ETSU Approvers Guide

ETSU Approval Guide

The purpose of this guide is to assist approver's in the new US Bank Access Online approval process. Instead of signing off on a paper statement each month, every approver will electronically approve cardholder transactions.

Also, a cardholder cannot final approve their own transactions. The transactions must be approved by someone one level up from the cardholder.

Logging In - https://www.access.usbank.com/

Access® Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required
Organization Short Name:*

ETSU

User ID:*

Password:*

Login

Forgot your password?

Register Online

Organization Short Name: ETSU
User ID: Procard Adminstrator will give you your User ID
Password:

Forgot Your Password

Access® Online

Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required
Organization Short Name:*

ETSU

User ID:*

Password:*

Login

Forgot your password?

Register Online

Forgot your password?

Forgot Your Password

Login
Forgot Password

In order to re-set your password, please enter the following information. If you need assistance, please contact your program administrator.

* = required

Organization Short Name:*

ETSU

User ID:*

Continue

<<Back to Login

Forgot Your Password

Login
Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

* = required

User ID: ch1pcard
Organization Short Name: aco071

Authentication Question: What was the name of your first stuffed animal?

Enter the response to your Authentication Question:*

[   ]

Continue

<<Back to Forgot Password Page

Forgot Your Password

Contact Us

Login

Login
Authentication Code

Request and then enter your authentication code. If you need assistance, please contact your program administrator.

User ID: ch1pcard
Organization Short Name: aco071

Request an Authentication Code:

Send a Code

<<Back to Login

Forgot Your Password

There was a request for an Authentication Code to regain access to Access Online. Use the following code to reset your password on the Forgot Password page.

Authentication Code:
ABcdeFGh

The code is active for 20 minutes. If you incorrectly enter the Authentication Code three times, the code will be deactivated.

Contact your Program Administrator for assistance if you didn't request a code.

This is a system-generated message. For assistance, do not reply to this email. Please contact your Program Administrator. Thank you.

Forgot Your Password

Login
Authentication Code

ⓘ **We sent the code to your email address on file.**

Request and then enter your authentication code. If you need assistance, please contact your program administrator.

* = required

User ID: ch1pcard
Organization Short Name: aco071

Enter your Authentication Code:*

[   ]

Send me another code

[Continue]

<<Back to Login

Forgot Your Password

Login
New Password

User ID: bllmpa3
Organization Short Name: BLLM

New Password:

ⓘ

Confirm New Password:

Continue

<<Back to Login

Home

Contact Us

Training

Welcome to Access Online Rebecca Birdwell
Your last login was 01/17/2020

Language Selection:

American English ▾

Message Center

Message(s) from Access Online

Purchasing

Account Name:	REBECCA L BIRDWELL
Account Unique ID: ⓘ	0459-6350-1900-1855
Account ID:	219350000445
Account #:	**9234
Account Status:	Open

Statement Balance:	$57.99
Billing Cycle Close Date:	01/20/2020

View Current Statement

Current Balance:	$12.00
Credit Limit:	$2,000.00
Available Credit:	$1,988.00

This information is updated as of the previous business day and may not reflect pending account activity.

Quick Links

Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Last 10 Transactions Posted

Posting Date	Merchant	Amount
01/29	CORPORATE CARD ANNUAL FEE	$12.00
01/06	AMZN MKTP US*TO71J5RN3	$57.99

Please note:
Every year a Corporate Card Annual fee will be accessed to each card in the anniversary month the card was obtained.

My Personal Information

My Personal Information

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Account Information
Reporting
My Personal Information
• Password
• Contact Information
• Manage Account Access
• Manage Favorites
• Account Alerts

Home

Contact Us

Training

User ID: CH2PCARD

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 informatio[n]... [phon]e no., etc.).

Contact Information

  ◦ Email Notification

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

  ◦ Add Accounts

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts
Enroll, view, or update your Alert preferences.

Email Notification

My Personal Information

User ID: CH2PCARD

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

Click on Email Notification to set up reminders

Manage Account Access

View access rights and user specific [...] counts and hierarchy level access.

   ◦ Add Accounts

Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Account Alerts

Enroll, view, or update your Alert preferences.

My Personal Information
Email Notification

User ID: KELLEYK

To receive an email notification, select the specific process and corresponding scenarios, timing or accounts.

* = required

Email Address: *

KELLEYK@ETSU.EDU

Preferred Output Language: * American English ▾ ⓘ

Status Notifications

☐ **Data Exchange** ⓘ
- ☐ All
- ☐ Successful Upload
- ☐ Unsuccessful Upload
- ☐ Successful Download
- ☐ Unsuccessful Download

☐ **Password Expiration Email Notification**
Send notification 10 days and 3 days prior to password expiration.

☐ **Pending Cardholder's Transaction Approval**
- ◉ Daily
- ○ Weekly: ▾

☑ **Pending Approver's Transaction Approval**
- ○ Daily
- ◉ Weekly: Wednesday ▾

The email notification function sends you an email when you have transactions to approve in Access Online. The notification is **NOT** automatically enabled for you. If you want to be notified, you must enable the function in Access Online.

14

Example of Email Notification

-----Original Message-----

From: U.S. Bank Access Online <accessonline.tm@access.usbank.com>

Sent: Wednesday, January 29, 2020 6:31 AM

To: Kelley, Katherine M. <KELLEYK@mail.etsu.edu>

Subject: [EXTERNAL] Access Online - Number of Transactions Pending - 3

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

Total number of pending transactions:3

Total dollar amount of pending transactions: $1,506.53

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

Approving Transactions

An approver has until the last day of that month to approve a transaction when the transaction posts on or <u>before</u> the 20th of the month. If a transaction posts <u>after</u> the 20th, an approver has until the last day of the next month to approve.

Transaction

Management

Transaction Management
Select Product

Please select a product line to manage from the list below:

Purchasing Card
Corporate Card/One Card/Other

Click on Transaction Management to go to approvals.

Transaction Management

Product: Purchasing Card   Switch Products

Transaction List
View, review, allocate/reallocate and add comments to transaction information.
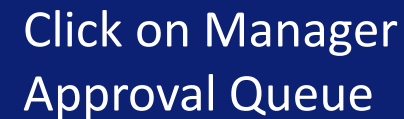
View Previous Cycle
Presents the Transaction list for the previous cycle.

View Pending Transactions
Presents the pending transactions list.

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.

Click on Manager Approval Queue

Manager's Approval Queue

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 ▼ $ _____

Cardholder Approver:
All ▼

Last Approver:
All ▼

Pending Approver:
All ▼

Display 25 ▼ Transactions per page

Search **Reset**

Approvers can approve two ways:
1. You can click on "Check All Shown" then click on approve
2. You can click on a Trans Date to see more detail, then click on approve on that page.

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 - 2 of 2

Check All Shown | Uncheck All Shown

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Comments	Accounting Code
☐	Pending	01/23	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	$88.73	Ⓘ	...9585	Seehorn, Jimmy L	Seehorn, Jimmy L Ⓐ	KELLEY, KATHY		E|040200|74570
☐	Pending	01/21	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	$43.37	Ⓘ	...9585	Seehorn, Jimmy L	Seehorn, Jimmy L Ⓐ	KELLEY, KATHY		E|040200|74570

Ⓘ, Ⓘ Trans Detail Level   Ⓐ Reallocated

Check All Shown | Uncheck All Shown

Records 1 - 2 of 2

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

Detailed Transaction Information-Summary

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment ⓘ	Accounting Code
	01/23	01/27	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	88.73	⑪		🔗 ◎ 🔖	E|040200|74570

Ⓓ Disputed   ⑪, ⑩ Trans Detail Level   Ⓐ Reallocated   🔗 Upload Attachments   🔖 Attachment

Summary Allocations Comments Approval History

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To approve and forward the transaction, click "Approve."To not approve a transaction and send it back, click "Reject."
To initiate a dispute, click the "Dispute" button.

Transaction
Date: 01/23/2020
Purchase ID:
Total Amount: 88.73
Memo Post: ⓘ Yes

Sales Tax: 0.00
Freight:

Merchant
Name: BP#1666098ROAD RUNNQPS
City, State/Province: JOHNSON CITY, TN
Transaction Type: MASTERCARD MC PURCHASE
Merchant Category Code (MCC): 5542
MCC Description: AUTOMATED FUEL DISPENSERS

Reference Information ⓘ
Billing Cycle: Open
Posting Date: 01/27/2020
Reference Number: 55316580024744003984118
Authorization Number: 043052

Most Recent Extract Dates
Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 88.73

Fleet Information
Purchase Time: 1:11 p.m.
Purchase Type: 0
Service Type: 1
Fuel Type: 001

Odometer: 0
Vehicle Number: 000000
Driver Number: 000000

Product Summary

	Qty	Unit Price	Gross Amount	Net Amount
Fuel	38.5900 1	2.30	88.73	0.00
Non-Fuel			0.00	0.00

Mark as Reviewed   **Approve**   **Reject**   **Print Transaction**

20

Detailed Transaction Information-Approval History

Product: Purchasing Card
Card Account Number: ************9585, JIMMY L SEEHORN
Card Account ID: 219350000439

Switch Products
Switch Accounts

Trans List | Manager's Queue |

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	E+	Purchase ID	A+	Attachment ⓘ	Accounting Code ⓘ
	01/23	01/27	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	88.73	ⓘ			A+	📎 🗎	E|040200|74570

ⓓ Disputed   ⓘ, ⓘ Trans Detail Level   A+ Reallocated   📎 Upload Attachments   🗎 Attachment

Summary | Allocations | Comments | Approval History

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: Seehorn, Jimmy L
Current Pending Approver: KELLEY, KATHY

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Seehorn, Jimmy L	01/28 10:20	Approved	A

Attachment of receipts are provided by each cardholder.

Click on attachment to see receipt for item(s) bought.

Detailed Transaction Information

Product: Purchasing Card
Card Account Number: ************9585, JIMMY L SEEHORN
Card Account ID: 219350000439

Switch Products
Switch Accounts

Trans List | Manager's Queue

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail		Purchase ID		Attachment (i)		Accounting Code (i)
	01/23	01/27	BP#1666098ROAD RUNNQPS	JOHNSON CITY, TN	88.73	(II)			(A+)	(U) (PDF)		E|040200|74570

ⓓ Disputed   (II), (III) Trans Detail Level   (A+) Reallocated   (U) Upload Attachments   (PDF) Attachment

Summary | Allocations | Comments | Approval History

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: Seehorn, Jimmy L
Current Pending Approver: KELLEY, KATHY

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Seehorn, Jimmy L	01/28 10:20	Approved	A

If this is not the correct index and /or account code, click the allocations tab to update this information. This must be updated prior to approving.

Transaction Final Approval

Transaction Management
Approve Transaction(s)

[+] **1 Transaction(s) to Approve**

⦿ I approve these transaction(s) and no further approval is needed.

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

Select Approver

[**Approve**] [**Cancel**]

Transaction Approval

Once an approver has approved the transaction, the approval status will go from Approved to Final Approved.

Records 1 - 23 of 23

Check All Shown | Uncheck All Shown

Select	Status ⓇⒹ	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail
☐		Final Approved	01/16	01/20	SAMSCLUB.COM	888-746-7726, AR	$99.98	
☐		Final Approved	01/17	01/20	DOMINO'S 7439	843-292-0499, NC	$130.20	⏸
☐		Final Approved	01/19	01/20	BEST BUY 00008995	JOHNSON CITY, TN	$39.99	⏸
☐		Final Approved	01/16	01/20	FOOD CITY #629	JOHNSON CITY, TN	$36.12	⏸
☐		Final Approved	01/16	01/17	SQ *SQ *BIG NICK'S BBQ	GOSQ.COM, NC	$353.00	⏸
☐		Final Approved	01/16	01/17	DICK'S CLOTHING&SPORTI	KINGSPORT, TN	$59.98	⏸
☐		Final Approved	01/16	01/17	DICK'S CLOTHING&SPORTI	JOHNSON CITY, TN	$149.95	⏸

Web-based Training

usbank Access® Online

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Welcome to Access Online JAYNE MORRELL
Your last login was 01/30/2020

Language Selection:

American English ▼

Message Center

Message(s) from Access Online

Home

Email Center

Contact Us

Training ← Click here to go to training

Go to Access Online class registration   Go to WBT reporting

Welcome, JAYNE.   ⟶ Log out

Open a topic area below and select content from each tab to create your own learning plan.

Get started using Access Online ⓘ

Configure the system ⓘ

Manage accounts and users ⓘ

Work with transactions ⓘ

Work with orders ⓘ

Work with payments ⓘ

Manage approvals ⓘ

Create and run reports and statements ⓘ

▶ Start training ⓘ

⏭ Go to my learning plan ⓘ

Change user type:

Commercial Administrator ▼

Announcements   January 11, 2020

Enhanced Security Options: We updated the *Navigation Basics* lesson and quick start guide and the *My Personal Information* lesson and quick start guide to show the new enhanced security options.

We also updated the *User Profiles* user guide and the *Access InSite* user guide to also show the