



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.

UNIVERSITY OF
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My Account Employee

Employee Important Links

- Production Banner Admin Pages
- CampusLogic/Student Forms
- Pay/View **Bill** 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, expand the Transactions dropdown and select Transaction Management.

us bank Access Online

Dashboard Accounts ▾ Transactions ▴ Reporting ▾ Program ▾

Transaction management

Welcome to Access Online Morgan Gray
Your last login was 09/10/2024

Message Center

One Card Account Name: MORGAN GRAY

Quick Links
[Manage Home Page Settings](#)

us bank Access Online

Dashboard Accounts ▾ Transactions ▾ Reporting ▾ Program ▾

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.

Within Transaction Management, select Transaction List.



The transactions list defaults to the open cycle, but previous cycles can be accessed by selecting the dropdown for “Billing Cycle Close Date”.

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:

Open

All

Open

08/21/2023

07/21/2023

06/21/2023

[Search](#) [Print Account Activity](#)

☒ 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	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](#)



From here, you can update FOAP(A) information for your transactions, add receipts or other backup documentation, and add additional information for your descriptions through the Comments section.



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

ReallocateMass ReallocateApprovePull Back

[Accounting Code](#) ⓘ

[Add Allocation](#)

010000|051300|72210|6400



Reallocating

In the Reallocation Worksheet, each selected transaction will show as a line item. 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 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" value="010000"/> * q	<input type="text" value="051300"/> * q	<input type="text" value="72210"/> * q	<input type="text" value="6400"/> * q	<input type="text" value=""/>	Add as Favorite	Default Acct Code	System

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

All cards 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.

Change To:	Accounting Code - Segment Name (Length)				
	FUND (6)	ORG (6)	ACCOUNT (6)	PROGRAM (4)	ACTIVITY (6)
--Change Current Value--	<input type="text" value="010000"/> * q	<input type="text" value="051200"/> * q	<input type="text" value="72364"/> * q	<input type="text" value="5400"/> * q	<input type="text" value=""/>
--Change Current Value--	<input type="text" value="010000"/> * q	<input type="text" value="051300"/> * q	<input type="text" value="72364"/> * q	<input type="text" value="6400"/> * q	<input type="text" value=""/>
Card Account Default Accounting Code					
Tax Default Accounting Code					
Freight Default Accounting Code					
#Business Prime Membership					
#Copy Charges - Gen Acct					
#Copy Charges - Purchasing					
#Software					



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	OR 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 0.00%	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> *a	<input type="text"/> a
Amount Remaining				\$ 0.00	0.00%					

Search

[Remove Trans](#) [Remove Allocation\(s\)](#) [Save Allocations](#)

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 100.00%
				\$ 0.00	OR 0.00%
Amount Remaining				\$ 0.00	0.00%

Search

[Remove Trans](#) [Remove Allocation\(s\)](#) [Save Allocations](#)



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.

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

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"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> 🔍	Add as Favorite

🔍 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](#)

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"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> 🔍	Add as Favorite
<input checked="" type="checkbox"/>	\$ 0.00	OR 0.00%	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> * 🔍	<input type="text"/> 🔍	Add as Favorite

🔍 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

Select



Dispute a Transaction

Transaction Management

Dispute Reason: Services Not Received

Card Account Number: , MORGAN GRAY
Card Account ID:

Trans Date	Statement Date	Merchant	Amount	Reference Number
09/04/2024		XEROX BUSINESS SOLUTIONS	125.78	24639234249900011000375

Services Not Received

My account was charged for this transaction and I have not received the services.

* = required

Requestor Name:*

Requestor Phone Number:*

Expected Date of Delivery:

Expected Month:*Expected Day:*Expected Year:*

Description of Services Not Received:*

Date of Merchant Contact:

Contact Month:*Contact Day:*Contact Year:*

Merchant Response:*

Comments:

Dispute

Complete the additional information related to the dispute and submit to US Bank by clicking Dispute at the bottom of the page.



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 PNG or PDF, then click the paperclip icon in the attachment column.

Transaction Management

Card Account Summary with Transaction List

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

[-] Card Account Summary

Account Number:
Account Name: MORGAN GRAY
Billing Cycle Close Date:

Open

All

Open

08/21/2023

07/21/2023

06/21/2023

Search

Print Account Activity

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	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



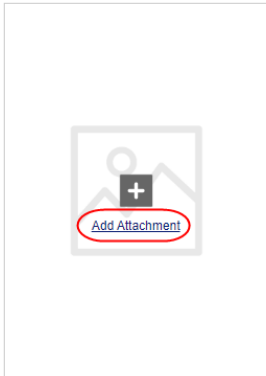
Adding Receipts

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

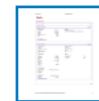
Additional receipts can be added by clicking “Add Another Attachment”. Images can be deleted by clicking the trashcan icon under the selected image. Once you have all necessary documents attached, click “Save”.



Total file size: 0.07 MB



Images 1 of 1



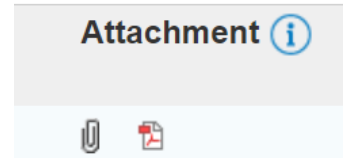
[Add Another Attachment](#)

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 through any of the hyperlink options in the Transaction List.

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

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 through any of the hyperlink options in the Transaction List.

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

Beneath the Transaction Summary, click the "Comments" tab.

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

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

To setup your default approver, click "Select Approver", type in a full or partial name, and click "Search".

Transaction Management

Approve Transaction(s)

[+1 1 Transaction\(s\) to Approve](#)

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

[Select Approver](#)

[Submit](#) [Cancel](#)

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

Last Name: First Name:

[Search](#)



Submitting for Approval

Select the individual for Manager Approval by clicking the radio button. Check the box to set this individual as your default approver, 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.

With the Manager Approver selected, click “Submit”.

Last Name: First Name:

Search

Please select an approver from the results list below.

Records 1 - 1 of 1

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

Records 1 - 1 of 1

☐ Set selection as your default approver

Select Approver

[+] 1 Transaction(s) to Approve

Transaction Approval

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

[Select Approver](#)

Submit

Cancel



Submitting for Approval

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 hyperlink in the Approval Status column.

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

Transaction Management

Card Account Summary with Transaction List

Card Account Number: , MORGAN GRAY
Card Account ID:

[Switch Accounts](#)

[» Trans List](#)

Request has been successfully completed.

Card Account Summary

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

D Disputed A Reallocated U, UU Trans Detail Level L Reallocation Lock

[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	



Submitting for Approval

At this point, your reallocation is complete. If you realize you need to change any of the FOAP(A) information or add additional comments, and your transaction hasn't been approved yet, you can use the "Pull Back" button to make these changes before resubmitting the transaction for approval.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		Approved	09/04	09/06	XEROX BUSINESS SOLUTIONS	210-8058200, TX	\$125.78

 Disputed  Reallocated  Trans Detail Level  Reallocation Locked  Upload Attachments  Attachment 

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

Records 1 - 1 of 1

ReallocateMass ReallocateApprovePull Back

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.