

# PCard User Guide

## 1. Logging In

Access Online is at  
<https://access.usbank.com>



### Welcome to Access Online!

Contact Us  
Login

Please enter the information below and login to begin.

Organization Short Name:

ENTER vandy

User ID:

ENTER Your VUNET ID

Password:

ENTER The password you CREATED once you have logged in using the temporary password

CLICK

## 2. Reviewing Transaction Details

❖ Click on **VIEW OPEN TRANSACTIONS**

### Welcome to Access Online

Your last login was 12/12/2013

Language Selection:

American English ▾

#### Message Center

[Message\(s\) from Access Online](#)

<b>Purchasing</b>	Switch Account ...8004 ▾	<b>Quick Links</b>
Acct#/Name: ...8004   <b>Cardholder Name</b>		<a href="#">Manage Home Page Settings</a>
Account ID: 212095571473		<a href="#">Manage Contact Information</a>
	<input type="button" value="View Current Statement"/>	<a href="#">Manage Email Notifications</a>
Statement Balance: \$5,594.82		<a href="#">Run Transaction Detail Report</a>
Billing Cycle Close Date: 11/25/2013		<a href="#">View All Statements</a>
		<a href="#">View Last Cycle Transactions</a>
Current Balance: ⓘ \$4,746.82		<a href="#">View Open Transactions</a>
Credit Limit: ⓘ \$25,000.00		
Available Credit: ⓘ \$20,253.18		

Last 10 Transactions Posted		
Posting Date	Merchant	Amount
12/09	NCOMPLIANCE SERVICE	\$50.00 CR
11/27	AUTOPAY/DISH NTWK	\$4,796.82

❖ Expand the **Transaction List** section of the screen to view the details of your transactions.

Posting Date	Merchant	City/State	Amount	Detail	Ⓢ	Purchase ID	@	Accounting Code
01/11	PILOT 00003327	N LITTLE ROCK, AR	\$38.50	Ⓢ	Ⓢ	Ⓢ	Ⓢ	62620TRAVELSTUDE
01/11	PILOT 00003327	N LITTLE ROCK, AR	\$35.26	Ⓢ	Ⓢ	Ⓢ	Ⓢ	62620TRAVELSTUDE
01/10	WHATABURGER 10 Q26	VICTORIA, TX	\$69.55		Ⓢ	Ⓢ	Ⓢ	62620TRAVELSTUDE
01/10	SHELL OIL 575424116QPS	HOUSTON, TX	\$50.40	Ⓢ	Ⓢ	Ⓢ	Ⓢ	62620TRAVELSTUDE
01/10	SHELL OIL 575424116QPS	HOUSTON, TX	\$54.94	Ⓢ	Ⓢ	Ⓢ	Ⓢ	62620TRAVELSTUDE
01/10	EXXONMOBIL 47738679	BROWNSVILLE, TN	\$60.00	Ⓢ	Ⓢ	Ⓢ	Ⓢ	62620TRAVELSTUDE

### 3. Allocations and Business Purpose

- ❖ Click the **ACCOUNTING CODE** of the PENDING transaction to go to the Transaction Details screen. On that screen, you will reallocate the account and center number if necessary and comments in the Business Purpose field.  
**\*\*NOTE – Business purpose comments are REQUIRED for auditing purposes.**
- ❖ Click on the spyglass to change the default allocation for the account code and or the center number. 🔍

#### Transaction Management Search & Select Valid Value

The values of the segments listed below have an interdependent relationship which requires them to be selected at the same time. Enter full or partial segment values, segment value descriptions, or leave blank to view all valid combinations. Then click the "Search" button.

<b>CENTER (10)</b>	<b>RELATIONSHIP ID (6)</b>	<b>NEVER REMOVE THE RELATIONSHIP ID</b>
Value: 1111100000	001234 ←	
Description:		
Search Type: Begins with ▾	Begins with ▾	

#### Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	02/07	02/09	AUTOPAY/DISH NTWK	800-894-9131, CO	\$102.98			70070 REPL & RPR EQUIP [-] 0000[-]000473

Ⓧ Disputed Ⓜ Reallocated

Summary | Allocations | Tax Data | 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: User Last Changed By:

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	D1 (1)	CENTER (10)	D2 (1)
<input type="checkbox"/>	\$ 102.98	OR 100.00 %	70070 REPL & RPR EQUIP * 🔍	<input type="checkbox"/>	1230000001 * 🔍	<input type="checkbox"/>

### 4. Business Purpose Notes \*REQUIRED\*

<b>BUSINESS PURPOSE (85)</b>
Put your detailed notes here and be specific for auditing purposes.

- ❖ Click Save Allocations to save your changes **Save Allocations**
- ❖ Make sure it's successful.

**i** Request has been successfully completed.

### 5. Approving Transactions

<input checked="" type="checkbox"/>	Pending	08/03	08/06	AMAZON.COM	AMZN.COMBILL	\$221.50	Ⓧ
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Ⓧ Disputed Ⓜ Reallocated Ⓧ Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 25 of 40  
Page: 1 | 2

**Reallocate** **Mass Reallocate** **Approve** **Pull Back**

- ❖ From your list of transactions, click the check box next to the transaction needing approval.
- ❖ Click the **Approve** button in the lower right corner of the screen.

- If you have multiple transactions that go to the same approval manager, you can multi-select the transactions and click **Approve**.

## 6. Sending Transactions to Approval Manager

- ❖ Once you approve transactions, Access Online will prompt you to select an approval manager to send the transactions to for final approval. Click the **Select Approver** link to choose an approver.
- ❖ On the next screen, enter search criteria and click the **Search** button (or skip entering criteria and click the **Search** button to see all managers).



Transaction Management  
 • Card Account List  
 • Transaction List  
 Account Information  
 Reporting  
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### 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:

[Switch Approver](#)

#### Summary of Transactions to be Approved

Number of Transactions: 1  
 Total Dollar Amount: \$4,529.52

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



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### 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 Transaction\(s\)](#)

- ❖ Click the radio button next to a person's name to select him/her as the approval manager.
  - To set a person as your default approval manager, click the **Set selection as your default approver** checkbox. The default approver will automatically be selected for future transactions.

- ❖ Click **Select Approver**.

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input checked="" type="radio"/>	Manager Name & Email	@vanderbilt.edu

Records 1 - 1 of 1

Set selection as your default approver

[Select Approver](#)

## 7. Generating Reports – Account Activity Report

- ❖ From Access Online's main navigation bar on the left, click **Transaction Management or the Purchasing Card number** on the right hand corner. Select the billing cycle close date for your report and click **Print Account Activity**.

### Transaction Management

#### Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*8004, [Switch Account](#)  
Card Account ID: 212095571473

[Card Acct List](#) » [Trans List](#)

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[–] **Card Account Summary**

Account Number: ● ...8004  
Account Name:

Billing Cycle Close Date: Open Search Print Account Activity

Total Transactions:	746.82	2	Final Approved Transactions:	\$0.00 0
Reallocated Transactions:	796.82	1	% Final Approved Transactions:	0.0% 0.0%
% Reallocated Transactions:	9%	50.0%		

● Open Account

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

Open

All

Open

11/25/2013

10/25/2013

09/25/2013


08/26/2013

07/25/2013

06/25/2013

## 8. Viewing your Statement

- ❖ Click Account Information in the upper left.
- ❖ Click **Statement** (immediately below Account Information).
  - The Select Cycle screen appears:
  - Use the **Select Billing Cycle** drop-down list to choose the billing cycle statement to view.



### Account Information

Card Account Number: \*\*\*\*\*

**Statement**


View account statement(s).

- [Cardholder Account Statement](#)

**Account Profile**

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)



### Account Information

#### Cardholder Account Statement

Card Account Number: \*\*\*\*\*

To view a statement, select a cycle and click the "View Statement" button. **Please Note:** The statement cannot be used for remittance of payment; it is for display purposes only.

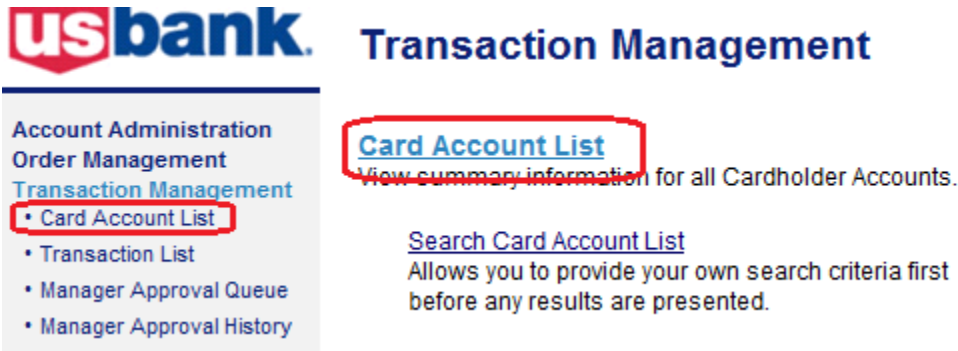
Select Billing Cycle:

07/25/2012

**View Statement**

## 9. Cardholder Summary – Card Account List for Managers ONLY

- ❖ You can access the card account list to view **SUMMARY** data on the cardholders in your department.
- ❖ Click **Transaction Management**
  - Select **Card Account List**



**usbank** Transaction Management

Account Administration  
Order Management  
Transaction Management  
• **Card Account List**  
• Transaction List  
• Manager Approval Queue  
• Manager Approval History

**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 the number of transactions **POSTED** and the corresponding percent value
- ❖ View the dollar value of posted transactions and the corresponding percent value
- ❖ View the number of transactions **APPROVED** and the corresponding percent value
- ❖ View the dollar value of approved transactions and the corresponding percent value
- ❖ View the number of transactions **FINAL-APPROVED** and the corresponding percent value

[ - ] **Card Account List** [Return to top](#)

Records 1 - 25 of 98  
Page: 1 | 2 | 3 | 4  
[Show/Hide Posted](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

**Tip!** From this screen, you can complete transaction management tasks.

Account Number	Account Name	MA/DA Number	Cycle Date	Posted		Approved						
				# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%	# of Trans by MGR	%	\$ of Trans by MGR
74	FRED SMITH	5569634555507415	Open	6	\$704.67	6	100.0%	\$704.67	100.0%	6	100.0%	\$704.67
29	ANN MILLER	5569634555507415	Open	6	\$759.48	6	100.0%	\$759.48	100.0%	6	100.0%	\$759.48
88	BILL MURRY	5569634555507415	Open	16	\$2,072.65	16	100.0%	\$2,072.65	100.0%	16	100.0%	\$2,072.65
32	JANE ROBERTS	5569634555507415	Open	16	\$841.25	16	100.0%	\$841.25	100.0%	16	100.0%	\$841.25

## 10. Manager Approval Queue for Managers ONLY

- ❖ View and manage the transactions the cardholders have sent to you for approval
- ❖ Click **Transaction Management**
  - Select **Manager Approval Queue**
- ❖ Select transactions and click APPROVE. On next screen select NO FURTHER APPROVAL NEEDED and approve.

### Transaction Management Manager Approval Queue

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

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

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Accounting Code
<input type="checkbox"/>	Pending	<input type="checkbox"/>	09/09	TARGET 00010595	NASHVILLE, TN	\$27.55	Ⓜ	...9614	MacLachlan, Diane	MacLachlan, Diane	60040OFFICESUPPLIESH14468300
<input type="checkbox"/>	Pending	<input type="checkbox"/>	08/28	DS WATERS STANDARD COF	MABLETON, GA	\$49.62 CR	Ⓜ	...9614	MacLachlan, Diane	MacLachlan, Diane	Multiple
<input type="checkbox"/>	Pending	<input type="checkbox"/>	08/30	TARGET 00010595	NASHVILLE, TN	\$15.04	Ⓜ	...9614	MacLachlan, Diane	MacLachlan, Diane	60040OFFICESUPPLIESH14468300

Matched  Exception  Trans Detail Level  Reallocated

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

No further approval needed for these transactions

**Summary of Transactions to be Approved**

Number of Transactions: 1  
Total Dollar Amount: \$27.55