your password every 180 days
- Do not use internet back/forward button
- Access Online is not case sensitive
- Online Self-Registration
- Transaction Management / Approval
- Print Monthly Statement

Card Activation

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

- Your16-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



https://access.usbank.com

Online Self-Registration

usbank Access® Online

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: *

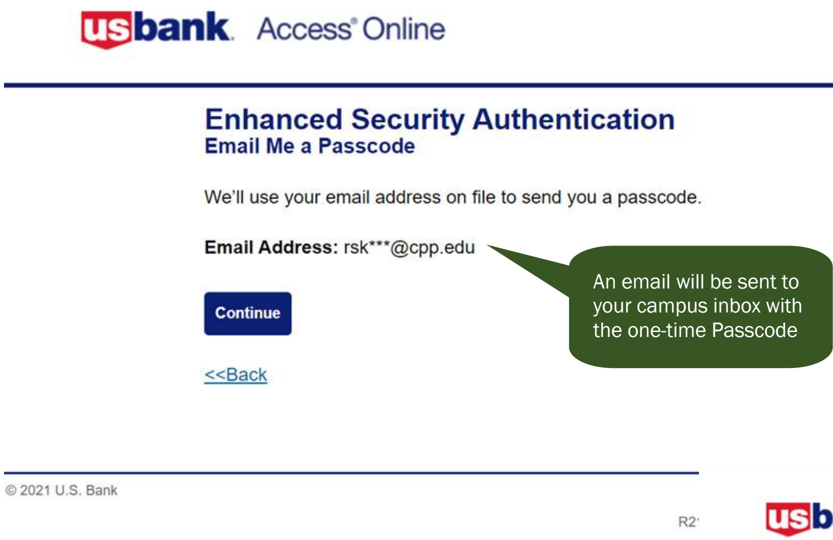
Account Expiration Date:

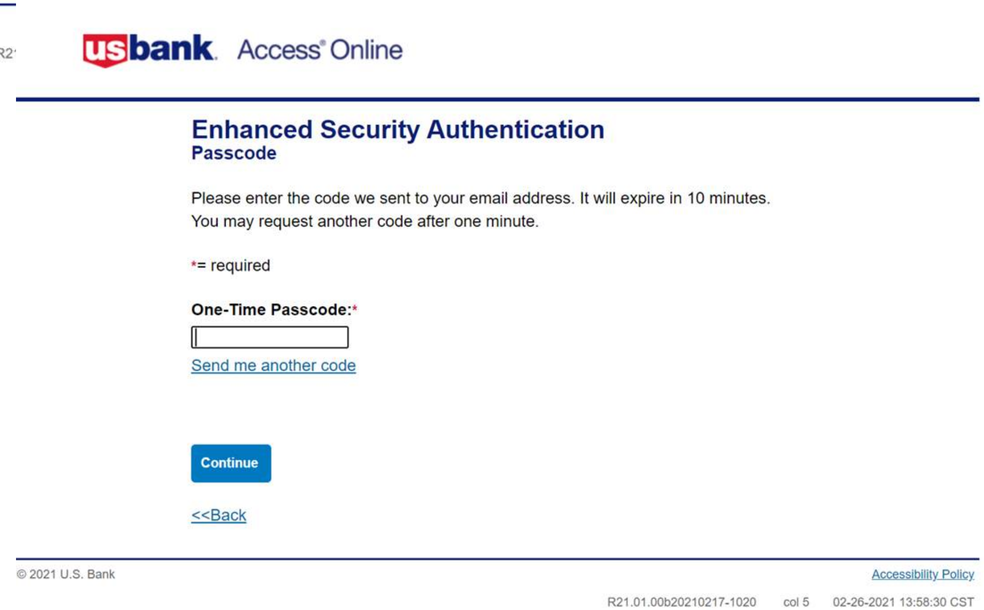
Month * Jan **Year** * 2021

Send a Code

<<Back to Login Page

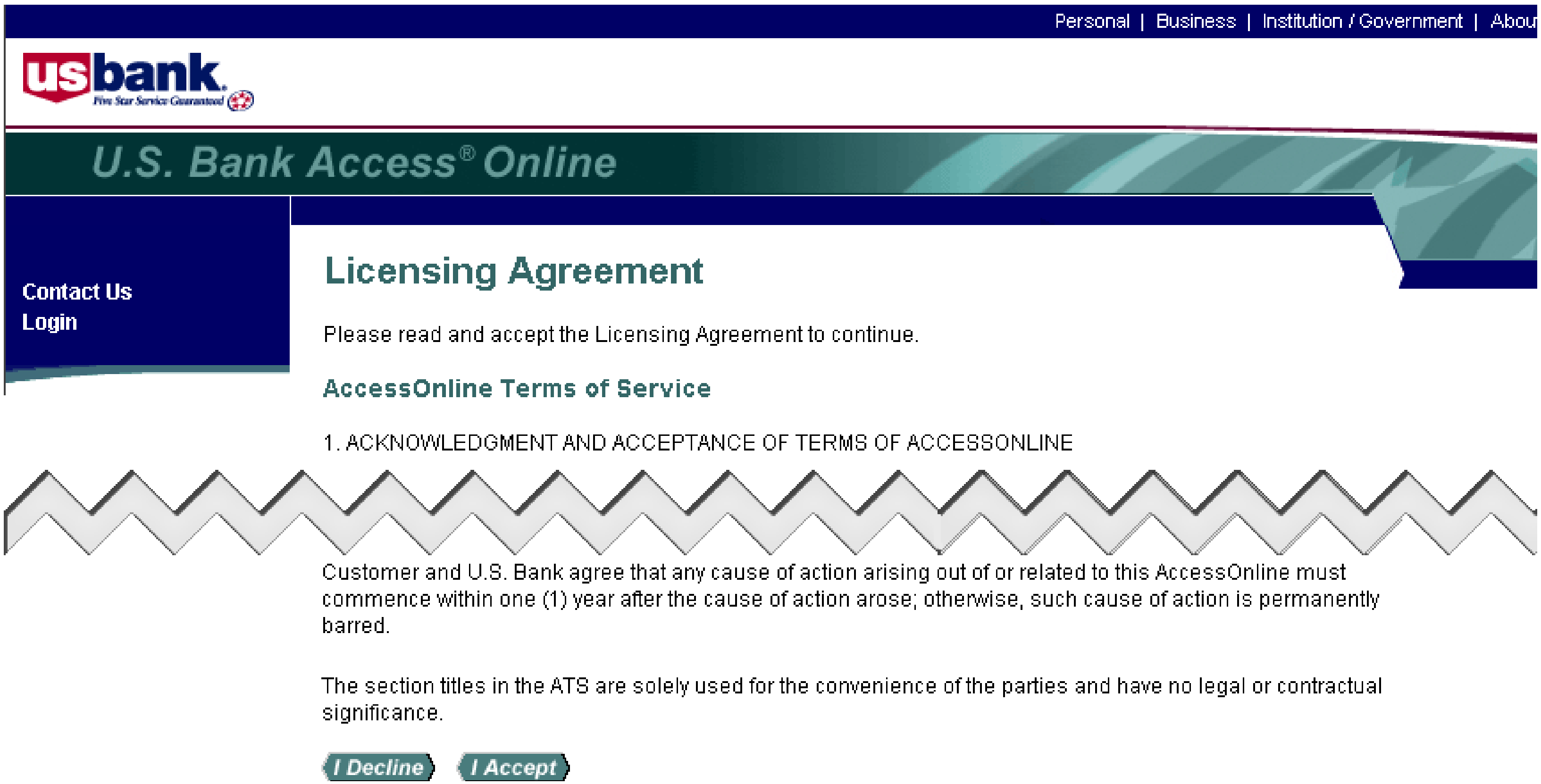
Online Self-Registration



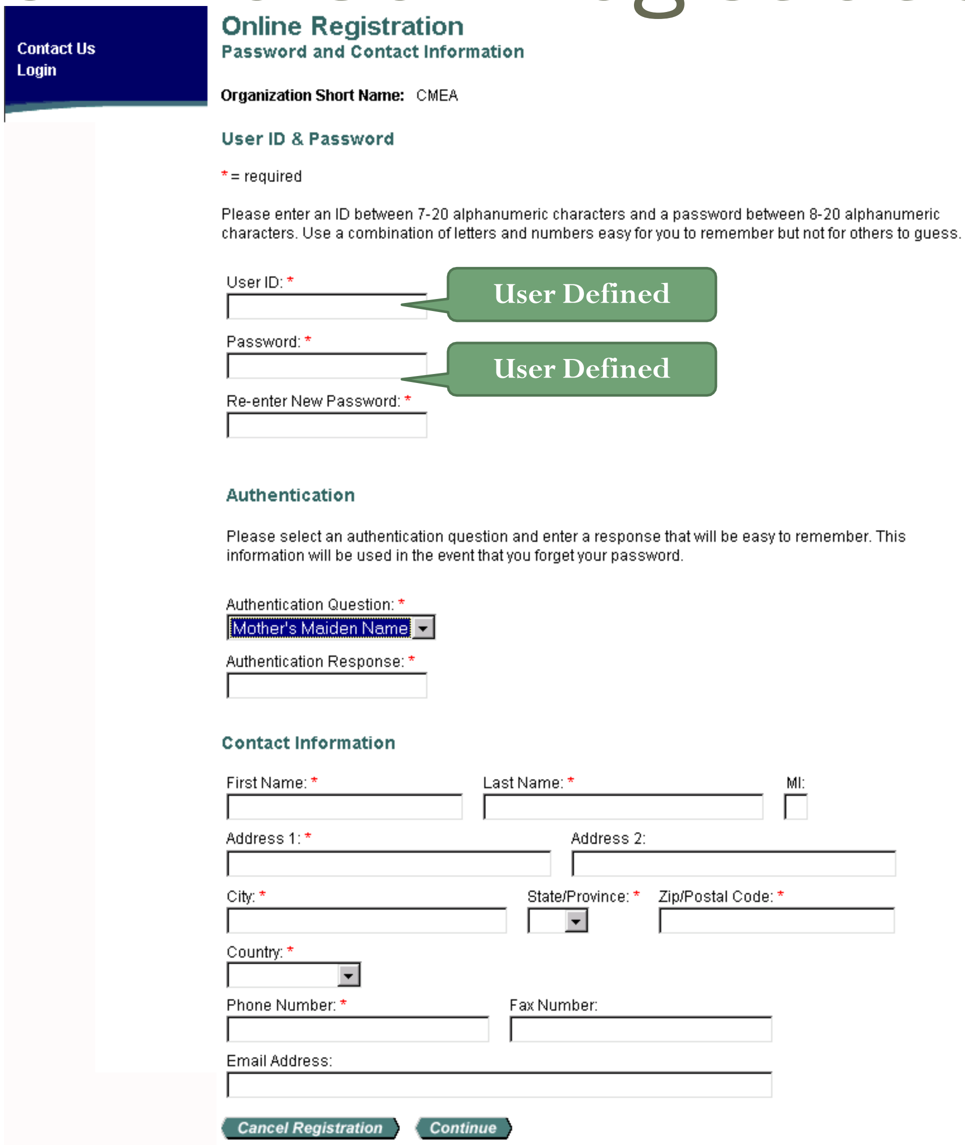


https://access.usbank.com

Online Self-Registration



Online Self-Registration



Contact Us
Login

Online Registration

Password and Contact Information

Organization Short Name: CMEA

User ID & Password

* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: *

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: *

Mother's Maiden Name

Authentication Response: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

City: * State/Province: * Zip/Postal Code: *

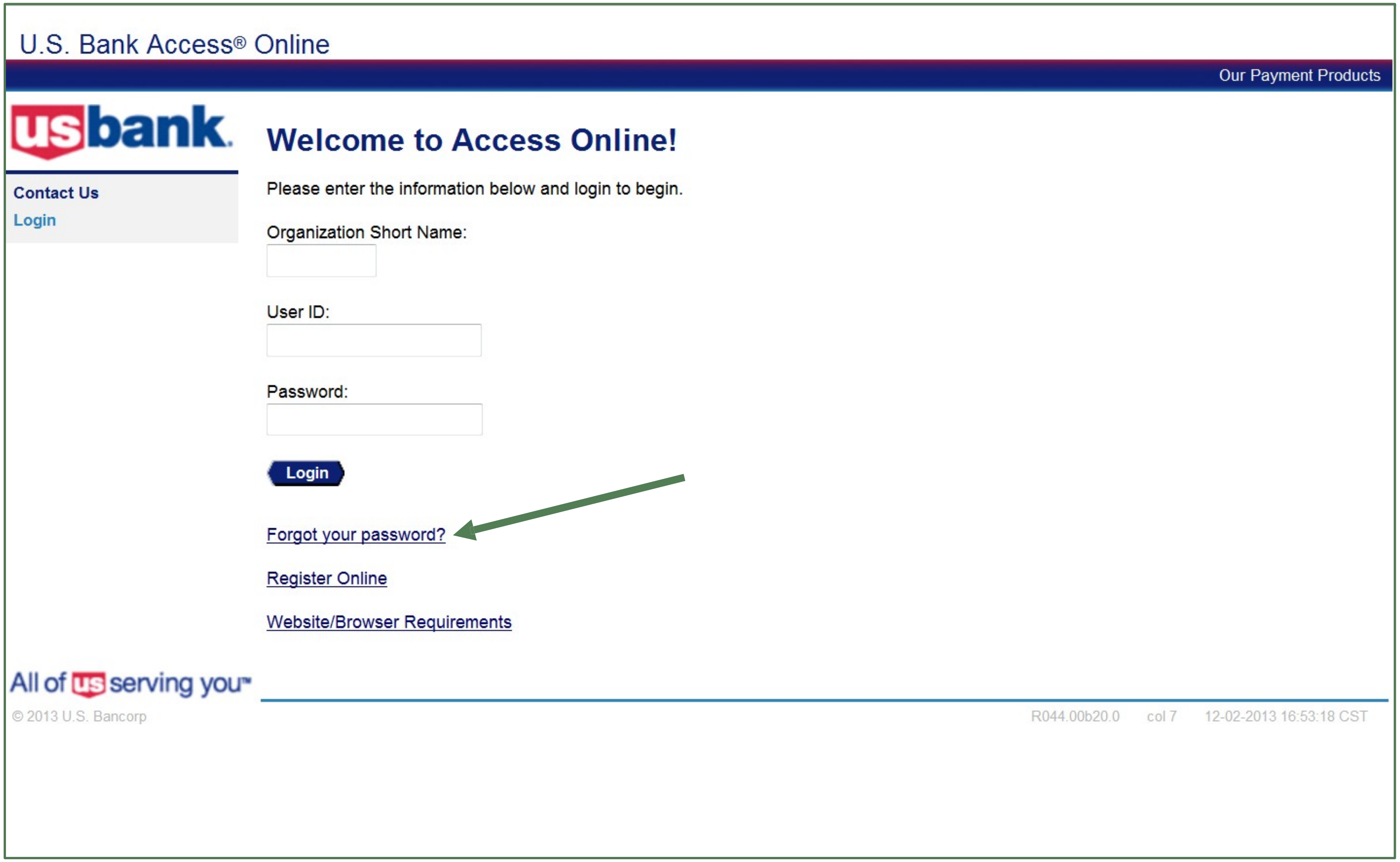
Country: *

Phone Number: * Fax Number:

Email Address:

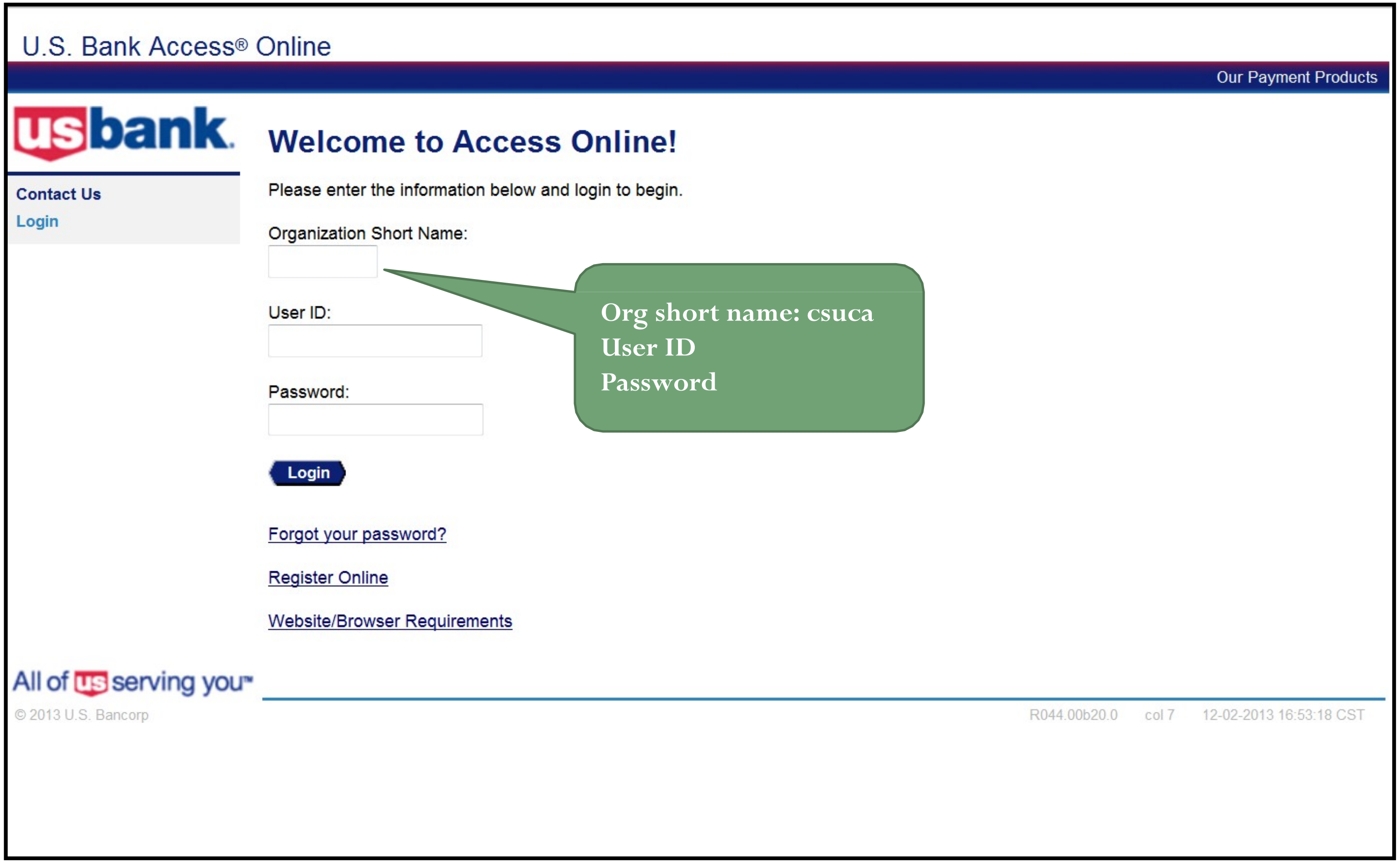
Cancel Registration Continue

Forgot Your Password



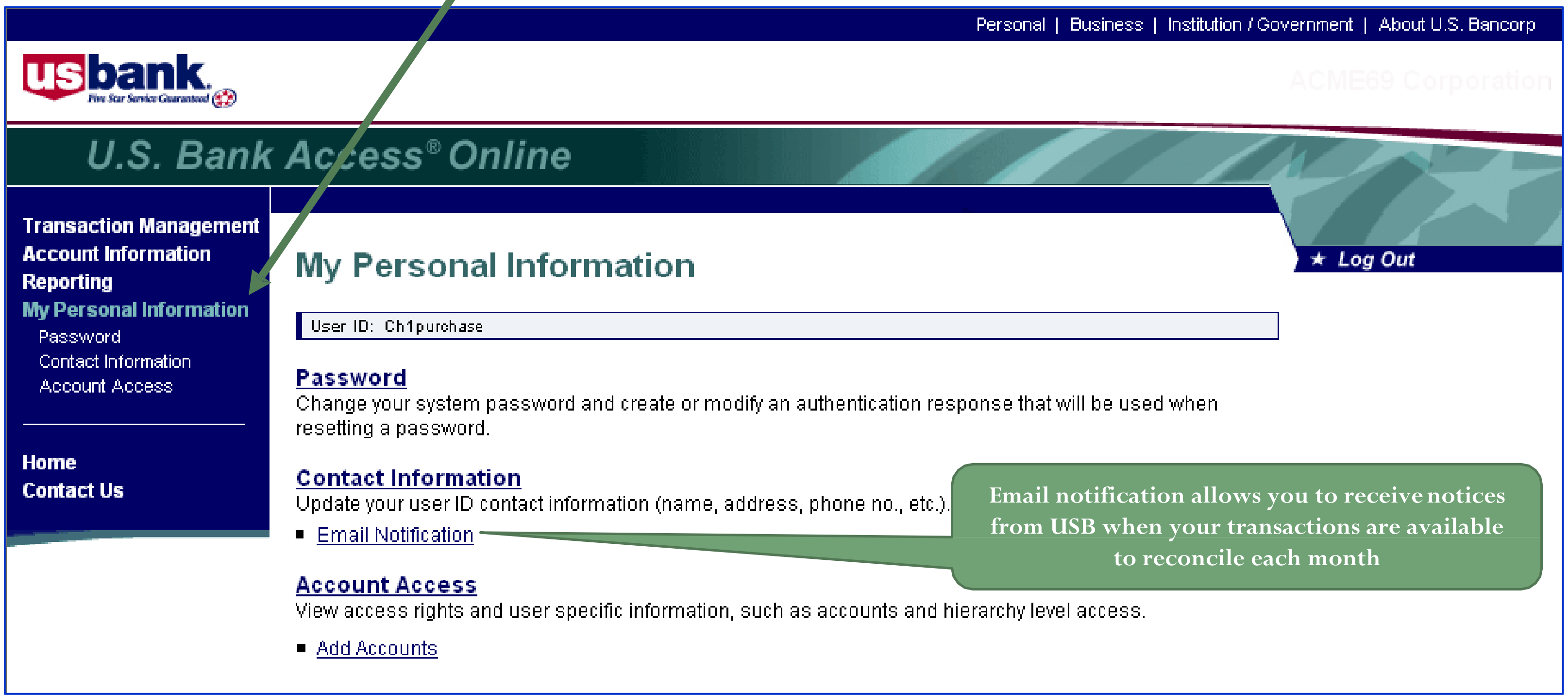
https://access.usbank.com

Logging In



https://access.usbank.com

Email Notification



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.

Select ENABLE to receive email notification of statement availability

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Disabled	4246040009598774	CHASTIN J DORDING	Cardholder

Add Managing Accounts

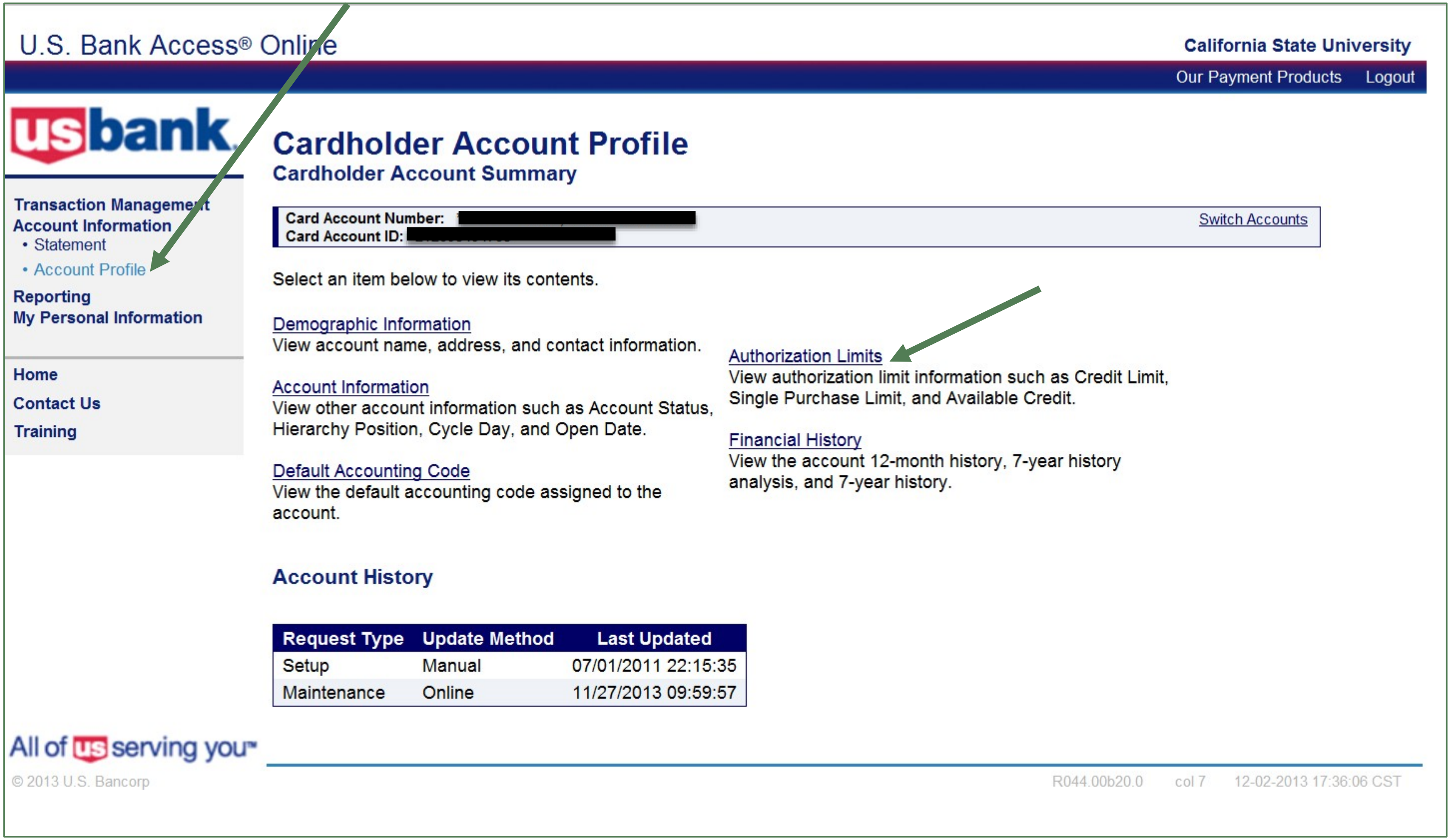
Accounts viewed through assigned hierarchies: Add Cardholder Account

Remove	Account Number	Account Name	Account Type

Save

<< Back to Personal Information

Account Profile



U.S. Bank Access® Online

California State University

Our Payment Products   Logout

usbank

Transaction Management
Account Information
- Statement
- Account Profile

Reporting
My Personal Information

Home
Contact Us
Training

Cardholder Account Profile

Cardholder Account Summary

Card Account Number: [redacted]
Card Account ID: [redacted]
Switch Accounts

Select an item below to view its contents.

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

Request Type	Update Method	Last Updated
Setup	Manual	07/01/2011 22:15:35
Maintenance	Online	11/27/2013 09:59:57

All of us serving you™

    R044.00b20.0   col 7   12-02-2013 17:36:06 CST

Authorization Limits

Cardholder Account Profile

Authorization Limits

Card Account Number: ************5691, DAMITA MARALDO Switch Accounts

Authorization Limits

Credit Limit:	1,000.00
Single Purchase Limit:	250.00
% Cash:	0
Available Credit:	1,000.00
Fiscal First Month:	1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	1,500.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	6,000.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	20,000.00	0.00
Yearly Transaction:	0	0

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:	
Refresh To Date:	
Days in Refresh Cycle:	
Refer To Managing Account Merchant Authorization Controls:	N
Refer To Managing Account Velocity Limits:	N
Refer To Managing Account Single Purchase Limit:	N

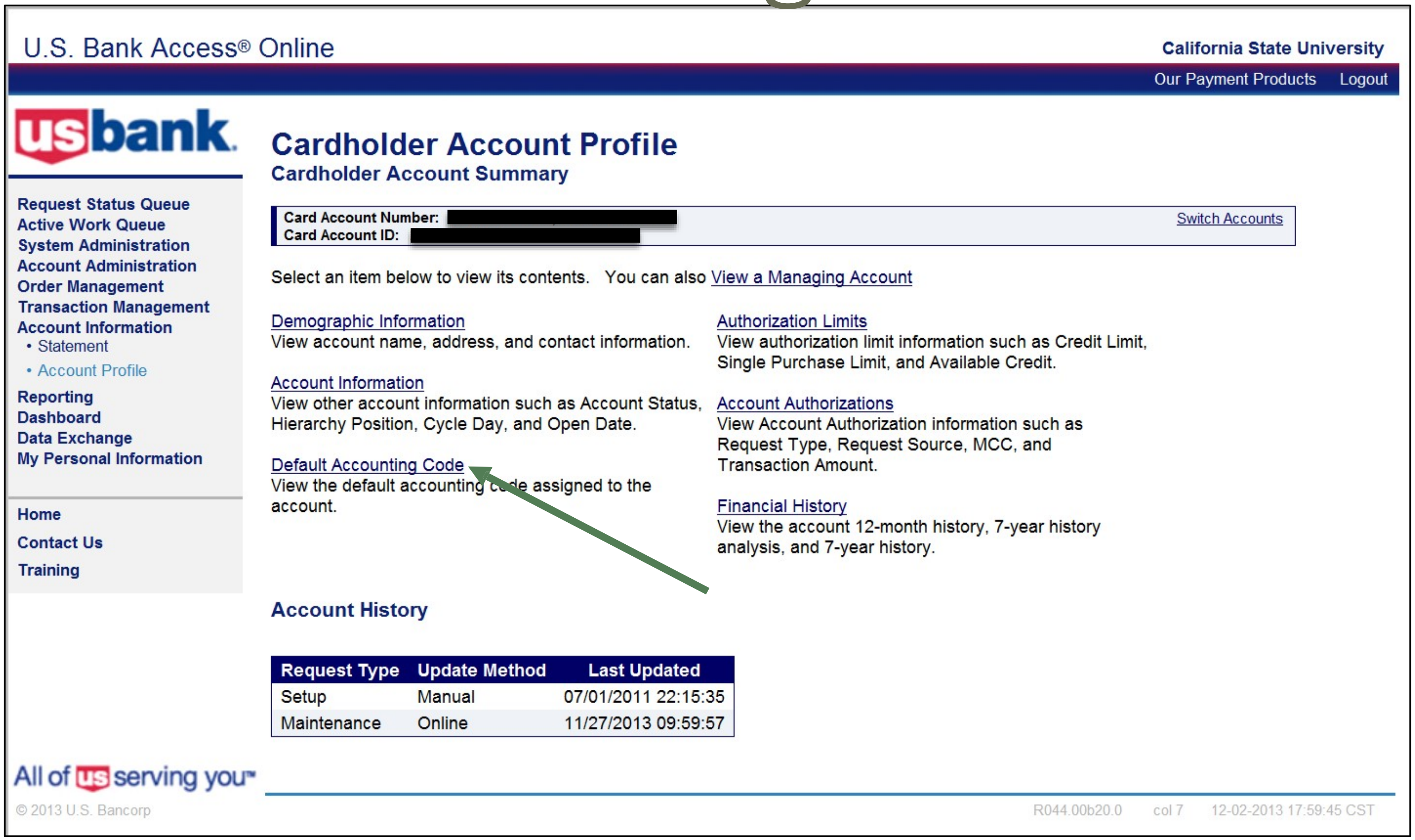
Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG111	Approve	0	Custom	View Details

Authorization Limits Comments:

<< Back to Cardholder Account Summary

Default Accounting Code

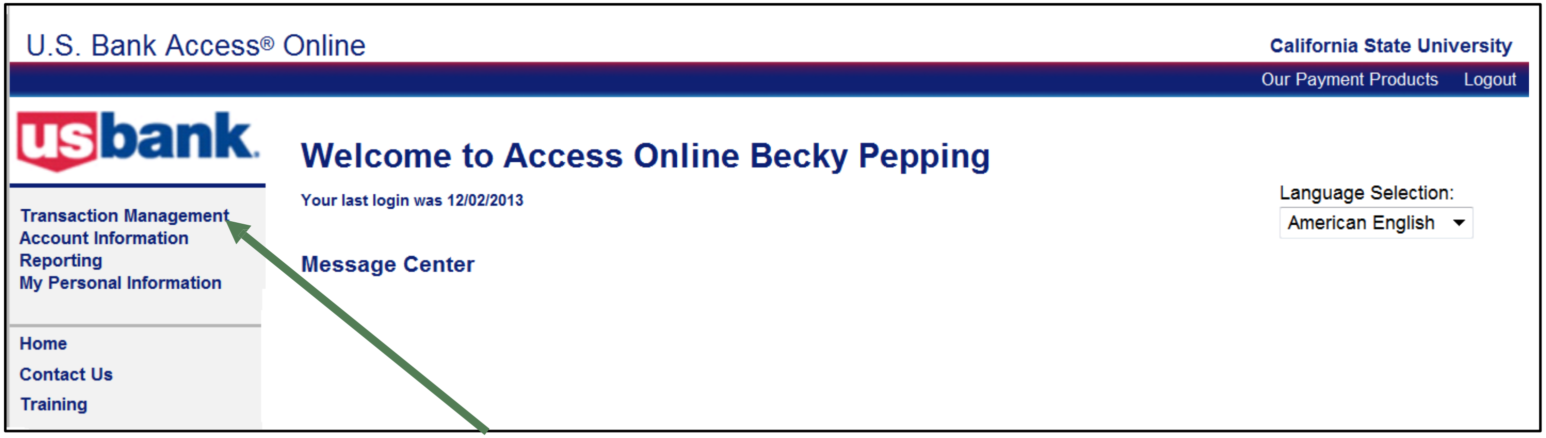


Account Information

Transaction Management

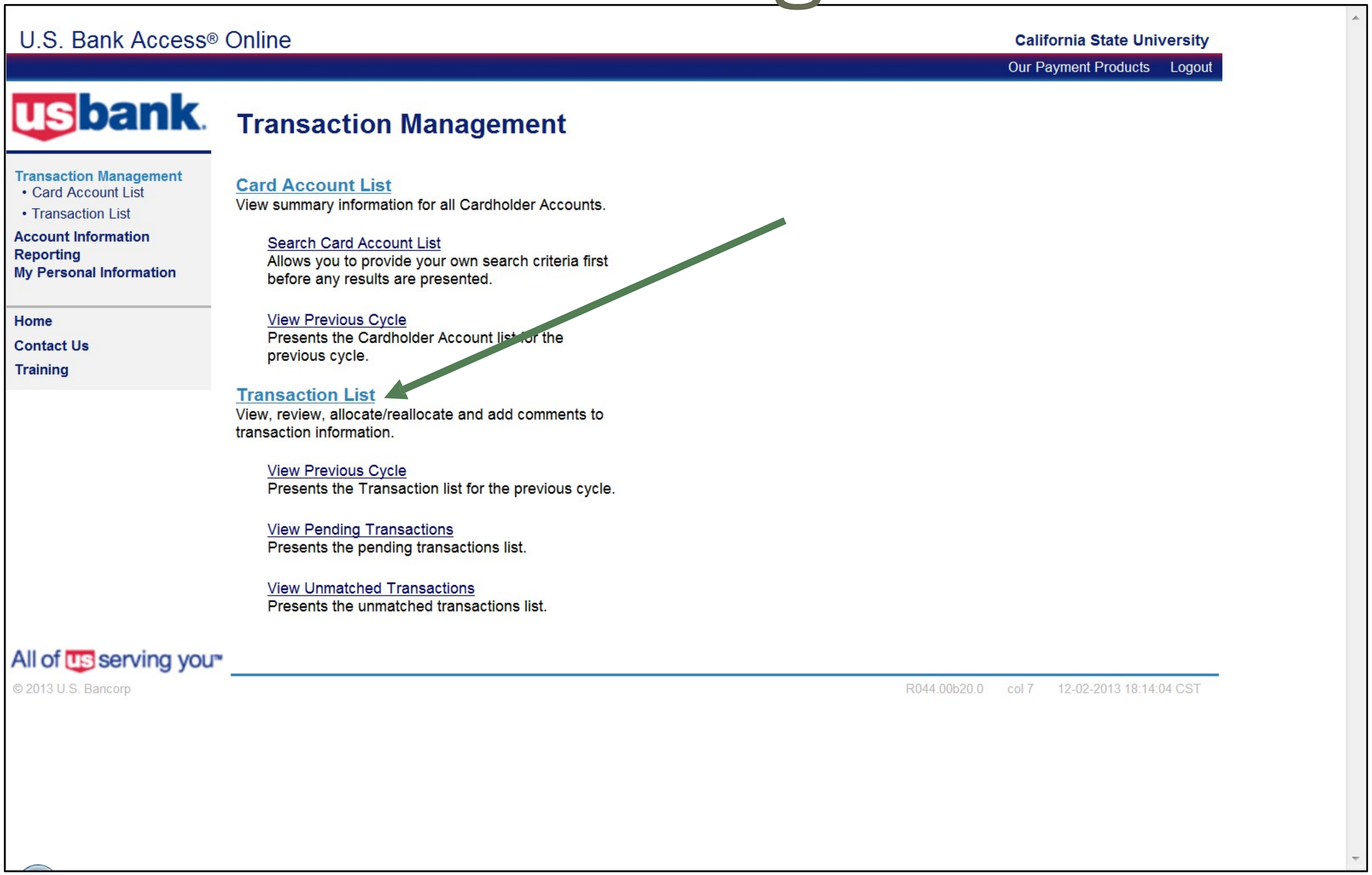
- View Transactions
- Reallocate Transactions
- Dispute Transactions
- Approve Transactions
- Final Approval by your Approving Official (optional)
- Print Statement

Viewing Transactions



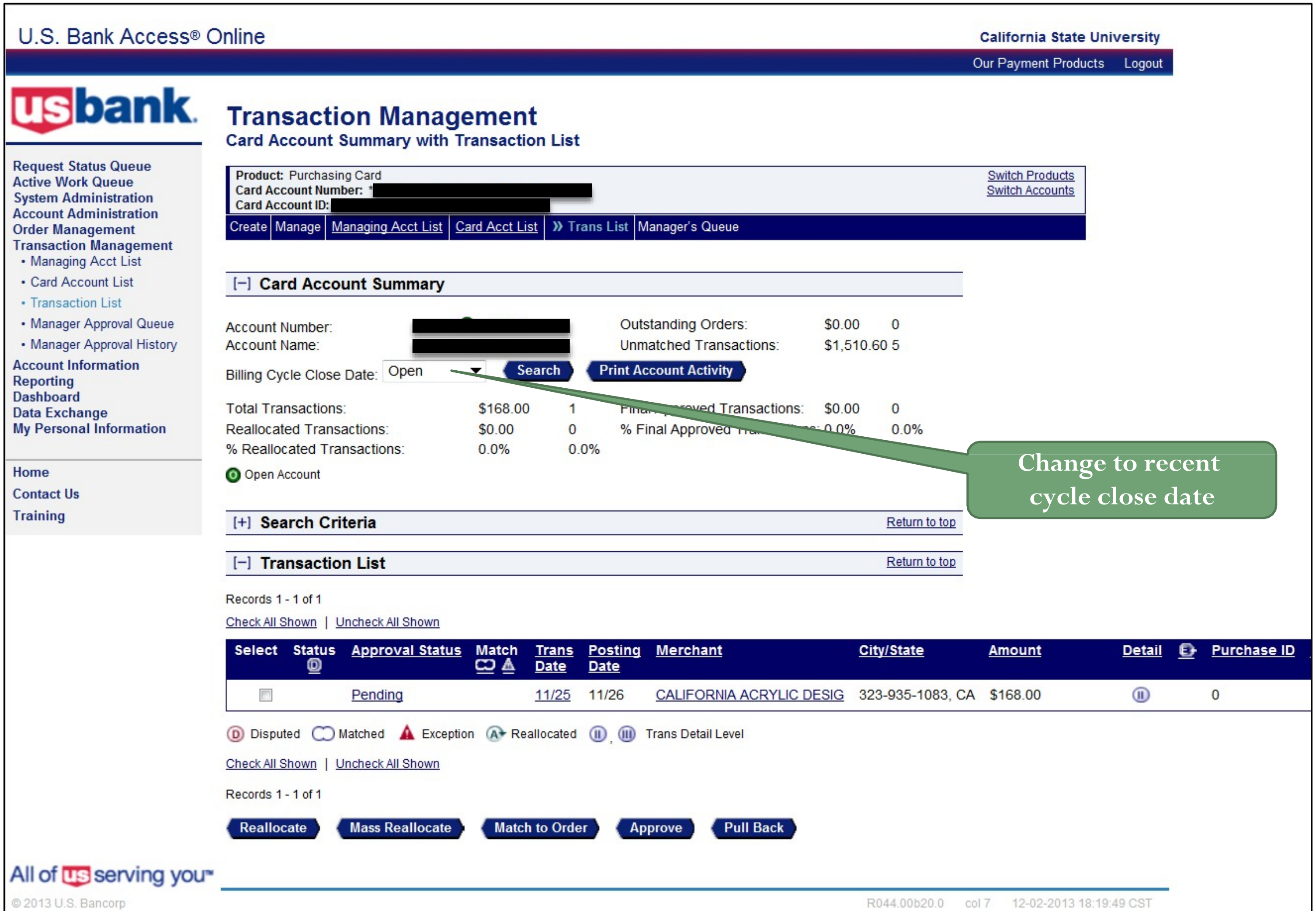
Transaction Management

Transaction Management



Transaction Management – Transaction List

Transaction List

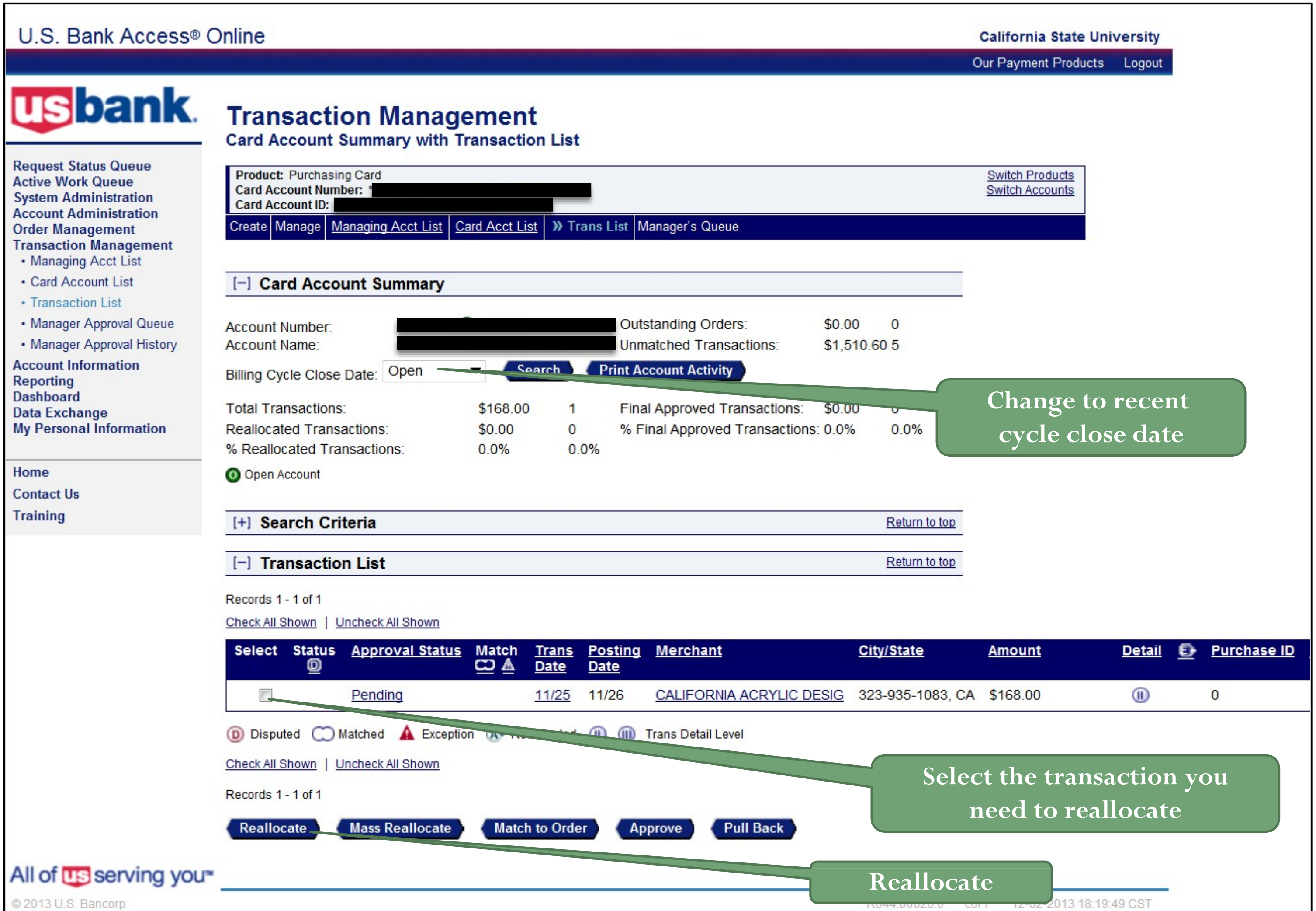


Transaction Management – Transaction List

Reallocate a Transaction

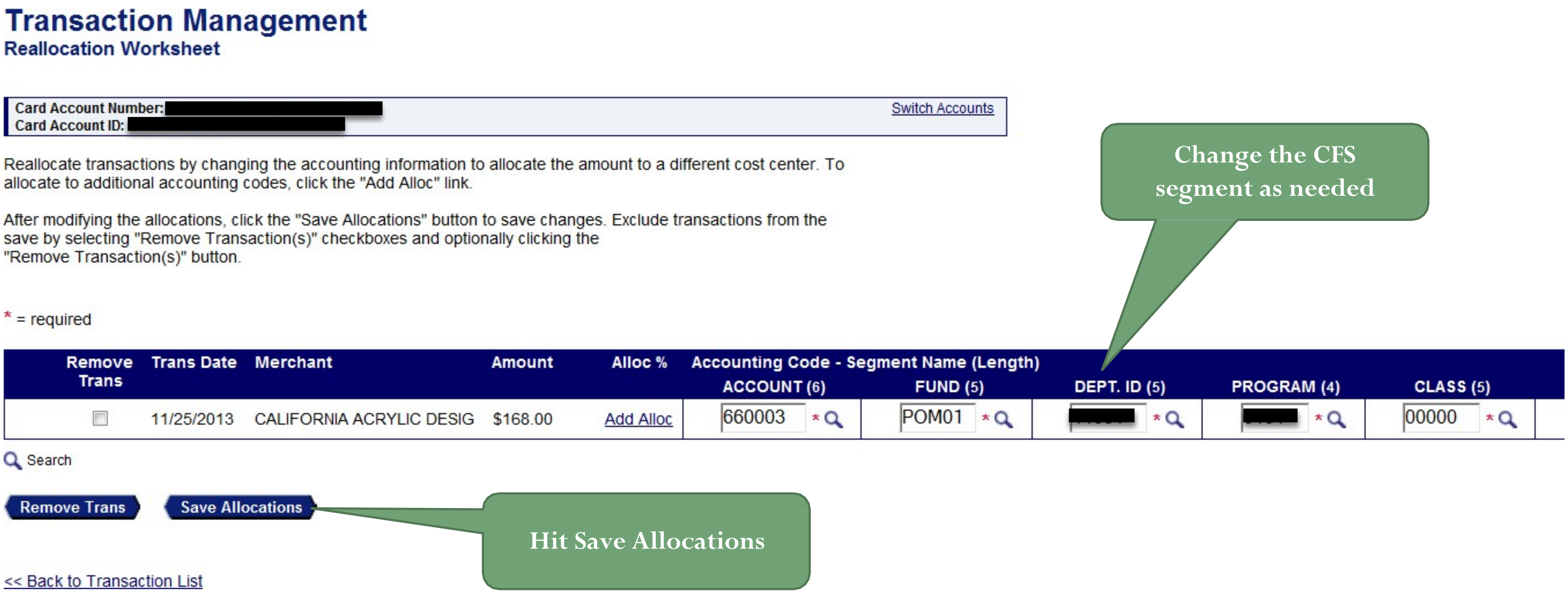
When you reallocate a transaction, you are changing the accounting information from your default Chartfield String to a different Chartfield String. This should be a CFS that you have authorization to use. Transactions can be reallocated completely to a different CFS or can be split into multiple Chartfield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

Reallocate a Transaction



Transaction Management - Reallocate

Reallocate a Transaction



Transaction Management

Reallocation Worksheet

Card Account Number: [redacted]
Card Account ID: [redacted]

Switch Accounts

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) ACCOUNT (6)	FUND (5)	DEPT. ID (5)	PROGRAM (4)	CLASS (5)
☐	11/25/2013	CALIFORNIA ACRYLIC DESIG	$168.00	Add Alloc	660003 *	POM01 *	[redacted] *	[redacted] *	00000 *

Search

Remove Trans   Save Allocations

<< Back to Transaction List

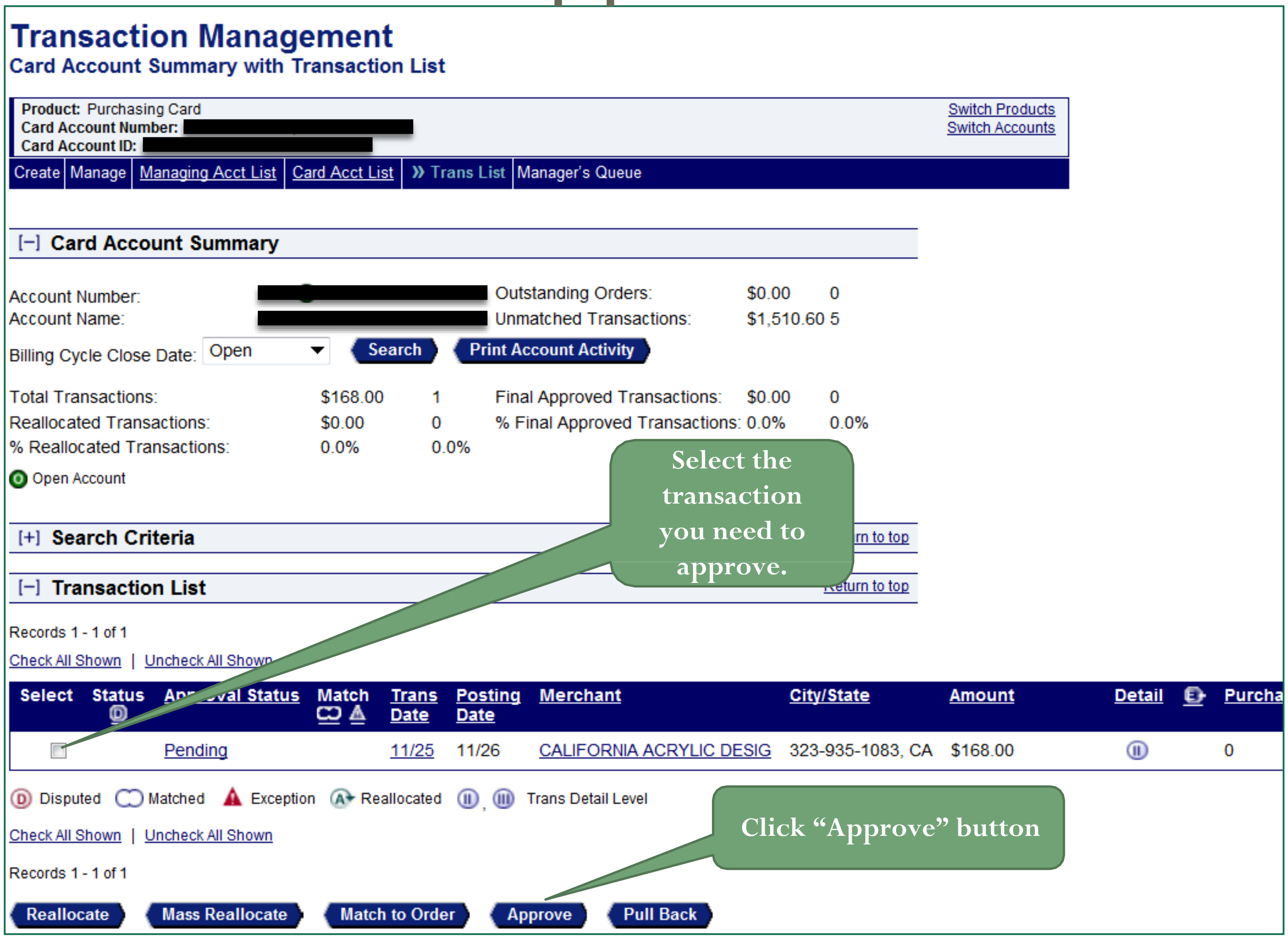
Change the CFS segment as needed

Hit Save Allocations

Approve a Transaction

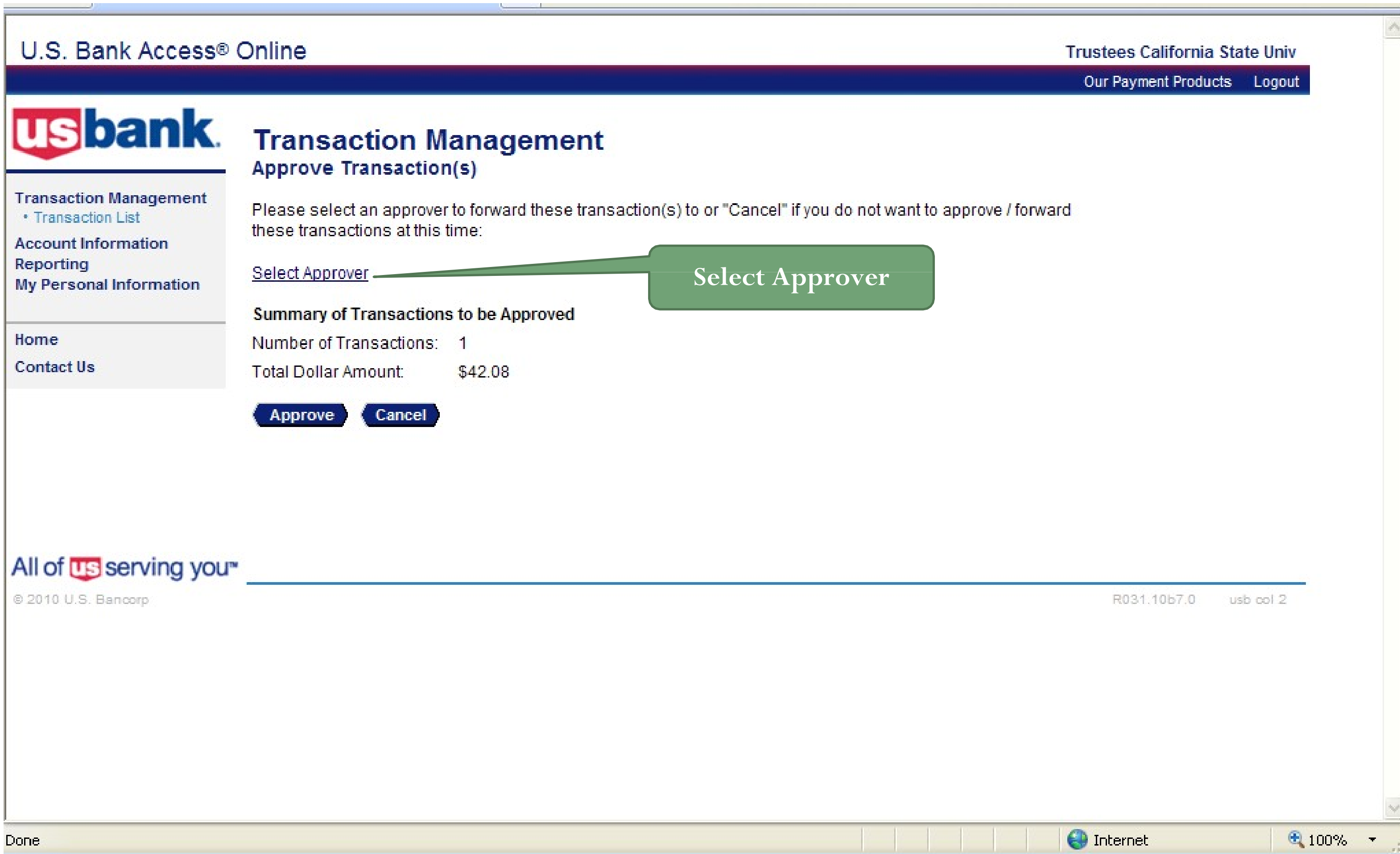
Once you have viewed the transactions that fall within the billing cycle and confirmed the appropriate chartfield string, you must approve the transactions and forward them to your approving official.

Transaction Approval



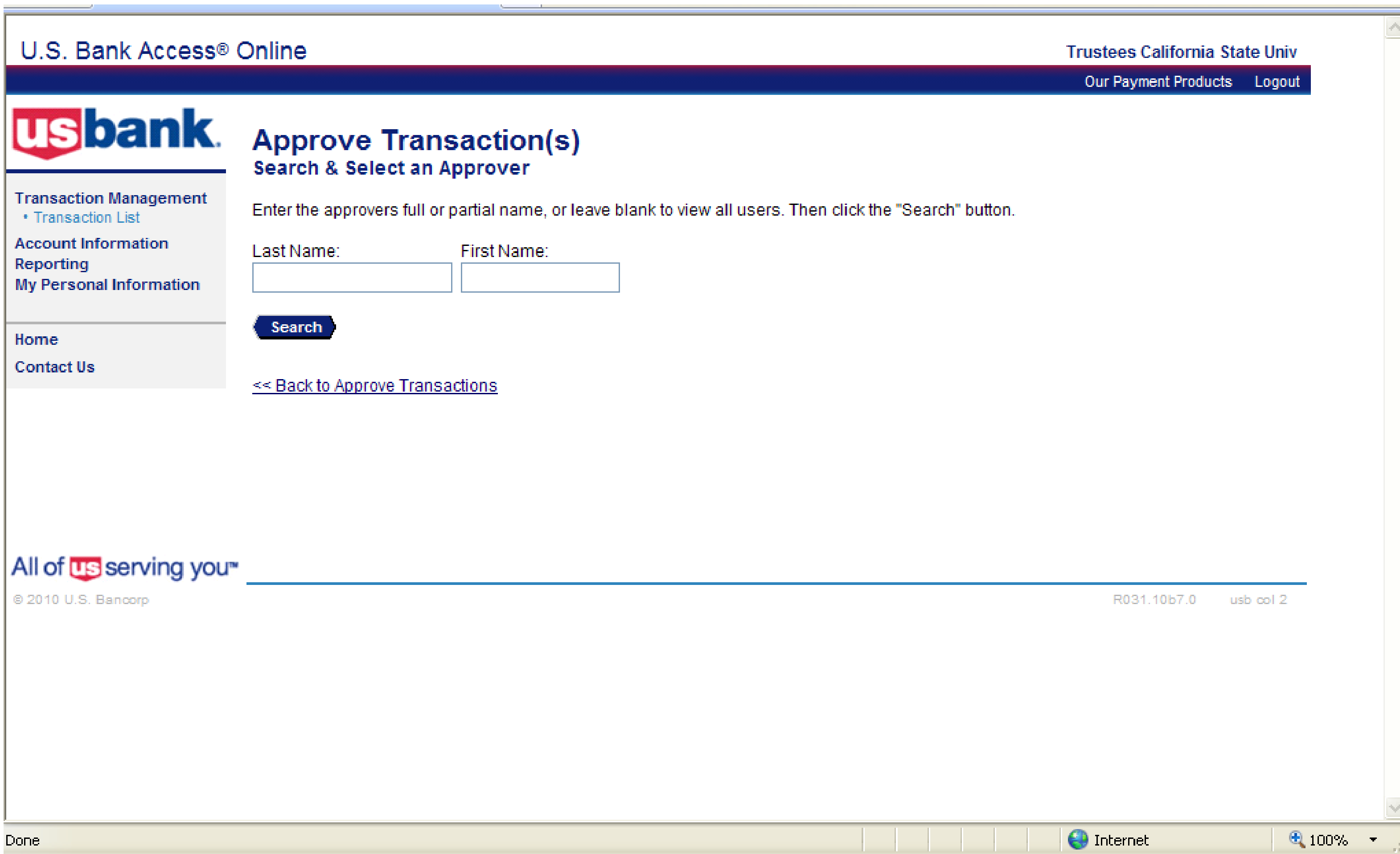
Transaction Management - Approval

Transaction Approval



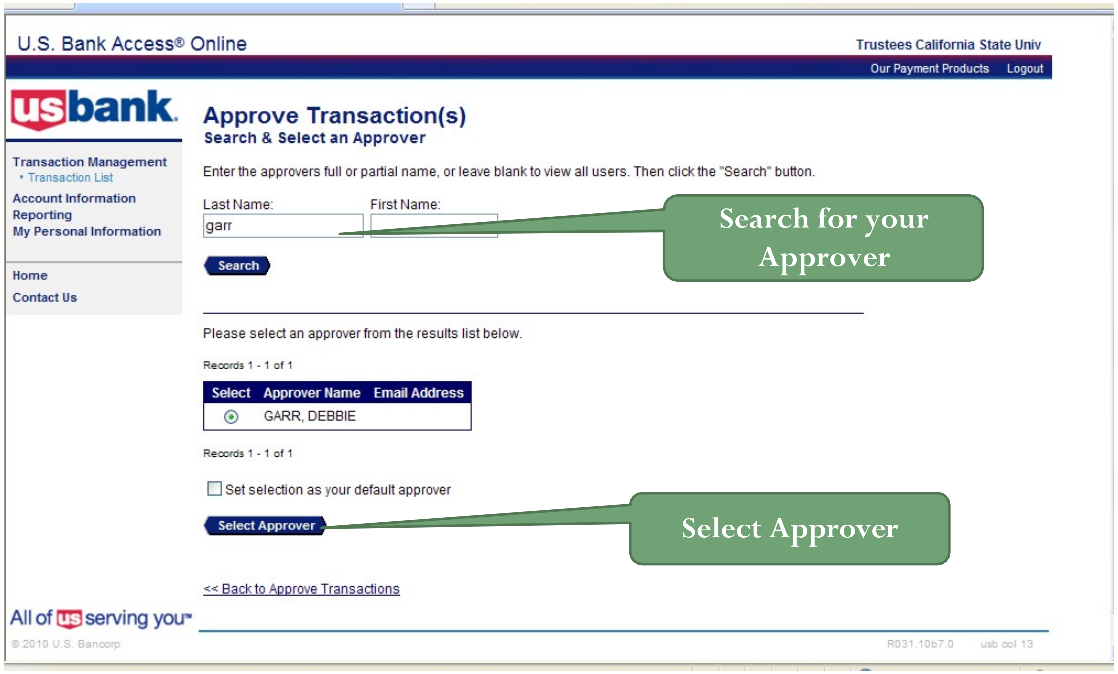
Transaction Management - Approval

Transaction Approval



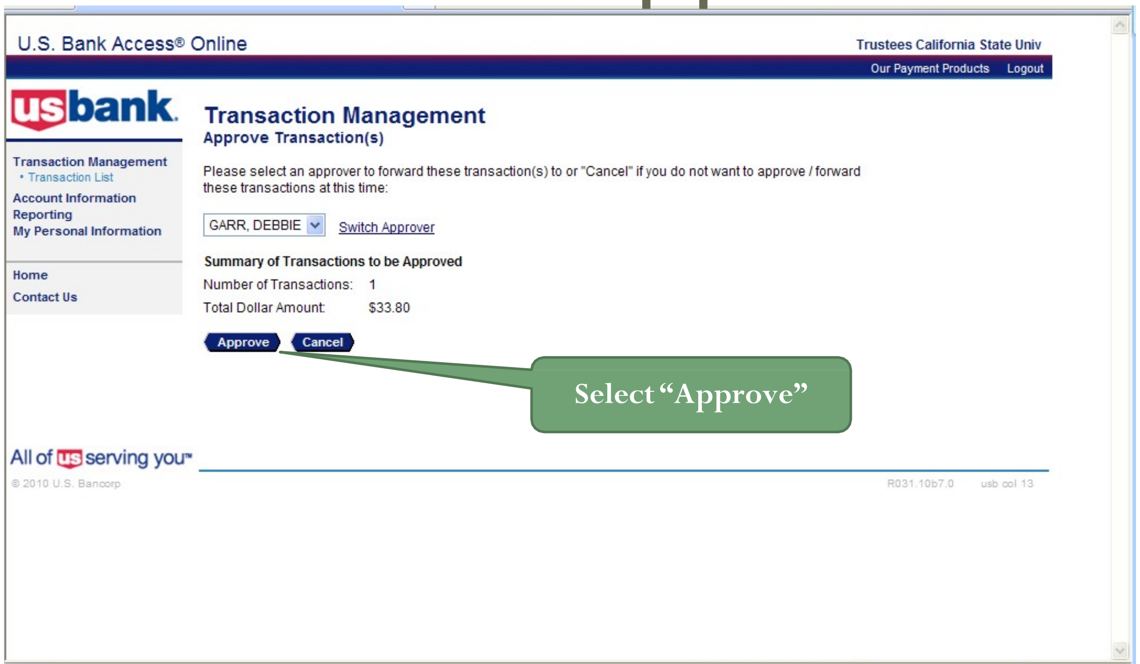
Transaction Management - Approval

Transaction Approval



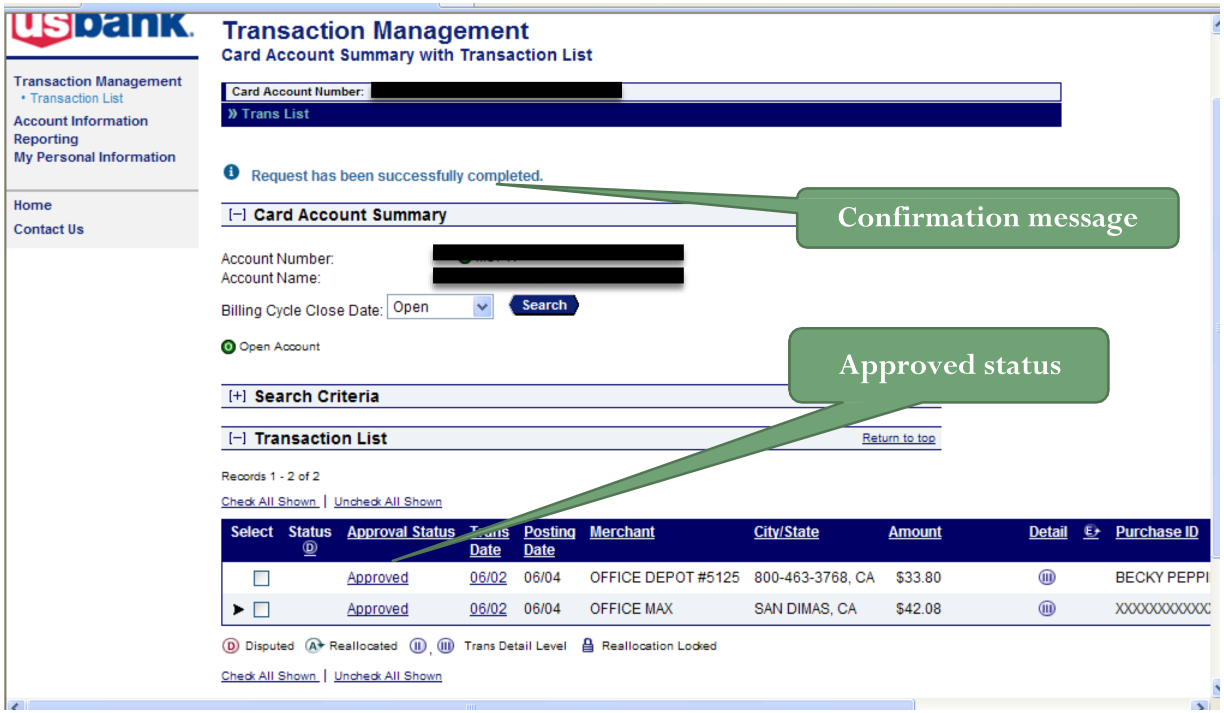
- Select the radial button for the approving manager you want to forward your approved transaction to.
- If desired, select the *Set selection as your default approver* check box to make the selected person your default approval manager.
- Click the Select Approver button. The *Transaction Management: Approve Transaction(s)* screen displays with your selected approval manager in the Approver's Name field.

Transaction Approval



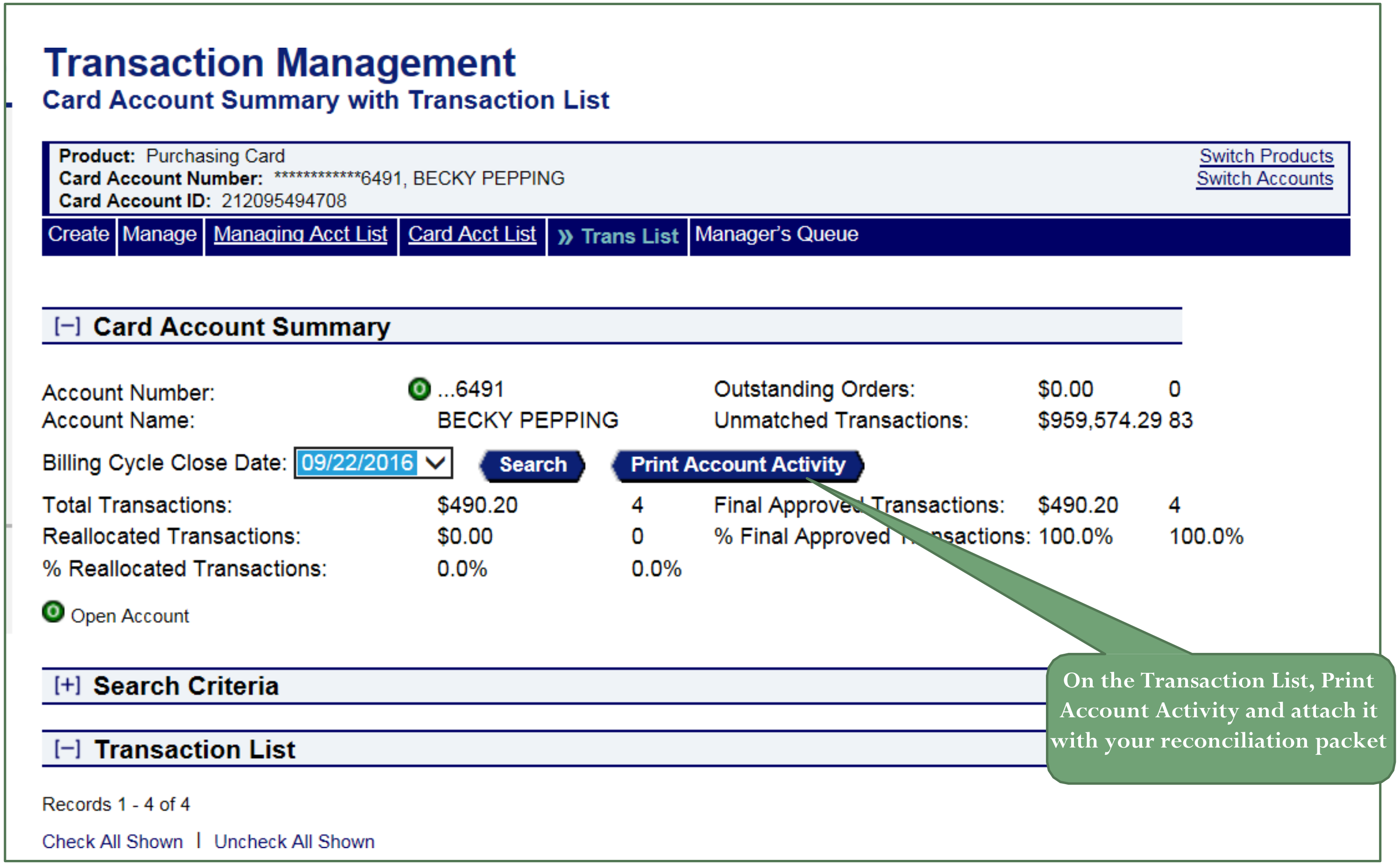
Click the "Approve" button. The system forwards the approved transaction(s) to the specified approving manager.

Transaction Approval



You return to the Transaction Management screen on which a confirmation message displays and the transaction's status displays "Approved".

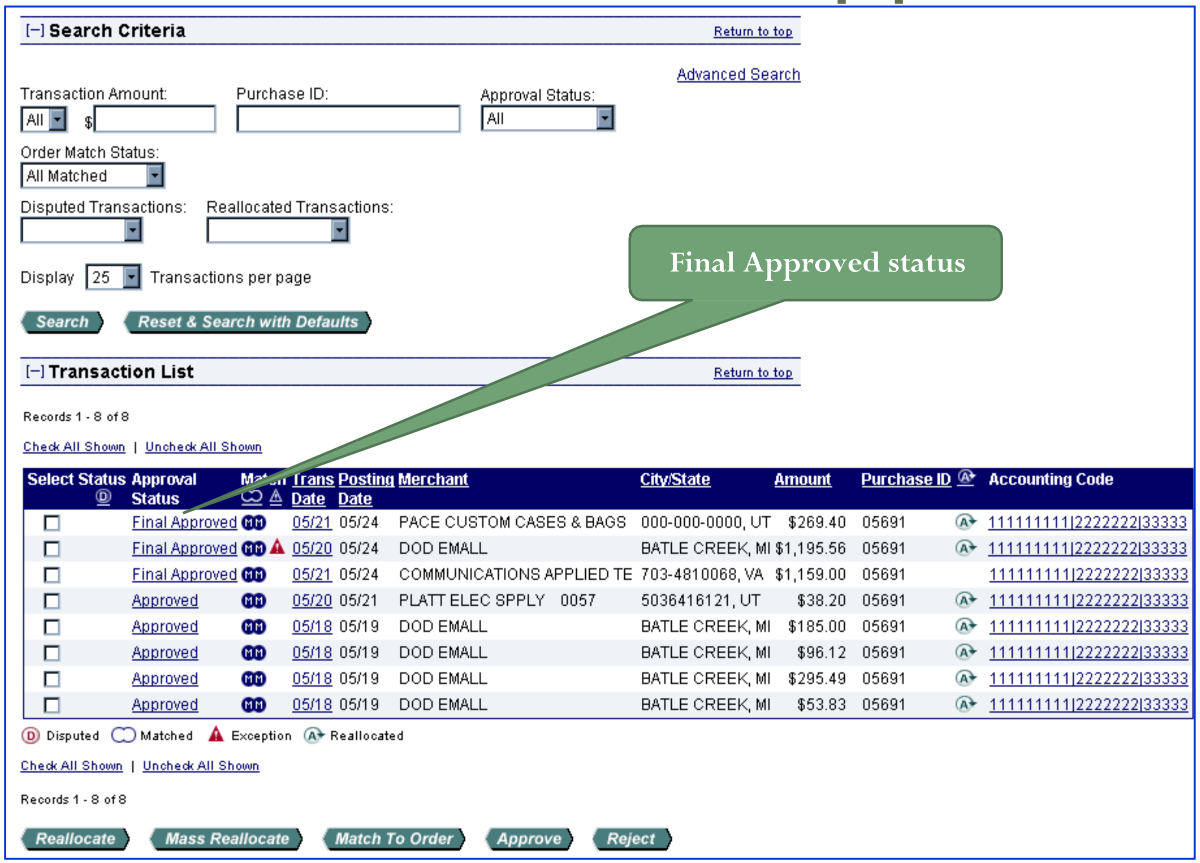
Account Activity Report



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.

Transaction Final-Approval



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