

## WEBSITE: ACCESS ONLINE

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>

**\*\*Program runs best in Internet Explorer**

**usbank** Access<sup>®</sup> Online

[Contact Us](#)  
[Login](#)

### Welcome to Access Online!

Please enter the information below and login to begin.

**Organization Short Name:**

**User ID:**

**Password:**

[Login](#)

[Forgot your password?](#)  
[Register Online](#)

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**Organization Short Name:** MWSU

**User ID:** hawley1 (You Created this when you registered your account)

**Password:** One that was created when you registered your account. Should be 14 Characters. (Upper & Lower Alpha numeric with a special character) You can also use a special phrase if you like. This pass word should be good for a year.

The screenshot shows the U.S. Bank Access Online interface. At the top, there's a navigation bar with the U.S. Bank logo and 'Access® Online'. Below this, a sidebar on the left contains links for Transaction Management, Account Information, Reporting, and My Personal Information. The main content area is titled 'Welcome to Access Online Hawley Rumpf' and includes a 'Language Selection' dropdown set to 'American English'. The 'Message Center' section shows 'Message(s) from Access Online'. The 'One Card' section displays account details: Acct#/Name: ...3339, Account ID: 416139031891, Account Status: Open, Statement Balance: \$410.26, Billing Cycle Close Date: 11/17/2016, Current Balance: \$0.00, Credit Limit: \$3,000.00, and Available Credit: \$3,000.00. A 'View Current Statement' button is present. Below this is a table titled 'Last 10 Transactions Posted' with columns for Posting Date, Merchant, and Amount. The footer contains copyright information and a timestamp.

**Transaction Management**  
Account Information  
Reporting  
My Personal Information

**Home**  
Contact Us  
Training

**Welcome to Access Online Hawley Rumpf**  
Your last login was 11/28/2016

**Language Selection:**  
American English

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

**One Card**

Acct#/Name: ...3339  
Account ID: 416139031891  
Account Status: Open

Statement Balance: \$410.26  
Billing Cycle Close Date: 11/17/2016  
[View Current Statement](#)

Current Balance: \$0.00  
Credit Limit: \$3,000.00  
Available Credit: \$3,000.00

**Last 10 Transactions Posted**

Posting Date	Merchant	Amount
11/02	OFFICE DEPOT #610	\$410.26
10/06	OFFICE DEPOT #610	\$62.96
09/15	AMAZON MKTPLACE PMTS	\$15.84

[Information](#)

**Quick Links**  
[Manage Home Page Settings](#)  
[Manage Contact Information](#)  
[Manage Email Notifications](#)  
[Run Transaction Detail Report](#)  
[View All Statements](#)  
[View Last Cycle Transactions](#)  
[View Open Transactions](#)

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This screen provides you :

Statement Balance

My Current Balance

Last 10 Transactions Posted (no matter what cycle they were in.)

Click on Transaction Management in top left hand corner.

usbank Access Online

Transaction Management

Transaction List

Account Information

Reporting

My Personal Information

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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.

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Now you will see this screen Below:

3 | Page

**usbank** Access<sup>®</sup> Online

Chat With Us Log Out

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**Transaction Management**

Card Account Summary with Transaction List

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration

**Transaction Management**

- Transaction List
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

Home  
Email Center  
Contact Us  
Training

Card Account Number: \*\*\*\*\*9923 [Redacted] [View Accounts](#)

Card Account ID: 718121000668

[Trains List](#)

**[+] Card Account Summary**

Account Number: ...9923  
Account Name: DANA HALL-GERTNER

Billing Cycle Close Date: All Open Search Print Int Activity

Open Account

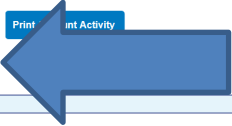
**[+] Search Criteria** [Return to top](#)

**[+] Transaction List** [Return to top](#)

Records 1 - 10 of 10

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

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID
<input type="checkbox"/>	①	07/23	07/24	STAPLS7310409170000001	877-8267755, TX	\$4.47	Ⓜ	03757121185775162020-07-2400003	00000000000000000000



[Home](#) | [Email Center](#) | [Contact Us](#) | [Training](#)

### Card Account Summary

Account Number: 9923  
 Account Name:

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

[Open Account](#)

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

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#### - Transaction List [Return to top](#)

Records 1 - 5 of 5

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

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID
<input checked="" type="checkbox"/>		04/16	04/16	PITNEY BOWES PI	844-256-6444, CT	\$249.95		03757121185775162020-04-1600001	3100101137
<input checked="" type="checkbox"/>		04/14	04/15	MIDWEST CENTRAL OUTDOOR	SAINT JOSEPH, MO	\$53.49		03757121185775162020-04-1500001	
<input checked="" type="checkbox"/>		04/08	04/10	MENARDS ST. JOSEPH MO	ST. JOSEPH, MO	\$14.94		03757121185775162020-04-1000001	
<input checked="" type="checkbox"/>		03/31	04/01	AMZN MKTP US*PW53P5KK3	AMZN.COM/BILL, WA	\$24.99		03757121185775162020-04-0100001	000000000000000000
<input checked="" type="checkbox"/>		03/20	03/23	USPS PO 2871340508	SAINT JOSEPH, MO	\$6.95		03757121185775162020-03-2300001	None

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

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

Records 1 - 5 of 5

Click the box next to the transaction under Transaction List; CHECK ALL SHOWN (If there were multiple transactions it would automatically put a Check mark in each box.

Hit the Reallocate

The screenshot shows the U.S. Bank Access Online interface. At the top, there's a navigation bar with links like Home, Email Center, Contact Us, and Training. Below this, there's a search bar with fields for Account Number and Account Name. A dropdown menu for Billing Cycle Close Date is set to 02/17/2020. There are buttons for Search and Print Account Activity. Below the search bar, there's a section for Search Criteria and a Transaction List. The Transaction List shows 5 records. Each record has a checkbox in the Select column, a Status column, a Trans Date, a Posting Date, a Merchant, a City/State, an Amount, a Detail icon, a Trans Unique ID, and a Purchase ID. The first record is PITNEY BOWES PI, \$249.95. The second is MIDWEST CENTRAL OUTDOOR, \$53.49. The third is MENARDS ST. JOSEPH MO, \$14.94. The fourth is AMZN MKTP US\*PW53P5KK3, \$24.99. The fifth is USPS PO 2871340508, \$6.95. Below the Transaction List, there's a section for Disputed, Reallocated, and Trans Detail Level. There are buttons for Check All Shown and Uncheck All Shown. At the bottom, there's a Reallocate button and a Mass Reallocate button. A large blue arrow points to the Reallocate button.

Account Number: ...9923  
Account Name: [Redacted]  
Billing Cycle Close Date: 02/17/2020 [Search] [Print Account Activity]  
Open Account

Search Criteria [Return to top]  
Transaction List [Return to top]

Records 1 - 5 of 5  
Check All Shown | Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID
<input type="checkbox"/>		04/16	04/16	PITNEY BOWES PI	844-256-6444, CT	\$249.95		03757121185775162020-04-1600001	3100101137
<input type="checkbox"/>		04/14	04/15	MIDWEST CENTRAL OUTDOOR	SAINT JOSEPH, MO	\$53.49		03757121185775162020-04-1500001	
<input type="checkbox"/>		04/08	04/10	MENARDS ST. JOSEPH MO	ST. JOSEPH, MO	\$14.94		03757121185775162020-04-1000001	
<input type="checkbox"/>		03/31	04/01	AMZN MKTP US*PW53P5KK3	AMZN.COM/BILL, WA	\$24.99		03757121185775162020-04-0100001	00000000000000000000
<input type="checkbox"/>		03/20	03/23	USPS PO 2871340508	SAINT JOSEPH, MO	\$6.95		03757121185775162020-03-2300001	None

Disputed Reallocated Trans Detail Level  
Check All Shown | Uncheck All Shown

Records 1 - 5 of 5  
[Reallocate] [Mass Reallocate]

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R20.08.00b20200908-1458 col 8 08-13-2020 11:40:11 CDT

2.Reallocate

Now you will see this screen below:

\*Remember that not all of the page fits on one screen so you will need to use your scroll bars on the right of the page and on the bottom of the page.

**\*\*If multiple transactions you will refer back to this step and complete until all transactions are coded.**

Card Account Number: [REDACTED]  
Card Account ID: 718121000668

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)							
					FUND (4)	D (1)	ORGN (3)	D2 (1)	ACCOUNT CODE (5)	D3 (1)	PROGRAM (3)	D
<input type="checkbox"/>	04/16/2020	PITNEY BOWES PI	\$249.95	<a href="#">Add Alloc</a>	1102	-	30001	-	71000	-	62	
<input type="checkbox"/>	04/14/2020	MIDWEST CENTRAL OUTDOOR	\$53.49	<a href="#">Add Alloc</a>	1102	-	33010	-	71000	-	71	
<input type="checkbox"/>	04/08/2020	MENARDS ST. JOSEPH MO	\$14.94	<a href="#">Add Alloc</a>	1102	-	33010	-	71000	-	71	
<input type="checkbox"/>	03/31/2020	AMZN MKTP US*PW53P5KK3	\$24.99	<a href="#">Add Alloc</a>	1102	-	16807	-	71000	-	11	
<input type="checkbox"/>	03/20/2020	USPS PO 2871340508	\$6.95	<a href="#">Add Alloc</a>	1102	-	33010	-	73000	-	71	

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

[Back to Transaction List](#)

[Accessibility Policy](#)

R20.08.00620200808-1458 col 8 08-13-2020 11:47:23 CDT

Note: You will no longer be using Index codes so you will need to know the full FOAP/accounting stream to post your transactions to the budget. I can set defaults for you, but you must remember that if you are purchasing for a different budget you will need to change that in the system.

On this screen you must always put in the FUND, ORGN, ACCOUNT CODE, PROGRAM, and DESCRIPTION.

**\*\*Also note you need to skip all D Segments. Never change anything set up in these boxes. It must always stay a DASH (-).**

Using the scroll at the bottom moves the page to the right and the side scroll bar moves the page down to view other transactions.

ERTNER [Switch Accounts](#)

ounting information to allocate the  
to additional accounting codes, click

re Allocations" button to save changes.  
ing "Remove Transaction(s)"

Amount	Alloc %	Accounting Code - Segment Name (Length)	FUND (4)	D (1)	ORGN (5)	D2 (1)	ACCOUNT CODE (5)	D3 (1)	PROGRAM (5)	D4 (1)	DESCRIPTION (75)
S PI	\$249.95	<a href="#">Add Alloc</a>		-		-		-		-	
TRAL OUTDOOR	\$53.49	<a href="#">Add Alloc</a>		-		-		-		-	
JOSEPH MO	\$14.94	<a href="#">Add Alloc</a>		-		-		-		-	
S'PW53P5KK3	\$24.99	<a href="#">Add Alloc</a>		-		-		-		-	
340508	\$6.95	<a href="#">Add Alloc</a>		-		-		-		-	

[Accessibility Policy](#)

R20.08.00b20200808-1458 col 4 08-13-2020 09:54:48 CDT

Continue coding all transactions until your page is complete.

FUND ORGN ACCOUNT CODE PROGRAM DESCRIPTION

Skip D columns! (do not remove the dash)

Card Account Number: \*\*\*\*\*  
Card Account ID: 718121000668 [Switch Accounts](#)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)						PROGRAM (3)	D
					FUND (4)	D (1)	ORGN (5)	D2 (1)	ACCOUNT CODE (5)	D3 (1)		
<input type="checkbox"/>	04/16/2020	PITNEY BOWES PI	\$249.95	<a href="#">Add Alloc</a>	1102	-	30001	-	71000	-	62	
<input type="checkbox"/>	04/14/2020	MIDWEST CENTRAL OUTDOOR	\$53.49	<a href="#">Add Alloc</a>	1102	-	33010	-	71000	-	71	
<input type="checkbox"/>	04/08/2020	MENARDS ST. JOSEPH MO	\$14.94	<a href="#">Add Alloc</a>	1102	-	33010	-	71000	-	71	
<input type="checkbox"/>	03/31/2020	AMZN MKTP US*PW53P5KK3	\$24.99	<a href="#">Add Alloc</a>	1102	-	16807	-	71000	-	11	
<input type="checkbox"/>	03/20/2020	USPS PO 2871340508	\$6.95	<a href="#">Add Alloc</a>	1102	-	33010	-	73000	-	71	

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

[<< Back to Transaction List](#)

[Accessibility Policy](#)

R20.08.00620200808-1458 col 8 08-13-2020 11:47:23 CDT

**REMEMBER to Scroll over to type in Description for every purchase.**

[Switch Accounts](#)

allocate the  
ng codes, click

to save changes.  
tion(s)"

Amount	Alloc %	Accounting Code - Segment Name (Length)						PROGRAM (3)	D4 (1)	DESCRIPTION (75)
		FUND (4)	D (1)	ORGN (5)	D2 (1)	ACCOUNT CODE (5)	D3 (1)			
249.95	<a href="#">Add Alloc</a>	1102	-	30001	-	71000	-	62	-	Postage for Mailroom
\$53.49	<a href="#">Add Alloc</a>	1102	-	33010	-	71000	-	71	-	Spring for mower
\$14.94	<a href="#">Add Alloc</a>	1102	-	33010	-	71000	-	71	-	Asphalt joint compound for McCarthy Dr
\$24.99	<a href="#">Add Alloc</a>	1102	-	16807	-	71000	-	11	-	Supplies for Laptop Webcam (CSMP)
\$6.95	<a href="#">Add Alloc</a>	1102	-	33010	-	73000	-	71	-	Box for mailing of IRS form

[Accessibility Policy](#)

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Always hit the SAVE ALLOCATIONS button at the bottom.



☐

Remove Trans

Save Allocations

←

[<< Back to Transaction List](#)

[Acce](#)

Once the above is done the system will take you back to the page below:

Click on Print Account Activity.

## Transaction Management

Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*992

Card Account ID: 718121000668

Switch Accounts

[» Trans List](#)

**i** Request has been successfully completed.

### [-] Card Account Summary

Account Number: ...9923

Account Name:

Billing Cycle Close Date: Open

Search

Print Account Activity

Open Account

←

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

### [-] Transaction List [Return to top](#)

Records 1 - 10 of 10

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

Select	Status	Trans	Posting	Merchant	City/State	Amount	De
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A pop up window should appear as below. This is what you will need to print out as your Expense report. (Make sure your pop up blocker is off)

usbank

Name: DANA HALL-GERTNER

Trans Date	Posting Date	Merchant Name	Transaction Total	Source Currency	Currency Amount
03/20/2020	03/23/2020	USPS PO 3871340508 SAINT JOSEPH, MO	\$6.95	USD	6.95
			\$6.95	1102-33010-73000-71	-Box for mailing of IRS form
03/31/2020	04/01/2020	AMZN MKTP US/PW3P8K3 AMZN.COMBILL, WA	\$24.99	USD	24.99
			\$24.99	1102-16807-71000-11	-Supplies for Laptop Webcam (CBMP)
04/08/2020	04/10/2020	MENARDS ST. JOSEPH MO ST. JOSEPH, MO	\$14.94	USD	14.94
			\$14.94	1102-33010-71000-71	-Asphalt joint compound for McCarthy Dr
04/14/2020	04/15/2020	MIDWEST CENTRAL OUTDOOR SAINT JOSEPH, MO	\$53.49	USD	\$3.49
			\$53.49	1102-33010-71000-71	-Spring for mower
04/16/2020	04/16/2020	PITNEY BOWES FI 844-295-8444, CT	\$249.95	USD	249.95
			\$249.95	1102-30001-71000-62	-Postage for Mailroom
Activity Totals			\$350.32	Purchases	\$350.32
				Payments	\$0.00

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Page 1 of 1

Print out Expense Report/ Cardholder Activity Report : This can be sent PDF as well.

Sign and Date

If you have charges make sure to attach all itemized receipts and forward to next level for signature.

When all signatures and receipts are acquired for to Hawley Rumpf in Accounting Services, Popplewell 220 by the due date provided.