



Reconciling US Bank PCard Transactions

UNC



Getting Started

- PCard reconciliation is the process of uploading receipts or backup documentation, adding descriptions, and updating FOAP(A), or the budget string information, as needed to ensure purchases/payments are paid from the appropriate funding source.
- You are also validating that all charges are legitimate and correct. If you identify fraud, immediately notify US Bank at 1-800-523-9078.



Getting Started

Transactions can be reallocated as soon as they post to your statement throughout the billing cycle, which ends on the 20th of each month, or the reallocation can be completed during the reconciliation period, typically between the 21st and 30th of each month.

NOTE: Cardholders have until the 24th of the month to complete their reconciliation and submit their transactions to their Manager Approver for review and approval.

Once you are ready to reconcile, log in to the US Bank Access Online website by using the Single Sign On link in Ursa.

Note: If this is your first time accessing this system, you will need to register your account. See registration documentation for this process.

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My Account Employee

Employee Important Links

- Production Banner Admin Pages
- CampusLogic/Student Forms
- Pay/View **eBill** or Bear Pay
- Purchase Parking Permits or Pay Tickets Online
- Outlook Web Access (OWA)
- LinkedIn Learning
- Canvas
- Add Funds to Your Bear Print Account
- Insight Reporting Portal
- Navigate Advising Platform (EAB/SSC)
- Faculty Success
- EIO -- Electronic Internal Orders
- Approval Alerts
- Cornerstone
- **US Bank - Access Online**



After logging in, you'll be taken to the Access Online home page. Depending on your access within the system, your screen setup may vary.

To access your statement and transactions, select Transaction Management from the left-hand menu.

The screenshot shows the US Bank Access Online home page. At the top left is the US Bank logo and "Access Online". At the top right are "Chat With Us" and "Log Out" buttons. The main content area is titled "Welcome to Access Online Morgan Gray" with the text "Your last login was 08/31/2023". Below this is a "Message Center" section with a link to "Message(s) from Access Online". On the left is a navigation menu with items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management (highlighted with a red box and a red arrow pointing to it), Account Information, Reporting, Data Exchange, and My Personal Information. At the bottom left are links for Home, Email Center, Contact Us, Training, and TravelBank Travel & Expense. On the right is a "Language Selection" dropdown menu set to "American English".

Within Transaction Management, select Transaction List.

The screenshot shows the US Bank Access Online Transaction Management page. At the top left is the US Bank logo and "Access Online". The main content area is titled "Transaction Management". Below this is a "Transaction List" section, which is circled in red. The text below "Transaction List" reads: "View, review, allocate/reallocate and add comments to transaction information." Below this are two links: "View Previous Cycle" with the description "Presents the Transaction list for the previous cycle." and "View Pending Transactions" with the description "Presents the pending transactions list." On the left is a navigation menu with items: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management (highlighted with a red box), Transaction List (indicated by a small red dot), Account Information, Reporting, Data Exchange, and My Personal Information. At the bottom left are links for Home and Email Center.



Reallocating

To add or update FOAP(A) information, you can either access the Reallocation Worksheet by checking the box next to the transaction and clicking “Reallocate”.

Or by accessing the Transaction Detail by clicking the hyperlink under Accounting Code for the specific transaction.

Most cards will have a default FOAP(A) which will show here as opposed to Add Allocation.

The reallocation screen you see will differ slightly based on which selection method used. Let’s review the first method using the checkbox and Reallocate button.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant
<input type="checkbox"/>		Pending	08/25	08/28	FEDEX583571838

[Disputed](#) [Reallocated](#) [Trans Detail Level](#) [Upload Attachme](#)

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

Records 1 - 1 of 1

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

[Accounting Code](#) ⓘ

[Add Allocation](#)

010000|051300|72210|6400



Reallocating

In the Reallocation Worksheet, each selected transaction will show as a line item. If you did not have a default FOAP(A), the segment code fields will be blank. Add or update any codes as needed then click “Save Allocations”.

NOTE: US Bank requires all segment types to have the same number of characters, which is noted in parenthesis after the code name. As there are 6-character Fund, Organization, and Activity codes used on campus, these three will always need to be 6-characters. Previously used 5-character codes will now have a zero at the beginning.

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)					Favorite	Allocation Source	Last Changed by
					FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (4)	ACTIVITY (6)			
<input type="checkbox"/>	08/25/2023	FEDEX583571838	\$28.32	Add Alloc	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add as Favorite	Default Acct Code	System
<input type="checkbox"/>	08/25/2023	FEDEX583571838	\$28.32	Add Alloc	<input type="text" value="010000"/>	<input type="text" value="051300"/>	<input type="text" value="72210"/>	<input type="text" value="6400"/>	<input type="text"/>	Add as Favorite	Default Acct Code	System

Search

[Remove Trans](#) [Save Allocations](#)

As most cards should have a default FOAP(A), you may only need to update the account code based on the type of purchase/payment made. For funding sources outside of your default FOAP(A), such as Grant, Foundation, or PAT Award funding, a separate FOAP(A) for those purchases will be entered.

NOTE: If you have multiple funding sources that may be used for future purchases, these can be saved as favorites that can then be applied from a dropdown.



Reallocating – Split Transaction

If you need to split a transaction between multiple FOAP(A)s, with the transaction in the Reallocation Worksheet, click “Add Alloc”.

Remove Trans	Trans Date	Merchant	Amount	Alloc %
<input type="checkbox"/>	08/25/2023	FEDEX583571838	\$28.32	Add Alloc

If you need to split the transaction between more than two FOAP(A)s, click “Add Alloc”. You may then enter the split amounts, based on amounts or percentages, and add all necessary FOAP(A) information. Once complete, click “Save Allocations”.

Remove Trans	Trans Date	Merchant	Remove Alloc	Amount	Alloc %	Accounting Code - Segment Name (Length)				
						FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (4)	ACTIVITY (6)
<input type="checkbox"/>	08/25/2023	FEDEX583571838	<input type="checkbox"/>	\$ 28.32	Add Alloc	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> a
			<input type="checkbox"/>	\$ 0.00	OR <input type="text"/> %	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> a
Amount Remaining				\$ 0.00	<input type="text"/> %					

Search

If too many splits were added, you may remove them by selecting the box next to the split line, then clicking “Remove Allocation(s)”.

Remove Trans	Trans Date	Merchant	Remove Alloc	Amount	Alloc %
<input type="checkbox"/>	08/25/2023	FEDEX583571838	<input type="checkbox"/>	\$28.32	Add Alloc
			<input checked="" type="checkbox"/>	\$ 28.32	OR <input type="text"/> %
			<input type="checkbox"/>	\$ 0.00	OR <input type="text"/> %
Amount Remaining				\$ 0.00	<input type="text"/> %

Search



Reallocating

If you use the hyperlink under Accounting Code to access the Transaction Detail screen to reallocate, the transaction line looks just like it did from the Reallocations Worksheet.

[Accounting Code](#) ⓘ

[Add Allocation](#)

010000|051300|72210|6400

From here, splits can be added by selecting the “Add” button next to “Additional Allocation(s)”. Any number of splits can be added by changing the number in front of the “Add” button before clicking it.

Summary | **Allocations** | Transaction Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the “Add” button.

After adding, modifying or deleting allocations, click the “Save Allocations” button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					Favorite
			FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (4)	ACTIVITY (6)	
<input type="checkbox"/>	\$ 28.32	OR 100.00%	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> q	Add as Favorite

q Search

[Remove](#)

Total Allocated: \$ 28.32 100.00% Apply Accounting Code: [Apply](#)

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 [Add](#)

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[Save Allocations](#)

Splits can be removed by selecting the box in front of the line and clicking “Remove”.

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					Favorite
			FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (4)	ACTIVITY (6)	
<input type="checkbox"/>	\$ 28.32	OR 100.00%	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> q	Add as Favorite
<input checked="" type="checkbox"/>	\$ 0.00	OR 0.00%	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> * q	<input type="text"/> q	Add as Favorite

q Search

[Remove](#)



Dispute a Transaction

To dispute a transaction, click the Transaction Date for the transaction.

This will open the Summary tab for the transaction. Scroll to the bottom of the tab and click “Dispute”.

Select	Status	Approval Status	Trans Date	Posting Date
<input type="checkbox"/>	Ⓚ	Pending	08/30	08/31

Transaction Summary

Status	Trans Date	Posting Date	Merchant
	08/25	08/28	FEDEX583571838

Ⓚ Disputed Ⓜ, Ⓜ Trans Detail Level Ⓜ Reallocated Ⓜ R

Summary Allocations Transaction Line Items Comments Approval History

The Summary tab shows high-level transaction information.

Dispute **Sales Draft Requests** ⓘ
• none

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute

Ⓜ Dispute History



Dispute a Transaction

US Bank provide twenty-one options for dispute reason, some of which have a list of additional items that will be required for the bank to process the dispute.

As noted, unrecognized charges shouldn't be disputed, but should instead be reported directly to US Bank as fraud.

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

i **Unrecognized transactions** should be treated as **fraudulent transactions**. If you don't recognize a charge, please call 1.800.523.9078.

My account was charged for this transaction and...

Reason	Additional Items Required
<input type="radio"/> Merchandise Returned ...I have not received credit for the returned merchandise.	
<input type="radio"/> Merchandise Not Received ...I have not received the merchandise.	
<input type="radio"/> Services Not Received ...I have not received the services.	
<input type="radio"/> Credit Not Received ...I have not received credit toward my account.	Print, Copy of Receipt
<input type="radio"/> Cash Not Received ...I did not receive cash from the ATM.	Print, Copy of Receipt
<input type="radio"/> Alteration of Amount ...the receipt does not match the amount posted.	Print, Copy of Receipt



Adding Receipts

Receipts can be added in one of two places. The first is through the Transaction List. Make sure your receipts have been saved to your computer as a JPG, PNG, or PDF, then click the paperclip icon in the attachment column.

Transaction Management

Card Account Summary with Transaction List

Card Account Number: ***** [REDACTED] MORGAN GRAY [Switch Accounts](#)
Card Account ID: [REDACTED]
[» Trans List](#)

[-] Card Account Summary

Account Number: [REDACTED]
Account Name: MORGAN GRAY

Billing Cycle Close Date: [Search](#) [Print Account Activity](#)

Open Account

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

[-] Transaction List

Records 1 - 1 of 1

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>		Pending	08/25	08/28	FEDEX583571838	800-4633339, TN	\$28.32		09757153230085242023-08-2800001	583571838			Add Allocation

Disputed Reallocated Trans Detail Level Upload Attachments

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

Records 1 - 1 of 1

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)





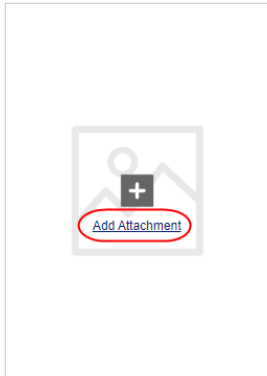
Adding Receipts

Click “Add Attachment” and navigate to where your receipt is saved.

Trans Date	Posting Date	Merchant	City, State/Province	Amount
08/25	08/26	FedEx583571838	800-4633339, TN	\$28.32

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



Back

Save

Additional receipts can be added by clicking “Add Another Attachment”. Images can be deleted by clicking the trashcan icon under the selected image. Once you have all necessary documents attached, click “Save”.



Total file size: 0.07 MB



Images 1 of 1



[Add Another Attachment](#)

Save





Adding Receipts

You will be back at the transaction list and should now see a PDF icon next to the paperclip icon. Clicking this will open the attached documents.

The other way to attach receipts is through the Transaction Detail screen, which is accessed selecting the accounting hyperlink under the Accounting Code column.

Attachment ⓘ



[Accounting Code ⓘ](#)

[Add Allocation](#)

[010000|051300|72210|6400](#)

The Transaction Summary includes the paperclip icon for attaching your receipts. The process follows exactly as the previous page.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment ⓘ
	08/25	08/28	FEDEX583571838	800-4633339, TN	28.32	Ⓜ	583571838	

 Disputed   Trans Detail Level  Reallocated  Upload Attachments

- Summary
- Allocations
- Transaction Line Items
- Comments
- Approval History



Adding Descriptions/Comments

While US Bank doesn't have a traditional description field, it does have comments, and this is where information about what was purchased and what it's for should be entered. These can be added by cardholders and approvers through the approval process.

Comments can only be added through the Transaction Detail screen, accessed by clicking the hyperlink in the Accounting Code column.

[Accounting Code](#) ⓘ
[Add Allocation](#)
[010000|051300|72210|6400](#)

Beneath the Transaction Summary, the system will default to the Allocations tab. Click "Comments".

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	⚡
	08/25	08/28	FEDEX583571838	800-4633339, TN	28.32	ⓘ	

Ⓧ Disputed ⓘ ⓘ Trans Detail Level Ⓜ Reallocated 📎 Upload Attachments

Summary | Allocations | Transaction Line Items | **Comments** | Approval History



Adding Descriptions/Comments

Enter your description and click “Save Comments”.

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

Summary | Allocations | Transaction Line Items | **Comments** | Approval History

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

Shipping PCard to Extended Campus office.

Save Comments

Summary | Allocations | Transaction Line Items | **Comments** | Approval History

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

[Show All Comment History](#)

Comments

[Show History For Comments](#)

Save Comments

Comments

[Hide History For Comments](#)

09/01/2023: 11:06:20 CST, Morgan Gray

Comment Name: Comments

Comment: Shipping PCard to Extended Campus office.



Submitting for Approval

Once all your transactions have been reallocated, descriptions/comments have been added, and receipts have been attached, you'll need to approve each transaction. This routes the transactions to the Manager Approver and can be done at any time during the billing cycle but should be completed by the 24th to allow time for the reviews and approvals.

Select the transactions to approve by checking the boxes in front of them, then click "Approve".

NOTE: Receipts can still be added after a transaction has been approved, but descriptions/comments cannot unless the transactions is pulled back.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant
<input type="checkbox"/>		Pending	08/25	08/28	FEDEX583571838

Disputed Reallocated Trans Detail Level Upload Attache

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

Records 1 - 1 of 1

Cardholders already assigned a default approver will see that individual selected and can click "Submit" to route the transaction to this individual.

[+] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

Chaplain, John (User ID: JCHAPLAIN)



Submitting for Approval

If no default approver is currently set, click “Select Approver”, type in a full or partial name, and click “Search”.

Transaction Management
Approve Transaction(s)

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

[-] 1 Transaction(s) to Approve

I want to forward these transaction(s) for further approval to:

Select Approver

Last Name: First Name:

Select the individual for Manager Approval by clicking the radio button. You can set this person as your default approver for future transactions by checking the box, then click “Select Approver”.

Divisions where cardholder statements are first reviewed by a Chair, Associate Dean, or Dean, should select that individual for the Manager Approval.

The Manager Approver will then approve and route transactions on to the Accounting Specialist for Final Approval.

Last Name: First Name:

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input type="radio"/>	Chaplain, John	John.Chaplain@unco.edu

Records 1 - 1 of 1

Set selection as your default approver



Submitting for Approval

With the Manager Approver selected, click “Submit”.

You’ll be taken back to the transaction list and will have a notification that your transactions have been submitted. The Approval Status will also show as Approved instead of Pending.

To view approval information for this transaction, click the “Approved” hyperlink.

[+1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

Chaplain, John (User ID: JCHAPLAIN) [Select Approver](#)

Submit

Cancel

Transaction Management

Card Account Summary with Transaction List

Card Account Number: , MORGAN GRAY [Switch Accounts](#)
Card Account ID:
[» Trans List](#)

Request has been successfully completed.

Card Account Summary

Select	Status	Approval Status	Trans Date	Posting Date	Merchant
<input type="checkbox"/>		Approved	08/25	08/28	FEDEX583571838

Disputed Reallocated Trans Detail Level Reallocation Lock



Submitting for Approval

This will open the Approval History and show a full of history of this transaction's approval path, including whose approval is currently pending.

[Summary](#) [Allocations](#) [Transaction Line Items](#) [Comments](#) [Approval History](#)

The Approval History tab displays approval actions taken on a transaction. To pull this transaction back from its pending approver, click "Pull Back."

Cardholder Approver: Gray, Morgan

Current Pending Approver: Chaplain, John

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Gray, Morgan	09/01 12:30	Approved	

At this point, your reallocation is complete. If you realize you need to change any of the FOAP(A) information or add additional comments, you can use the "Pull Back" button to make these changes before resubmitting the transaction for approval.

Your Manager Approver and Final Approver also have the option of sending transactions back to you if any changes are required. You'll receive an email notification if a transaction is returned.