

# 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

U.S. Bank Access® Online

Our Payment Products

**usbank.**

**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](#)

[Register Online](#)

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# 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: \***

**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

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R2



## 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.

\*= required

One-Time Passcode:\*

[Send me another code](#)

Continue

[<<Back](#)


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[Accessibility Policy](#)

R21.01.00b20210217-1020 col 5 02-26-2021 13:58:30 CST

# Online Self-Registration

Personal | Business | Institution / Government | About

**U.S. Bank**  
Five Star Service Guaranteed

**U.S. Bank Access® Online**


Contact Us  
Login

## 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.

# 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: \*

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

U.S. Bank Access® Online

Our Payment Products

**usbank.**

**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](#)

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# Logging In

U.S. Bank Access® Online

Our Payment Products

**usbank.**

**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](#)

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Org short name: csuca  
User ID  
Password

# Email Notification

The screenshot shows the U.S. Bank Access Online interface. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. The U.S. Bank logo is on the left, and 'ACME69 Corporation' is on the right. Below the navigation bar is a green banner with 'U.S. Bank Access® Online'. A left sidebar contains links for Transaction Management, Account Information, Reporting, My Personal Information (highlighted with a green arrow), Password, Contact Information, and Account Access. Below these are links for Home and Contact Us. The main content area is titled 'My Personal Information' and includes a 'Log Out' link. It displays the user ID 'Ch1purchase' and sections for Password, Contact Information, and Account Access. The 'Contact Information' section includes a link for 'Email Notification', which is highlighted by a green callout box. The callout box contains the text: 'Email notification allows you to receive notices from USB when your transactions are available to reconcile each month'.

Personal | Business | Institution / Government | About U.S. Bancorp

**usbank**  
Five Star Service Guaranteed

ACME69 Corporation

**U.S. Bank Access® Online**

**Transaction Management**  
**Account Information**  
**Reporting**  
**My Personal Information**  
Password  
Contact Information  
Account Access

**Home**  
**Contact Us**

**My Personal Information** ★ Log Out

User ID: Ch1purchase

**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](#)

**Account Access**  
View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

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:

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

Select ENABLE to receive email notification of statement availability

[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

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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	<a href="#">View Details</a>

Authorization Limits Comments:

[<< Back to Cardholder Account Summary](#)

# Default Accounting Code

U.S. Bank Access® Online

California State University

Our Payment Products Logout

usbank

Request Status Queue

Active Work Queue

System Administration

Account Administration

Order Management

Transaction Management

Account Information

• Statement

• Account Profile

Reporting

Dashboard

Data Exchange

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. 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.

[Authorization Limits](#)

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

[Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

[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

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R044.00b20.0 col 7 12-02-2013 17:59:45 CST

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Account Information

# Transaction Management

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



# Viewing Transactions

The screenshot shows the U.S. Bank Access Online interface. At the top, it says "U.S. Bank Access® Online" on the left and "California State University" on the right, with links for "Our Payment Products" and "Logout". Below this is the "usbank" logo. To the right of the logo, it says "Welcome to Access Online Becky Pepping" and "Your last login was 12/02/2013". On the left side, there is a navigation menu with links: "Transaction Management", "Account Information", "Reporting", "My Personal Information", "Home", "Contact Us", and "Training". A green arrow points from the "Transaction Management" link to the "Message Center" text, which is located below the login information. On the right side, there is a "Language Selection:" dropdown menu currently set to "American English".

U.S. Bank Access® Online

California State University

Our Payment Products Logout

**usbank**

Welcome to Access Online Becky Pepping

Your last login was 12/02/2013

Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us  
Training

Message Center

Language Selection:  
American English ▼

# Transaction Management

U.S. Bank Access® Online

California State University  
Our Payment Products Logout

**usbank** Transaction Management

**Transaction Management**

- Card Account List
- Transaction List

**Account Information**  
**Reporting**  
**My Personal Information**

**Home**  
**Contact Us**  
**Training**

[Card Account List](#)  
View summary information for all Cardholder Accounts.

[Search Card Account List](#)  
Allows you to provide your own search criteria first before any results are presented.

[View Previous Cycle](#)  
Presents the Cardholder Account list for the previous cycle.

[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.

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R044.00b20.0 col 7 12-02-2013 18:14:04 CST

# Transaction List

U.S. Bank Access® Online

California State University

Our Payment Products Logout

usbank.

Transaction Management

Card Account Summary with Transaction List

Request Status Queue

Active Work Queue

System Administration

Account Administration

Order Management

Transaction Management

• Managing Acct List

• Card Account List

• Transaction List

• Manager Approval Queue

• Manager Approval History

Account Information

Reporting

Dashboard

Data Exchange

My Personal Information

Home

Contact Us

Training

Product: Purchasing Card

Card Account Number: [REDACTED]

Card Account ID: [REDACTED]

Switch Products

Switch Accounts

Create

Manage

Managing Acct List

Card Acct List

Trans List

Manager's Queue

[-] Card Account Summary

Account Number: [REDACTED] Outstanding Orders: \$0.00 0

Account Name: [REDACTED] Unmatched Transactions: \$1,510.60 5

Billing Cycle Close Date: Open Search Print Account Activity

Total Transactions: \$168.00 1 Final Approved Transactions: \$0.00 0

Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%

% Reallocated Transactions: 0.0% 0.0%

Open Account

[+] Search Criteria

Return to top

[-] Transaction List

Return to top

Records 1 - 1 of 1

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>	Pending			11/25	11/26	CALIFORNIA ACRYLIC DESIG	323-935-1083, CA	\$168.00	II	0

Disputed

Matched

Exception

Reallocated

Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Reallocate

Mass Reallocate

Match to Order

Approve

Pull Back

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R044.00b20.0 col 7 12-02-2013 18:19:49 CST

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

U.S. Bank Access® Online California State University  
Our Payment Products Logout

**usbank** Transaction Management  
Card Account Summary with Transaction List

Product: Purchasing Card  
Card Account Number: [REDACTED] [Switch Products](#)  
Card Account ID: [REDACTED] [Switch Accounts](#)

Create Manage **Managing Acct List** Card Acct List Trans List Manager's Queue

**[-] Card Account Summary**

Account Number: [REDACTED] Outstanding Orders: \$0.00 0  
Account Name: [REDACTED] Unmatched Transactions: \$1,510.60 5  
Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

Total Transactions: \$168.00 1 Final Approved Transactions: \$0.00 0  
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%  
% Reallocated Transactions: 0.0% 0.0%

[Open Account](#)

**[+] Search Criteria** [Return to top](#)

**[-] Transaction List** [Return to top](#)

Records 1 - 1 of 1  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>	Pending			11/25	11/26	CALIFORNIA ACRYLIC DESIG	323-935-1083, CA	\$168.00		0

[Disputed](#) [Matched](#) [Exception](#) [Trans Detail Level](#)

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

Records 1 - 1 of 1

[Reallocate](#) [Mass Reallocate](#) [Match to Order](#) [Approve](#) [Pull Back](#)

**Change to recent cycle close date**

**Select the transaction you need to reallocate**

**Reallocate**

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# Reallocate a Transaction

## Transaction Management

### Reallocation Worksheet

Card Account Number:	<input type="text"/>	<a href="#">Switch Accounts</a>
Card Account ID:	<input type="text"/>	

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)
<input type="checkbox"/>	11/25/2013	CALIFORNIA ACRYLIC DESIG	\$168.00	<a href="#">Add Alloc</a>	660003 * 🔍	POM01 * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	00000 * 🔍

🔍 Search

[Remove Trans](#)

[Save Allocations](#)

Hit Save Allocations

[<< Back to Transaction List](#)

Change the CFS segment as needed

# 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

### Card Account Summary with Transaction List

Product: Purchasing Card

Card Account Number: [REDACTED]

Card Account ID: [REDACTED]

[Switch Products](#)

[Switch Accounts](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [» Trans List](#) [Manager's Queue](#)

#### [ - ] Card Account Summary

Account Number: [REDACTED] Outstanding Orders: \$0.00 0

Account Name: [REDACTED] Unmatched Transactions: \$1,510.60 5

Billing Cycle Close Date: Open

[Search](#)

[Print Account Activity](#)

Total Transactions: \$168.00 1 Final Approved Transactions: \$0.00 0

Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%

% Reallocated Transactions: 0.0% 0.0%

[Open Account](#)

Select the transaction you need to approve.

#### [ + ] Search Criteria

#### [ - ] Transaction List

Records 1 - 1 of 1

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase
<input type="checkbox"/>	Pending			11/25	11/26	CALIFORNIA ACRYLIC DESIG	323-935-1083, CA	\$168.00	II	0

[Disputed](#) [Matched](#) [Exception](#) [Reallocated](#) [Trans Detail Level](#)

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

Records 1 - 1 of 1

Click "Approve" button

[Reallocate](#) [Mass Reallocate](#) [Match to Order](#) [Approve](#) [Pull Back](#)



# Transaction Approval

U.S. Bank Access® Online

Trustees California State Univ

Our Payment Products Logout

**usbank.**

**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: \$42.08

[Approve](#) [Cancel](#)

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R031.10b7.0 usb col 2

Done

Internet 100%

# Transaction Approval

The screenshot shows a web browser window displaying the U.S. Bank Access Online interface. The page title is "U.S. Bank Access® Online". In the top right corner, it says "Trustees California State Univ" and "Our Payment Products Logout". The U.S. Bank logo is on the left. The main heading is "Approve Transaction(s) Search & Select an Approver". Below this, a instruction reads: "Enter the approvers full or partial name, or leave blank to view all users. Then click the 'Search' button." There are two input fields: "Last Name:" and "First Name:". A blue "Search" button is below the fields. A link "<< Back to Approve Transactions" is at the bottom left of the main content area. The footer includes "All of us serving you™", "© 2010 U.S. Bancorp", "R031.10b7.0", and "usb col 2". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

U.S. Bank Access® Online

Trustees California State Univ  
Our Payment Products Logout

**usbank.**

**Approve Transaction(s)**  
**Search & Select an Approver**

Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:  First Name:

**Search**

[<< Back to Approve Transactions](#)

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Done Internet 100%

# Transaction Approval

U.S. Bank Access® Online

Trustees California State Univ  
Our Payment Products Logout

**usbank**

**Approve Transaction(s)**  
**Search & Select an Approver**

Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:  First Name:

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input checked="" type="radio"/>	GARR, DEBBIE	

Records 1 - 1 of 1

☐ Set selection as your default approver

[<< Back to Approve Transactions](#)

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- 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

U.S. Bank Access® Online

Trustees California State Univ  
Our Payment Products Logout

**usbank**

**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:

GARR, DEBBIE [Switch Approver](#)

**Summary of Transactions to be Approved**

Number of Transactions: 1  
Total Dollar Amount: \$33.80

[Approve](#) [Cancel](#)

Select "Approve"

All of **us** serving you™

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

# Transaction Approval

The screenshot displays the US Bank Transaction Management interface. A confirmation message at the top states: "Request has been successfully completed." Below this, the "Card Account Summary" section shows fields for Account Number, Account Name, and Billing Cycle Close Date (set to Open). A "Search" button is present. The "Search Criteria" section is expanded. The "Transaction List" section shows two records, both with an "Approved" status. A green callout box labeled "Confirmed status" points to the "Approved" status in the first row. Another green callout box labeled "Approved status" points to the "Approved" status in the second row.

**Transaction List**

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		Approved	06/02	06/04	OFFICE DEPOT #5125	800-463-3768, CA	\$33.80		BECKY PEPPI
<input type="checkbox"/>		Approved	06/02	06/04	OFFICE MAX	SAN DIMAS, CA	\$42.08		XXXXXXXXXXXX

Records 1 - 2 of 2  
[Check All Shown](#) | [Uncheck All Shown](#)

Disputed Reallocated Trans Detail Level Reallocation Locked

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

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

# Account Activity Report

## Transaction Management

### Card Account Summary with Transaction List

**Product:** Purchasing Card  
**Card Account Number:** \*\*\*\*\*6491, BECKY PEPPING  
**Card Account ID:** 212095494708

[Switch Products](#)  
[Switch Accounts](#)

[Create](#) [Manage](#) [Managing Acct List](#) [Card Acct List](#) [» Trans List](#) [Manager's Queue](#)

[-] Card Account Summary

Account Number: ...6491

Account Name: BECKY PEPPING

Billing Cycle Close Date: 09/22/2016 ▼

Outstanding Orders: \$0.00 0

Unmatched Transactions: \$959,574.29 83

Search

Print Account Activity

Total Transactions: \$490.20 4

Reallocated Transactions: \$0.00 0

% Reallocated Transactions: 0.0% 0.0%

Final Approved Transactions: \$490.20 4

% Final Approved Transactions: 100.0% 100.0%

⊕ 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.

# Transaction Final-Approval

[-] Search Criteria

[Return to top](#)

Transaction Amount:

Purchase ID:

Approval Status:

All

\$

All

Order Match Status:

All Matched

Disputed Transactions:

Reallocated Transactions:

Display

25

Transactions per page

Search

Reset & Search with Defaults

[-] Transaction List

[Return to top](#)

Records 1 - 8 of 8

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

Select	Status	Approval Status	Match	Trans Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	Final Approved	05/21	05/24	PAGE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	11111111 2222222 33333	
<input type="checkbox"/>	Final Approved	05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	11111111 2222222 33333	
<input type="checkbox"/>	Final Approved	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	11111111 2222222 33333	
<input type="checkbox"/>	Approved	05/20	05/21	PLATT ELEC SPLY 0057	5036416121, UT	\$38.20	05691	11111111 2222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$185.00	05691	11111111 2222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$96.12	05691	11111111 2222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$295.49	05691	11111111 2222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMALL	BATLE CREEK, MI	\$53.83	05691	11111111 2222222 33333	

Disputed

Matched

Exception

Reallocated

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

Records 1 - 8 of 8

Reallocate

Mass Reallocate

Match To Order

Approve

Reject

Final Approved status

Once your approving manager has approved your transactions online, the status will change from “Approved” to “Final Approved”

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Transaction Management – Final Approval



# 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](mailto:louyang@cpp.edu)