U.S. Bank AccessOnline Setup

U.S. Bank AccessOnline is a web-based electronic program management tool that provides cardholders with quick access to their complete account information, enabling individuals to view their account activity and billing statements online.

To utilize AccessOnline, you must first register. AccessOnline self-registration empowers you to create your own User ID and Password and is easy to use. Just like other AccessOnline features, self-registration is intuitive; however, to ensure a positive experience, here are a few helpful hints:

1) Go to: https://access.usbank.com and click "Register Online."
2) When asked to enter your company short name, please use **STWISC**.
3) Type your 16-digit account number (credit card number) in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567).
4) Select the month your account expires from the "Account Expiration Date Month" drop-down list.
5) Select the year your account expires from the "Account Expiration Date Year" drop-down list.
6) Click "Register This Account" if you have only one account to register. If you have more than one account to register, click "Additional Account."
7) The Licensing Agreement page displays for your review. If you agree, click "I Accept" to continue.
8) User IDs must be 7 to 12 characters in length and can be alpha and/or numeric. User IDs must also be unique; try to think of a distinctive ID (i.e. if your name is John F Smith try the User ID jofsmith3).
9) Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character, and are case sensitive.
10) User verification authenticates your account if you forget your User ID or Password. Three Authentication question fields must be completed. Select a question from each question drop-down list and enter the response for each.
11) Complete the contact information fields with your UWL contact information; Fields with a red asterisk are required.
    a. Phone and Fax Number fields should not include dashes, hyphens, parenthesis or spaces in (i.e. 6121234567).
    b. When you have entered your card information, click "Continue."
        i. If any of your entered information is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.
12) You are now registered for AccessOnline.

U.S. Bank AccessOnline Transaction Management

WARNING: For security purposes, the “Back” and “Forward” buttons, and History navigation, do not work. Always click the *BACK TO …* links, available near the top, bottom or both of most screens, or use the left menu navigation links.

Logging on

❑ Open web browser to: https://access.usbank.com
Tip: Create a Shortcut on your desktop to save time.

❑ To log in:
- ❑ Organization short name: STWISC
- ❑ Type in your User ID
- ❑ Type in your Password
- ❑ Click **Logon** button

Tip: You will be prompted to change your password every 60 days

Transaction Management

Selecting an Account

1. Click **Home** (Left Navigation Bar)
- ❑ Click the desired account in the **Account Activity** field (right of screen) that you wish to perform Transaction Management on
- ❑ The *Transaction Management: Cardholder Transaction List* screen will display

-OR-

2. Click **Transaction Management** link (Left Navigation Bar)
- ❑ Click **Transaction List** link
- ❑ Click the desired account that you wish to perform Transaction Management on
- ❑ The *Transaction Management: Cardholder Transaction List* screen will display

Note: When you select an account the Transaction Management: Transaction List screen displays. By default, the current cycle is selected.
- ❑ Select billing cycle end date, as needed
- ❑ Under Search Criteria, select **Transaction Status** (By default, All is selected)
- ❑ **All other search criteria is optional**
- ❑ Click **Search**

Allocating a Transaction

- ❑ Select transactions to be reallocated
  - ❑ Click the **Select** box for each desired transaction
    - ❑ Click **Reallocate** button if 1 transaction is selected
    - ❑ Click **Mass Reallocate** button if multiple transactions are to be reallocated
    - ❑ Reallocate to appropriate account funding string

    Note: Click here for Chart of Accounts.
    - ❑ Click **Save Allocations** button
    - ❑ SFS edits will verify that the funding is valid

Note: If you select multiple transactions, you may opt to not reallocate a Specified transaction in your list by clicking the desired transaction in the list and Clicking REMOVE TRANS button

Splitting a Transaction

❑ On the *Transaction Management: Cardholder Transaction List* screen, select a transaction to be split
- ❑ Click the Select box of the transaction to be split
  - ❑ Click **Reallocate** button

- ❑ Click **Add Split** link
  - ❑ Continue to click **Add Split** until you have the required number of splits
  - ❑ Enter the appropriate dollar amount in the **Amount** field

  -OR-

  - ❑ Input the appropriate percentage in the **Split %** field
  - ❑ Modify the appropriate account code segment/segments
  - ❑ Click **Save Allocation** button
  - ❑ A message will display indicating that your reallocation request was successful

<u>Mass Reallocation Split Transaction</u>

- ❑ On the *Transaction Management: Cardholder Transaction List* screen, select transactions to be reallocated
  - ❑ Click the **Select** box for each desired transaction
    - ❑ Click **Mass Reallocate** button if multiple transaction are selected
    - ❑ Click **Replace Existing Allocations**

      -OR-

    - ❑ Click **Add Common Split**
      - ❑ Click **Add** button on right of screen and enter values
    - ❑ Type new value in the **Accounting Code** field
    - ❑ Click **Save Allocations** button
    - ❑ A confirmation window will appear
    - ❑ Click **Yes** to accept and continue
    - ❑ Click **No** to decline and re-enter

Notes: 1) When you change an allocation amount or percentage, Access Online Reallocates all other values automatically. Total reallocation must be 100%

2) If you wish to view allocation, merchant, and available transaction detail by Clicking on the TRANSACTION DATE under the TRANS DATE field.

Tip: When a magnifying glass icon appears next to an Accounting Code – Segment Name, you can click on it to Search for Valid Values.

Validation of Funding Strings

When enabled, Client System Validation (CSV) in Access Online will validate funding strings as defined in the Shared Financial System (SFS) combination edit rules and returns error message that are consistent with SFS error messaging.

Funding strings are validated when the default accounting code is set up, or changed, on the card; during the nightly post process; and when transactions are reallocated.

Each transaction contains one of three statuses that provide a quick visual of the validity of the funding string. Statuses include:

 a blue check mark if the funding string is valid,

 a crossed out red check mark if the funding string is not valid, or

 a green circle with a diagonal line through it if the funding string has not yet been validated.

Any transaction with a status of a red check mark must be corrected before the end of the reallocation period.

Questions? Contact Purchasing Services: purchasing@uwlax.edu or 608-785-8501.