# Approving US Bank Transactions

# Getting Started

Approving PCard transactions within the US Bank Access Online system is a process that involves logging into Accessing Online and reviewing transactions and receipts.

To receive notification emails from Access Online when transactions are ready to be approved, once logged in, click "My Personal Information", then select "Email Notification".



Select the box for "Pending Approver's Transaction Approval" and select either "Daily" or "Weekly" along with the business day you'd like to receive the notification.

# Getting Started

You will receive one notification email for all transactions submitted for your approval based on the frequency you selected and not one email per transaction. These emails will include the total number of pending transactions as well as the total dollar amount.

Subject: Access Online - Number of Transactions Pending - 1

[You don't often get email from accessonline.tm@access.usbank.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification ]

[ EXTERNAL EMAIL ]

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

Total number of pending transactions:1
Total dollar amount of pending transactions: $28.32

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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

# Selecting Transactions

Once you've logged into Access Online, select "Transaction Management", then the "Manager Approval Queue".

The list of pending transactions will populate.

**Request Status Queue**
**Active Work Queue**
**System Administration**
**Account Administration**
**Transaction Management**
- Transaction List
- **Manager Approval Queue**
- Manager Approval History

**Account Information**
**Reporting**
**Data Exchange**

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 - 1 of 1

Check All Shown | Uncheck All Shown

| Select | Approval Status | Trans Date | Merchant | City/State | Amount | Detail | Account Number | Cardholder Approver | Last Approver | Pending Approver | Attachment | Comments | Accounting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ▶ ☐ | Pending | 08/10 | ODP BUS SOL LLC # 101080 | 800-463-3768, CO | $38.30 | ⑪ | ...9967 | Gray, Morgan | Gray, Morgan | Chaplain, John | 📎 📄 | ✏ | 010000\|051300\|72210\|6400 |

⑪, ⑪  Trans Detail Level  ⊛ Reallocated  📄 Upload  📄 Attachment  ✏ Comments

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

**Approve**  **Reject**  **Reallocate**  **Mass Reallocate**

# Reviewing Receipts and Transactions

During your review, you should check that:

•FOAPA information is correct.

•Cardholders have uploaded images of all receipts/backup for each of their transactions.

•The receipt for each transaction must list the items that were purchased. If this is not the case, you can reject the transaction and send it back to the cardholder to obtain an itemized receipt from the merchant.

•The receipts match the amounts charged to the credit card.

•Colorado state sales tax was not charged for in-state purchases.

•None of the transactions were split at the point of sale to circumvent single transaction limits.

•The purchases are appropriate. Appropriateness is determined by whether a purchase was necessary to conduct the business required within the program, department, school or college.

•No personal transactions were made. Any personal transactions must be reimbursed to UNC before the transaction is approved. The Deposit Transmittal form completed as part of the reimbursement process should be uploaded as backup for the reimbursement.

•Alcohol purchases for an off-campus official function must have a copy of a fully approved Alcohol Approval Form attached with the itemized receipt.

•Any gift card purchases are documented with a gift card waiver.

If a cardholder is unable or unwilling to meet the standards listed above, it is appropriate to have the individual's PCard suspended until they can meet the standard. Suspending a card should be viewed as providing the cardholder time to resolve card-related issues; suspension of a card is typically temporary unless the spending behavior is egregious in nature.

# Reviewing Receipts and Transactions

To review a transaction receipt, click the PDF icon in the Attachment column.



To view comments/descriptions or add additional comments, select the icon in the "Comments" column.

# Reviewing Receipts and Transactions

To view previously entered comments, click either "Show All Comment History" or "Show History For Comments".

New comments can be added in the text field and saved by clicking "Save Comments".

# Reviewing Receipts and Transactions

FOAPA information can be updated by selecting the transaction and clicking "Reallocate" or by selecting the FOAPA hyperlink in the "Accounting Code" column.

| Select | Approval Status | Trans Date | Merchant | City/State | Amount | Detail | | Account Number | Cardholder Approver | Last Approver | | Pending Approver | Attachment | Comments | Accounting Code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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Ⅱ, Ⅲ Trans Detail Level  A▸ Reallocated  🖇 Upload  📄 Attachment  ✎ Comments

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

**Approve**  **Reject**  **Reallocate**  **Mass Reallocate**

Transactions can also be rejected and returned to the cardholder for:
- Incorrect FOAPA information
- Missing or non-itemized receipts/backup documentation
- Missing or incomplete comment/descriptions
- Incorrect approver
    - NOTE: If you do not have signature authority for a FOAPA used for a cardholder expense, it should be routed to an individual that does i.e., charges posting to another department's budget should be approved by that department.

# Rejecting Transactions

To reject a transaction or transactions, select the check box next to them, then click "Reject".



Select a rejection reason from the list or select "Other" and add the reason in the provided text box.

**Rejection Reason***

Please select at least one reason why you are rejecting these transactions.

☐ **Incorrect accounting code allocation (Request for user to change allocation)**

☐ **Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)**

☐ **Incorrect or insufficient transaction comment information**

☐ **Incorrect or not enough user line item data**

☐ **Unauthorized / non-preferred vendor**

☐ **Incorrect match**

☐ **Other:**

# Rejecting Transactions

Manager Approvers should reject transactions back to the cardholder as the Manager Approver should be the first approval in the process. Final Approvers can reject transactions back to the Manager Approver if needed. Once the appropriate option is selected, click "Reject".

☐ **Incorrect match**

☑ **Other:** No receipt attached for this transaction.

**Rejection Destination***

Please select the person you would like to reject (send) these transactions to.

⦿ **Reject each transaction to its cardholder account**

◯ **Reject all transactions to an approver:**  Select Approver

[Reject]  [Cancel]

Cardholder accounts are automatically set to receive notifications from Access Online for any rejected transactions that includes the reason for the rejection.

# Completing Approval

To approve a transaction or transactions, select the box(es) next to the transaction(s) and click "Approve".



Manager Approvers will be prompted to forward the transaction for further approval. Click "Select Approver", then enter the next approvers full or partial name and click "Search". Once selected, click "Submit".

# Completing Approval

Repeat for all transaction in the Manager Approval Queue until it is empty.

## Transaction Management
### Manager Approval Queue

| Trans List | »Manager's Queue |

ℹ **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:**
All ⌄

**Approval Status:**
All ⌄

**Transaction Amount:**
All ⌄   $ [            ]