

# U.S. Bank Access Online Transaction Management

## IMPORTANT:

\*You have seven (7) days from the statement date to use transaction management.

\*Include the Transaction Report when submitting your statement if you have used the tool. Click Print Account Activity to run the Transaction Report

Billing Cycle Close Date:

Search

Print Account Activity

## 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

### **Mass Reallocation Split Transaction**

- ❑ 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](mailto:purchasing@uwlax.edu) or 608/785-8501.**