

Access Online

Cardholder Transaction Approval Training

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Introduction

Two basic users will use the Transaction Approval Process (TAP) function:

1) **Cardholders-** Cardholders will use TAP to approve, reallocate and forward transactions to their approval manager.

2) **Approving Managers-** Approval managers will use TAP to review, reject or final approve transactions forwarded to them.

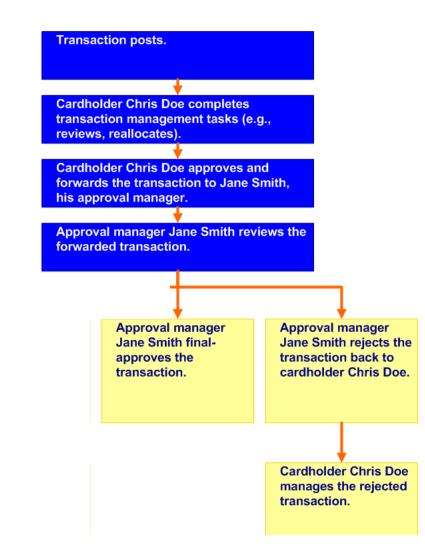
Both approval managers and cardholders can perform the following basic procedures:

- 1) Approve Transactions- Cardholders and approval managers can approve transactions.
- 2) Pull Back Transactions- Both cardholders and approving managers can pull back transactions that have not been modified yet.

In Addition, Approval Managers Can:

3) Reject Transactions- Approval managers can reject transactions and send them back to the cardholder. The rejecting approval manager must specify a rejection reason so that the cardholder receiving the rejected transaction knows how to manage it.

TAP Overview



Cardholder Transaction Approval

Includes:

- Viewing Transactions
- Reallocating Transactions
- Approving Transactions
- Managing Rejected Transactions
- Dispute a Transactions
- Cancel a Disputed Transaction

View Transactions

Request Status Queue Active Work Queue System Administration Account Administration Payment Plus Order Management Transaction Management Enhanced Supplier Management Data Exchange Account Information Reporting My Personal Information

Home Contact Us

Message from U.S. Bank

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

★ Log Out

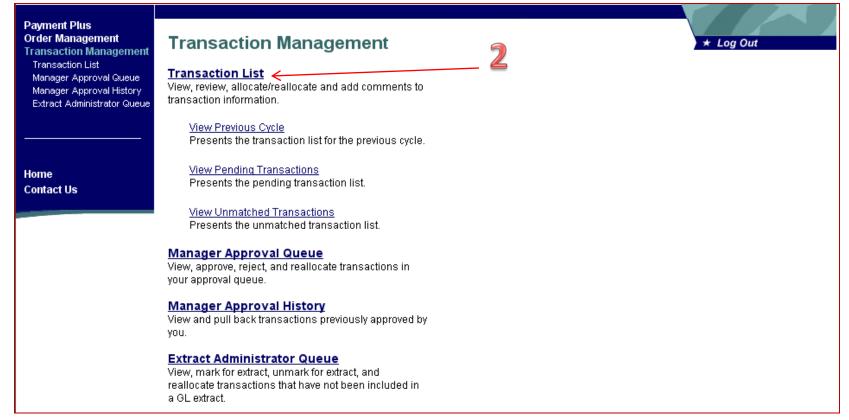
Account Activity Select an Account

Purchasing Card

To view transactions:

1. From the Left-Column Navigation Bar select the **Transaction Management** high-level task. The *Transaction Management* screen displays.

View Transactions- Continued



2. Click the **Transaction List** link. The *Transaction Management: Search and Select an Account* screen displays.

Tip! If you have access to only one account you will go directly to the *Transaction Management: Transaction List screen after selecting the Cardholder Transaction Management link. Otherwise, you will need to select which account you want to work with.*

Transaction Management

Cardholder Account Search

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first <u>Searching for a Managing Account</u>.

Acco	unt Number:				
OR	Last Name: smith	Figt Na	ame:		
OR	Social Security	y Numbetz			
Se	earch	4			
Record	ds 1 - 3 of 3	-	5		
Рго	duct Name	Cardholder Name	Account Number	Account Status	Status Description
Cor	porate Card	Smith, Jane	4716555512345678		""-OPEN
Cor	porate Card	Smith, David	4716555522345678		
Cor	rporate Card 🎸	Smith, Mary	4716555512345678		""-OPEN

Records 1 - 3 of 3

3. Type full or partial search criteria in one of the *Search fields (e.g., Account Number, Last Name):*

4. Click the **Search** button. The accounts that match your search criteria display at the bottom of the screen.

5. Select the **Product Name** link (e.g., **Corporate Card = Procurement Card**) for the desired account. The *Transaction Management: Cardholder Transaction List* screen displays. By default, the current cycle is selected.

Transaction Management ★ Log Out Card Account Summary with Transaction List Switch Accounts Create Manage >>> Trans List Manager's Queue Extract Queue [-] Card Accour Outstanding Orders: \$15,949.5955678 Account Number: JANE SMITH Unmatched Transactions: Account Name: \$7,333.08 56 Search Billing Cycle Close Date: All \$7,383.49 Total Transactions: 58 Final Approved Transactions: \$0.00 n 0.0% Reallocated Transactions: \$50.412 % Final Approved Transactions: 0.0% % Reallocated Transactions: 0.6% 3.4% 🗿 Open Account Search Cific a Return to top Advanced Search Transaction Amount: Purchase ID: Approval Status: All -Pull Back Eligibility: Order Match Status: All Reallocated Transactions: Disputed Transactio<u>ns</u>: Reviewed Transactions: --Display 25 1 Transactions per page Search Reset & Search with Defaults [-] Transaction List Return to top ords 1 - 25 of 58 👩 Page: 1 | 2 | 3

6. Filter your transactions by any of the following criteria:

- a. Select a cycle date from the Billing Cycle End Date drop-down list.
- *b. To filter* by transaction amount, select a qualifier from the *Transaction Amount* drop-down list and type an amount in the Transaction Amount \$ field.
- c. Type a purchase ID in the Purchase ID field, if desired.
- d. To filter the list by status
- 7. Select the number of transactions to display from the Display drop-down list.
- 8. Click the Search button. The transactions that match your filtering criteria display.

View Transactions- Continued

ransaction Mana	gement								
	th Transaction List		★ Log	Out					
Card Account Number: ***********5			Switch Accounts						
reate Manage » Trans List Ma	nagers Queue <u>Extract Queue</u>								
-] Card Account Summar	Ŷ								
count Number:	O5678	Outstanding							
count Name:	JANE SMITH	Unmatched	Transactions: \$7,333.08	56					
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Reallocated Transactions:	0.6%	3.4%		0.0 %					
) Open Account									
+] Search Criteria			Return to top						
-] Transaction List			Return to top						
nedk All Shown Unchedk All Shown	n								
Select Status Approval Stat	tus Match Trans Posting	a Merchant	City/State	Amount	Detail 🗉	Purchase ID	œ	Allocation Source	Last Chang
Select Status <u>Approval Stat</u> <u>®</u>	<u> </u>		<u>City/State</u>	<u>Amount</u>		Purchase ID	<u>@</u>	Allocation Source	
®_© □ Pending	<u>CO ≜ Date Date</u> <u>10/10</u> 10/13	MAID RITE OSKALOOSA	. OSKALOOSA, IA	\$38.95		1	<u>@</u>	Default Acct Code	System
®_© □ Pending □ Pending	<u>∞ ∆ Date Date</u> <u>10/10</u> 10/13 <u>10/10</u> 10/12	MAID RITE OSKALOOSA WENDY'S #4410 Q25	. OSKALOOSA, IA OSKALOOSA, IA	\$38.95 \$7.79	(1)		<u>@</u>	Default Acct Code Default Acct Code	System System
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	Q ▲ Date Date 10/10 10/13 10/10 10/12 10/10 10/12 10/10 10/12 10/07 10/12	MAID RITE OSKALOOSA WENDY'S #4410 Q25 HY VEE 1162 FIRST TO THE FINIS SUPWAY, QQQ74674, 01 JIMMY JOHNS 701 MCDONALD'S M671	OSKALOOSA, IA OSKALOOSA, IA DUBUQUE, IA 800-747-9013, IL OSKALOOSA, JA CEDAR RAPIDS,	\$38.95 \$7.79 \$15.06 \$30.90 ~~~~52~~~~ IA \$7.06		1 091010 131658 2000000 -4403154100068******		Default Acct Code Default Acct Code Default Acct Code Default Acct Code Default Acct Code Order - Manual	System System System System System
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Tip! From this screen, you can perform transaction management tasks (e.g., reallocate or approve a transaction). Once you have completed any necessary transaction management tasks you are ready to approve the transaction.

Reallocate a Transaction

When you reallocate a transaction, you change the accounting information to allocate the transaction to an accounting code different than your default accounting code. Transactions cannot be split between two accounting codes.

[-] Transaction List

Return to top

Records 1 - 15 of 15

Check All Shown | Uncheck All Shown

Select Stat	tus <u>Approval Trans Postin</u> D Status Date Date	g <u>Merchant</u>	City/State	<u>Amount</u>	<u>Detail</u> 🕑 <u>Purchase ID</u>	Accounting Code
	Pending 07/21 07/23	GRAINGER 494	877-6994890, MN	\$33.94		9232 277 542 10230 0SLB7264
	Pending 07/19 07/20	MCMASTER-CARR SUPPLY	630-834-9600, IL	\$60.01	02-2108	9232 277 542 10230 0SLB7264
	Pending 07/18 07/19	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$189.60 CR	000000000000000000000000000000000000000	9232 277 542 10230 0SLB7264
	Pending 07/18 07/19	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$940.86 CR	000000000000000000000000000000000000000	9232 277 542 10230 0SLB7264
	Pending 07/18 07/19	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$83.06	02-215735342	9232[277]542[10230]0SLB7264
	Pending 07/18 07/19	MSC INDUSTRIAL SUPPLY CO	800-645-7270, NY	\$67.39	015428319	9232 277 542 10230 0SLB7264
	Pending 07/18 07/19	EDELMANN & ASSOCIATES	PLYMOUTH, MN	\$12.77	02-2068	9232 277 542 10230 0SLB7264
	Pending 07/18 07/19	EDELMANN & ASSOCIATES	PLYMOUTH, MN	\$12.77	02-2068	9232 277 542 10230 0SLB7264
	Pending 07/18 07/19	GRAINGER 494	877-6994890, MN	\$42.09		9232[277]542[10230]0SLB7264
	Pending 07/16 07/18	GRAYBAR ELECTRIC	3202030210, MN	\$30.03	1461892 🍠	9232 277 542 10230 0SLB7264
	Pending 07/16 07/17	UNITED ELECTRIC #7649	651-582-3900, MN	\$63.73	02-2078 🍊	9232 277 542 10230 0SLB7264
	Pending 07/12 07/16	MOTION INDUSTRIES MN28	320-656-1111, MN	\$99.69	02-2043	9232 277 542 10230 0SLB7264
	Pending 07/13 07/16	F & H FOOD EQUIPMENT CO	417-881-6114, MO	\$35.00	02-200734301-0	9232 277 542 10230 0SLB7264
	Pending 07/13 07/16	UNITED ELECTRIC #7649	651-582-3900, MN	\$17.87	0202092	9232 277 542 10230 0SLB7264
	Pending 07/12 07/13	UNITED ELECTRIC #7649	651-582-3900, MN	\$98.99	02-2103	9232 277 542 10230 0SLB7264
🔘 Disputed	Areallocated					

Check All Shown | Uncheck All Shown

Records 1 - 15 of 15

Reallocate) (Mass Reallocate) (Approve) (Pull Back)

To reallocate a transaction:

- 1. To navigate to the *Transaction List screen repeat* the steps on slides 6-10 of this presentation.
- On the Transaction Management: Transaction List screen, click the Accounting Code link next to the transaction you wish to reallocate. The Transaction Management: Detail screen displays with the Allocations tab open.

Reallocate a Transaction- Continued

6	🔋 Tr	ansaction Management - Allocations Tab - Windows Internet Explorer	
	9	🕙 🗸 🙋 https://access.usbank.com/cpsApp1/USBComServlet	• •
E	jle	Edit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	
5	2	🛠 🏈 Transaction Management - Allocations Tab	• *
		05/27 05/28 GOOGLE*ADWS3045196323 CC@GOOGLE.COM, CA \$560.36 🛞 8498282023 43010.508.66079.0000.4411.101	7.
	D	Disputed 🕕 , 💷 Trans Detail Level 🐼 Reallocated	
	s	Summary Allocations Transaction Line Items 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: Default Acct Code Last Changed by: System	
		Remove Amount Percent Accounting Code - Segment Name (Length) Favorite SDSU (35) RED ID (14) Favorite	
		\$ 560.36 OR 100.00 % * Q REDID809XXXXX * Q Add as Favorite	
	0		
	•	Remove 2	
	1	Total Allocated: \$ 560.36 100.00 % Apply Accounting Code: • Apply	
	4	Amount Remaining: \$ 0.00 % Additional Allocation(s): 1 Add	
\checkmark		Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.	
	4	Save Allocations	
		Save Allocations	
			• •
		🛛 🗍 🔂 Internet 🔍 100%	• //.

3. To reallocate the entire transaction to a single accounting code: Remove the Account Code Segment and click the Magnifying Glass icon to bring up a Valid Value List (VVL) of additional approved oracle strings. VVL= List of Approved Oracle Account Strings.

4. Click the **Save Allocations** button. A confirmation message displays and an icon displays next to the transaction. The allocation information is always accessible on the *Allocations* tab whenever you access transaction detail.

Add Comments to Transaction

Adding comments to a transactions allows your Approving Manager, Accounts Payable and Auditors to see what was purchased and for what reason.

Transaction Mana Card Account Summary w			* Log	Out					
Card Account Number: **********	5678, JANE SMITH		Switch Accounts						
Create Manage » Trans List M	anager's Queue <u>Extract Queue</u>								
[-] Card Account Summa	ry								
Account Number: Account Name:	⊙ 5678 JANE SMITH	Outstanding Ord Unmatched Tran							
Billing Cycle Close Date: All	 Search 								
Total Transactions:	\$7,383.49	58 Final Approved T	ransactions: \$0.00	0					
Reallocated Transactions:	\$50.41	2 % Final Approve	d Transactions: 0.0%	0.0%					
% Reallocated Transactions:	0.6%	3.4%							
O Open Account									
[+] Search Criteria			Return to top						
[-] Transaction List			Return to top						
Records 1 - 25 of 58									
Page: 1 <u>2 3</u>	~								
Check All Shown Uncheck All Show	<u>vn</u> / 📥								
Select Status <u>Approval State</u>	<u>itus Match Trans Postin</u> ≌_≜ <u>Date Date</u>	g <u>Merchant</u>	<u>City/State</u>	<u>Amount</u>	<u>Detail</u> 🕒	Purchase ID	<u>@</u>	Allocation Source	Last Changed By
Pending	<u>10/10</u> 10/13	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95	(1)	1		Default Acct Code	System
Pending	<u>10/10</u> 10/12	WENDY'S #4410 Q25	OSKALOOSA, IA	\$7.79	(1)	091010 131658		Default Acct Code	System
Pending	<u>10/10</u> 10/12	HY VEE 1162	DUBUQUE, IA	\$15.06				Default Acct Code	System
Pending	<u>10/07</u> 10/12	FIRST TO THE FINIS	800-747-9013, IL	\$30.90	(1)	2000000		Default Acct Code	System
Unto pordinan			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~46.52~	~~~~~		eren	"Default Acct Code.	System

1. Select the Transaction by clicking on the Approved Status Column.

Add Comments to Transaction (continued)

🧀 Transaction Management - Comments Tab - Windows Internet Explorer	
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😪 🏟 🌈 Transaction Management - Comments Tab	🟠 🔹 🔜 👻 🖶 🔹 🔂 Page 🔹 🎯 T <u>o</u> ols 🔹 🎽
Card Account Number: S	Switch Accounts
Trans List	
Transaction Summary	
Status Trans Date Posting Date Merchant City/State Amount Detail	I 🗈 Purchase ID 🕸 Accounting Code
05/27 05/28 GOOGLE*ADWS3045196323 COBCOCLE.COM, CA \$560.36 💷	8498282023 43010.508.66079.0000.4411.1017
💿 Disputed 🕕 , 🎟 Trans Detail Level 🔗 Reallocated	
Summary Allocations Transaction Line Items Comments Approval History	
The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.	
Comments	
Save Comments	
<< Back to Transaction List	
	R031.10b7.0 usb col 1
	• •
Done	💽 💽 Internet 🔍 100% 👻

2. Select the **Comments** tab and type a description of the items purchased and the reason.

3. Click the Save Comments button.

Approve a Transactions

To manage your own transactions, you can:

- View a list of your transactions, filtered by approval status (e.g., pending, pulled back) and other parameters
- Approve and forward a transaction to an approval manager
- Pull back a transaction as long as the approval manager (also called the *pending approver*) has not approved, rejected, or modified the transaction (e.g., reallocated, added comments, changed user line items).
- Manage a rejected transaction if your approval manager sends it back to you
- View the approval history to see the current approval status of the transaction, along with each user who approved a transaction, the date and time of each approval, and whether or not each user modified the transaction's allocation, comments, or line items.

	mber: 3000000000000000000000000000000000000	nager's Queue Extra	ict Queue		¥	witch Accounts							
Card Acc	ount Summary	y											
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ing Cycle Clo		Searc	h										
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Transacti	on List		9			Return to top							
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elect Status ® D	Approval State	us March <u>Trans</u>	<u>s Posting</u> Date	<u>Merchant</u>		City/State	An	<u>nount</u>	<u>Detail</u>	Purchase ID	<u>@</u>	Allocation Source	Last Change
	Pending	10/10		MAID RITE	OSKALOOSA	OSKALOOSA,	IA	\$38.95		1		Default Acct Code	System
	Pending	10/10	10/12	WENDY'S	#4410 Q25	OSKALOOSA,	IA	\$7.79	(1)	091010 131658		Default Acct Code	System
	Pending	<u>10/10</u>	10/12	HY VEE 11	62	DUBUQUE, IA		\$15.06				Default Acct Code	System
	Pending	<u>10/07</u>	10/12	FIRST TO	THE FINIS	800-747-9013	, IL	\$30.90		2000000		Default Acct Code	System
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	Pending		<u>)5/29</u> 06/	D1 JIMMY	JOHNS	CEDAR RA		\$7.06		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Order - Manual	Winter, Kay
	Pending	<u>(</u>	<u>)5/29</u> 06/	01 MCDO	NALD'S M6719 OF IA	A DUBUQUE	, IA	\$4.70	(1)	07637976719VP1Y7	000025468	Default Acct Code	System
	<u>Pending</u>	<u>(</u>	<u>)5/24</u> 05/:	26 HYATT	REGENCY RIVERFE	RONT ST. LOUIS,	MO	\$337.98	(1)	0		Default Acct Code	System
	Pending	<u>(</u>	<u>)5/24</u> 05/:	26 HYATT	REGENCY RIVERFE	RONT ST. LOUIS,	MO	\$365.70	(1)	0		Default Acct Code	System
-	d 🕕 Disputed 💭		eption 🐼 F	eallocated 🕕) 🕕 Trans Detail Lev	rel		/ 2					

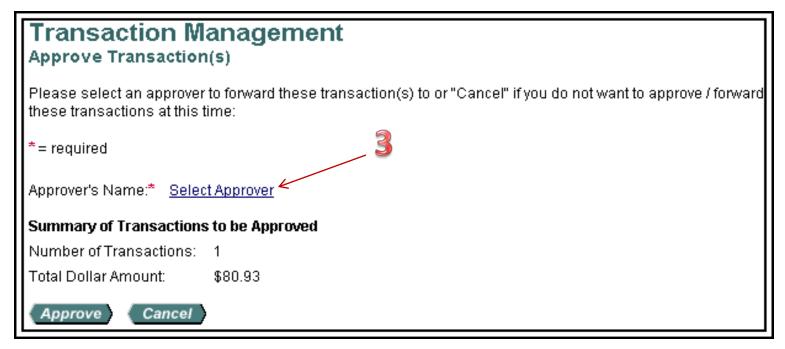
To approve a transaction :

1. Navigate to the *Transaction List screen, r*epeat the steps on slides 6-10 of this presentation.

Select a check box for a transaction with a *Pending or Pulled Back* status.

Tip! You can select multiple transactions. Also, you can select the **Check All Shown** link if you want to approve all the displayed transactions.

2. Click the Approve button. The Transaction Management: Approve Transaction(s) screen displays.



Tip! If you are selecting an approval manager for the first time, you will need to search and select an approval manager. As you select approval managers, the system builds a drop-down list for you. Once the system creates this list, you can simply select an approval manager name from it. Also, once you select the same approval manager four times, the system will set that approval manager as your default approval manager. You can also manually specify a default approval manager.

3. Click the **Select Approver** link. The *Approve Transaction(s):* Search and Select an Approver screen displays.



4. To search for an approval manager:

a. Type search criteria in the *Last Name field* and/or the *First Name* field to search for a specific approval manager.

-Or-

b. Leave the fields blank to return a complete list.

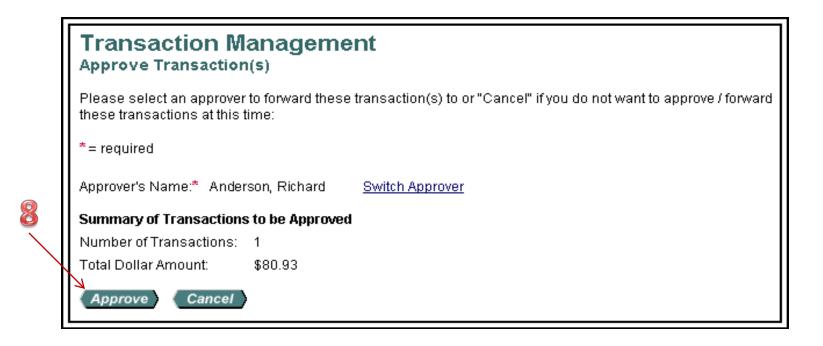
c. Click the **Search** button. A list of approval managers who match your search criteria displays.

	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
	Please select an approver from the results list below.
5	Records 1 - 7 of 7
9	Select Approver Name Email Address
	O Jones, Kate
1	O Anderson, Richard
	C Lopez, Mark
	O Johnson, Donald
6	O O'Malley, Erin
U	O Schmidt, Henry
\sim	O James, Anne
	Records 1 - 7 of 7
	Set selection as your default approver
	Select Approver
	<< Back to Approve Transactions

5. Select the radio button for the approval manager you want to forward your approved transaction to.

6. If desired, select the *Set selection as your default approver* check box to make the selected person your default approval manager.

7. Click the **Select Approver** button. The *Transaction Management: Approve Transaction(s)* screen displays with your selected approval manager in the Approver's Name field.



8. Click the **Approve** button. The system forwards the approved transaction(s) to the specified approval manager and includes your transaction in the e-mail summary of transactions that goes to the approval manager. You return to the *Transaction Management: Cardholder Transaction List* screen, on which a confirmation message displays and the transaction's status displays as Approved.

Tip! You cannot approve a transaction without selecting an approval manager. If you try to, the system displays an error message. Simply select an approval manager and then click **Approve**.

Transaction Man Approve Transaction(s)	0
🛦 No approver has been sel	lected. Please select an approver and resubmit.
	orward these transaction(s) to, "Final" if no further approval is needed, or approve / forward these transactions at this time:
*= required	
Approval Action	
O Approver's Name:* Selection	ct Approver
O No further approval neede	ed for these transactions
Summary of Transactions to	be Approved
Number of Transactions: 3	
Total Dollar Amount: \$5	5.92
Approve Cancel	

Transaction N			ist				* 1	Log Out							
Card Account Number: **	**************************************	IITH				Switch Accounts									
Create Manage » Trans	List Manager's Queue	e <u>Extract</u>	Queue												
_								- 8			- 9				
Request has been s	uccessfully comple	eted. ┥	←			Not	<u>e</u>	the	Confi	írf	nation	Me	SS	age	
[-] Card Account S	ummary						-								
ccount Number: ccount Name:	567 JANE	78 E SMITH			Outstanding Orde Unmatched Trans		(15,949 (7,333.)	9.595 0856							
illing Cycle Close Date	All 🔽 🌔	Search													
otal Transactions:	\$7,383			58	Final Approved Tr			0							
Reallocated Transaction	•	1		2 3.4%	% Final Approved	Transactions: 0).0%	0.0%							
) Open Account	5113. 0.070			5.470											
[+] Search Criteria						Return to top									
[-] Transaction Lis	t					Return to top									
Records 1 - 25 of 58															
age: 1 <u>2 3 </u>				40	tha A		a (od C	tatus						
heck All Shown Uncheck		/			uie a		JV			_					
Select Status <u>Appr</u> ® D	<u>oval Status</u> Matchr <u> </u>	<u>Trans</u> Date	<u>Posting</u> Date	<u>Merchant</u>		<u>City/State</u>		<u>Amount</u>	<u>Detail</u>	₽	<u>Purchase ID</u>	<u>@</u>	-	Allocation Source	Last Changed E
► <u>Appro</u>	ived	<u>10/10</u>	10/13	MAID RITE	OSKALOOSA	OSKAL00	SA, IA	\$38.95			1		₽	Default Acct Code	System
Pend	ing	<u>10/10</u>	10/12	WENDY'S #	¥4410 Q25	OSKAL00	SA, IA	\$7.79	(1)		091010 131658			Default Acct Code	System
Pend	ing	<u>10/10</u>	10/12	HY VEE 11	62	DUBUQUE	E, IA	\$15.06						Default Acct Code	System
Pend	ing	<u>10/07</u>	10/12	FIRST TO T	HE FINIS	800-747-9	013, IL	\$30.90	(1)		2000000			Default Acct Code	System
Pend	ing	<u>10/10</u>	10/12	SUBWAY 0	0074674	OSKALOO	SA, IA	\$15.52			140315410006810540			Default Acct Code	System
Pend	ing	<u>10/01</u>	10/05	SUBWAY 0	0063990	URBANA, I	L	\$7.90	(1)		140115390001214591			Default Acct Code	System
Pend	ing	<u>09/25</u>	09/29	RUNDE CH	IEVROLET	EAST DUB	IUQUE	,IL \$139.00	())					Default Acct Code	System
Read	iaa		.09/28~-		0,			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~	14044536 324400000	n man	.	-Default&-te-	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

9. Repeat steps 1–8 on slides 18-22 for all remaining transactions you wish to approve and forward.

Pull Back a Transaction

You can pull back a transaction before the approval manager you forwarded the transaction to has approved, rejected, or modified (e.g., reallocated) the transaction. After an approval manager takes action on a transaction, the transaction belongs to the current approval manager and you can no longer pull back the transaction.

Card Account Summary wit	th Transaction List			
Card Account Number: *********************	678, JANE SMITH		Switch Accounts	
Create Manage » Trans List Mar	hager's Queue <u>Extract Queue</u>	2		
[-] Card Account Summar	у			
Account Number: Account Name:	5678 JANE SMITH		Outstanding Orders: Unmatched Transactions:	\$15,949.59 5 \$7,333.08 5
Billing Cycle Close Date: All	Search			
Total Transactions: Reallocated Transactions: % Reallocated Transactions:	\$7,383.49 \$50.41 0.6%	58 2 3.4%	Final Approved Transactions: % Final Approved Transactions	\$0.00 0 :0.0% 0
Open Account				
[-] Search Criteria	4		Return to top	2
	L		Advanced Searc	h
Transaction Amount: Pr	urchase ID:	Approval All		<u></u>
	arder Match Status:			
Disputed Transactions: Realloo	ated Transactions: Revie	ewed Transacti	ons:	
Display 25 💌 Transactions p	oer page			
Search Reset & Search	with Defaults			
[-] Transaction List			Return to top	_

To pull back a transaction:

2

1. To navigate to this screen follow the steps on slides 6-9. Select the **Eligible for Pullback** option from the *Pull Back Eligibility* drop-down list.

2. Click the **Search** button. Transactions that you can pull back display at the bottom of the screen. https://access.usbank.com

Pull Back a 1	Fransaction -	Continued
---------------	----------------------	-----------

ate Manage	» Trans List Mar	nager's Queue Extract Qu	ieue								
Card Ac	count Summar	y									
count Numb count Name:		5678 JANE SMITH		Outstanding Orders: Unmatched Transaction	\$15,949.59 ons: \$7,333.08						
ling Cycle Cl	lose Date: All	Search									
otal Transacti eallocated Tra Reallocated		\$7,383.49 \$50.41 0.6%		58 Final Approved Transa 2 % Final Approved Tran 3.4%		0 0.0%					
) Open Account	t										
+] Search	Criteria			B	eturn to top						
-) Transac	tion List			F	eturn to top						
ecords 1 - 25 of											
ige:1 2 3	Uncheck All Shown										
elect Statu	us Approval State	<u>us</u> Match <u>Trans</u> <u>Po</u>	osting <u>Mer</u>	chant	City/State	Amount	<u>Detail</u> 🕒	Purchase ID	<u>@</u>	Allocation Source	Last Change
<u>®</u>	Pending	<u> </u>		D RITE OSKALOOSA	OSKALOOSA, IA	\$38.95		1		Default Acct Code	System
	Pending			NDY'S #4410 Q25	OSKALOOSA, IA	\$7.79		091010 131658			System
	Pending	<u>10/10</u> 10	0/12 HY	VEE 1162	DUBUQUE, IA	\$15.06				Default Acct Code	System
	Pendina 🛸	<u>10/07</u> 10	0/12 FIR:	ST TO THE FINIS	800-747-9013, IL	\$30.90		2000000		Default Acct Code	System
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	- redisan	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	2utr2SUE	BWAY.QQQZ46Z4	~~&KALOQSA_IA~~_	~ ^{\$4\$52} ~~~	m	~+4Q3154100068+AF-0	~~~ ^	Default Acct Code	-Svetern
	Pending	<b>679</b> <u>05/29</u>	06/01	JIMMY JOHNS	CÉDAR RAPIDS, 1/	\$7.06	mente .		(A)	Order - Manual	Winter, Kay
	Pending	<u>05/29</u>	06/01 I	MCDONALD'S M6719 OF IA	DUBUQUE, IA	\$4.70		07637976719VP1Y7000025468		Default Acct Code	System
		<u>05/24</u>	05/26 ł	HYATT REGENCY RIVERFRON	IT ST. LOUIS, MO	\$337.98	(1)	0		Default Acct Code	System
	<u>Pending</u>		05/26 H	HYATT REGENCY RIVERFRON	IT ST. LOUIS, MO	\$365.70		0		Default Acct Code	System
	<u>Pendinq</u> <u>Pendinq</u>	<u>05/24</u>									

**3.** From the list of transactions, select a check box for a transaction with an *Approved* status.

**4.** Click the **Pull Back** button. A confirmation message displays and the status changes to *Pulled Back*.

## Manage a Rejected Transaction

The approval manager you forward a transaction to may reject a transaction. When an approval manager rejects a transaction, the system requires the rejecting approval manager to provide a reason and/or comments, so you know how to modify the transaction to make it acceptable. After you modify the transaction, you can re-approve and forward the transaction back to your approval manager.

### Manage a Rejected Transaction- Continued

* Log Out

#### Transaction Management Manager Approval Queue

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date:	Approval Status: 🖌 📕 Rejected 💽	Transaction Amount:
Cardholder Approver: All Display 25 Transactions per Search Reset	Last Approver: All	Order Match Status: All

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.



#### Check All Shown Uncheck All Show

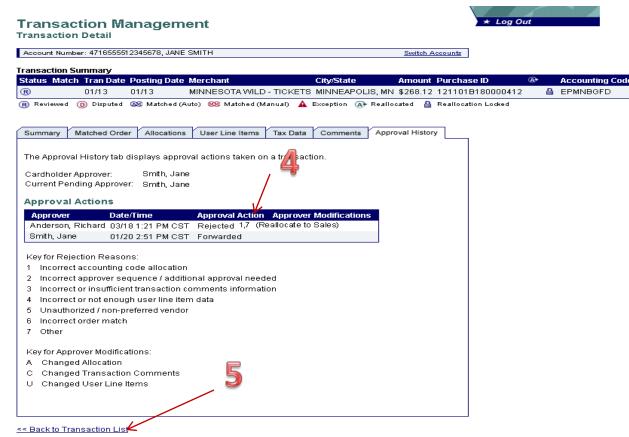
Select	Approval	Match	Trans	<u>Merchant</u>	City/State	Amount	Account	Cardholder	Last	æ	Accounting Code
	Status	⊊2≜	Date				<u>Number</u>	Approver	Approver		
	Rejected	2	<u>03/06</u>	LA BTTRY WHSL 30600340	W MONROE, LA	\$500.44	******5512345678	Smith, Jane	Jones, Kate		EPMNBGFD
🗺 Match	碗 Matched (Manual) 🚳 Matched (Auto) 🛕 Exception 🕢 Reallocated										
Check All S	Shown   Unch	edk All Sh	IOWN								
Records 1 -	• 1 of 1										
Approv	re 🔪 🤇 Reje	ect			Reallocate	Mass	s Reallocate				

To manage a rejected transaction:

- 1. Select Rejected from the Approval Status drop-down list.
- 2. Click the Search button.
- 3. Clicked the Rejected link for the transaction you want to work with. The

*Transaction Management: Transaction Detail* screen displays.

### Manage a Rejected Transaction- Continued



4. Review the codes, modifications and comments for the transaction using the onscreen keys.

5. Click the Back to Transaction List link. You return to the Transaction

Management: Cardholder Transaction List screen.

6. Follow the instructions from the approval manager.

7. Follow the steps to Approve a Transaction starting on slide 17 to re-approve and forward the modified transaction.

## **Dispute a Transaction**

You can use Access Online to dispute a transaction, including selecting a reason for the dispute. In addition, you can use the system to request a copy of the sales draft to get more information about the disputed transaction. You can also cancel a disputed transaction as long as the disputed transaction is unresolved.

[-] Trar	nsactio	n List		6		l	Return to top					
lecords 1 - Theck All S	-4 of 4 <u>Shown</u>   <u>U</u>	Jncheck Al	<u>IShown</u>	2	2							
Select		Match <u>⇔</u> ≜	<u>Trans</u> <u>Date</u>	Posting <u>Date</u>	<u>Merchant</u>	<u>City/State</u>	<u>Amount</u>	<u>Detail</u>	₽	<u>Purchase ID</u>	<u>@</u>	Accounting Code
			<u>01/18</u>	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$128.10	())		1		P22562501001 42396
			<u>01/18</u>	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	(1)		1		P22562501001 42396
			<u>01/08</u>	01/09	NEJM MASS MED SOCIETY #3	781-893-3800, MA	\$98.00			00022302		P22562501001 42396
			<u>12/27</u>	12/28	REI*ELSEVIER HEALTH SC	800-654-2452, FL	\$193.00	(1)		0541806600019653		P22562501001 42396
R Review Check All S Records 1 -	<u>Shown</u>   <u>U</u>	Disputed ( Jncheck Al		hed 🛕 E	«ception 🕢 Reallocated 🕕 🕕	Trans Detail Level						



### To dispute a transaction:

- 1. Repeat the steps for *View Transactions* on slides 6-10 to navigate to the transaction list.
- 2. Click the **Transaction Date** link for the transaction you want to dispute. The *Transaction Management: Transaction Detail* screen displays with the *Summary* tab open.

### Dispute a Transaction- Continued

* Log Out

### Transaction Management

Product: Purchasing	Card	Switch Products
Card Account Numbe	er: ************************************	Switch Accounts
Create Order Manad	e Orders Card Acct List Trans List	

#### Transaction Summary

Status Matc	h	Tran Date	Posting Dat	e Merchant	City/State	Amount	Detail	🗈 Pu	chase ID 🧯	Accounting Code
		01/18	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$128.10		1		P22562501001 4239
🖲 Disputed 🔍	Matche	d 🔺 Exce	ption 💷 , 🎟 T	rans Detail Level 🛛 👁 Realloo	ated					
· · · · · · · · · · · · · · · · · · ·	atched O		ations Tax Da							
Summary Ma	atched O	raer Alloc	ations Tax Da	ita						
The Summa	ry tab si	nows high-l	level transactio	n information.						
			ick the "Mark as )ispute Transa	s Reviewed" button. ction" button						
Transactio		chercare E		Reference Ir	oformation					
Date:	01/1	8/2007		Billing Cycle:	01/22/2007					
Purchase ID Total Amour		10		Posting Date: Reference Num	01/19/2007 ber: 247554270	18730181	473186			
				Authorization N						
Memo Post:	Yes			Extract Date	(s)					
Sales Tax:	0.00				andard Financial Ex	ract:				
Freight:				General Ledger Payment Extra	Extract:					
Merchant Name:			APER MAN	Currency Source Currence	w: U.S. Dollar					
City/State:	:	908-668020	02, NJ	Source Currend						
Transaction MCC Code:		BALES DRA 5994	AFT							
MCC Descrip										
	I	DEALERS/N	NEWSSTANDS							
Mark as	Revie	wed								
Dispute				Sales Draft F	Requests					
Dispute inf	ormatio	n only reflet	ts the last disp	oute filed • none						
	saction		mation availab							
Dispute										
[+] Dispute	- Hist	<u></u>								
C D D D D D D D D D D D D D D D D D D D										

<< Back to Transaction List</p>

3

## **3.** Click the **Dispute** button. The *Transaction Management: Select a Dispute Reason* screen displays.

* Log Out

Switch Accounts

#### Transaction Management

 Tran Date
 Statement Date
 Merchant
 Amount
 Reference Number

 01/18/2007
 01/22/2007
 MR NEWSPAPER MAN
 128.10
 24755427018730181473186

Select a dispute reason from the list below. If you need more information about this transaction, you may request a copy of the sales draft.

My account was charged for this transaction and...

		Reason
4	0	Unauthori I did not
	0	Unrecogni I do not r
	10	Merchand
	0	Merchand
	0	Services I
	0	Credit Not
	0	Cash Not I
	0	Alteration
	0	Inadequat
	0	Not As De
	0	Quality ofthe servi
	0	Duplicate it has be
	0	Paid by Ot
	0	Credit Pos
	0	Cancelled I had car
	0	Cancelled
	0	Cancelled
5	0	Transactie
	0	Transactio
$\mathbf{X}$	0	Defective
$\sim$	0	Defective the ship
	0	Defective
$\sim$	0	Other

Additional Items Required ized authorize the charge. Print, Signature ized Print, Signature recognize the charge lise Returned ot received credit for the returned merchandise. lise Not Received ot received the merchandise. Not Received ot received the services t Received ot received credit toward my account Print, Copy of Receipt Received receive cash from the ATM Print, Copy of Receipt of Amount ipt does not match the amount posted Print, Copy of Receipt te Description cription does not give enough information. scribed chandise I received does not match the description from the merchant. Print, Copy of Documentation Service ice I received does not match the description from the merchant Processing een charged for this transaction more than once. Wher Means aid by other means such as a cash or check Print, Copy of Receipt sted as a Purchase d have been a credit to my account Print, Copy of Receipt d - Merchandise Returned ancelled the purchase. The merchandise has been returned to the merchant d - Recurring Transaction ancelled the purchase. This is a recurring transaction such as a monthly service ancelled the purchase ion Posted to Closed Account - Recurring Transaction ount has been closed. This is a recurring transaction such as a monthly service ion Posted to Closed Account ount has been closed Shipped/Returned pped merchandise I received was defective. The merchandise has been returned to the merchant. Print, Copy of Shipping Invoice - Shipped ped merchandise I received was defective Print, Copy of Shipping Invoice rchandise I received was defective. none of the above reasons fit my need to dispute this transaction Select

<< Back to Transaction Detail

**4.** Select the radio button for the appropriate dispute reason.

**5**. Click the **Select** button. The *Transaction Management: Dispute Reason* screen displays, listing your selected dispute reason.

Switch Accounts

### Transaction Management

Tran Date	Statement Date	Merchant	Amount	Reference Number
01/18/2007	01/22/2007	MR NEWSPAPER MAN	128.10	24755427018730181473186

#### Unauthorized

My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

*= required 6	
Requestor Name:*     Requestor Phone Number:*       Chris Doe     6121231234	2
Comments:*	2
I did not authorize this charge. I cancelled my subscription in November 2006.	
Continue	

#### << Back to Select a Dispute Reason

**Tip!** The *Transaction Management: Dispute Reason screen* has different fields depending on the dispute reason selected.

**6.** Verify or type your name in the *Requestor Name* field.

7. Type your phone number in the *Requestor Phone Number* field.

**8.** In the *Comments* box, enter additional comments to explain why you are disputing the charge.

**9.** Click the **Continue** button. The *Transaction Management: Dispute Reason* screen displays with a message at the top confirming that your request has been completed.

### **Transaction Management**

**Dispute Reason: Unauthorized** 

#### Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

#### Fax Number:

701-461-3463

#### Mailing Address:

U.S. Bank National Association, ND C/O U.S. Bancorp Service Center, Inc. P.O. Box 6344 Fargo, ND 58125-6344

When finished printing, you can go to the transaction detail.

#### Account Number: 4246040011253475

Dispute Date	Tran Date	Statement Date	Merchant	Amount	Reference Number
03/02/2007	01/18/2007	01/22/2007	MR NEWSPAPER MAN	128.10	24755427018730181473186

#### Unauthorized

My account was charged for this transaction and I did not authorize the charge.

 Requestor Name:
 Requestor Phone Number:

 Chris Doe
 6121231234

 Comments:
 Comments:

I did not authorize this charge. I cancelled my subscription in November 2006.

Cardholder Signature (required to process this dispute)

## **10.** Follow the instructions on the screen to print, sign and fax or mail this form to US Bank.

## Cancel a Dispute

You can easily cancel an unresolved dispute. If you cancel a dispute, keep in mind that the transaction is automatically settled in favor of the merchant. After you cancel a dispute, you can also re-dispute the transaction

[-] Transaction Lis	st			<u>Return to top</u>				
Records 1 - 4 of 4 Check All Shown   <u>Unche</u>	dk All Shown	2						
Select Status Mat			<u>City/State</u>	<u>Amount</u>	<u>Detail</u> 🕒	<u>Purchase ID</u>	<u>@</u>	Accounting Code
	<u>01/18</u> 01/1	9 MR NEWSPAPER MAN	908-6680202, NJ	\$128.10	(1)	1		P22562501001 42396
	<u>01/18</u> 01/1	9 MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	•	1		P22562501001 42396
	<u>01/08</u> 01/0	9 NEJM MASS MED SOCIETY #3	781-893-3800, MA	\$98.00	•	00022302		P22562501001 42396
	<u>12/27</u> 12/2	8 REI*ELSEVIER HEALTH SC	800-654-2452, FL	\$193.00	•	0541806600019653		P22562501001 42396
Reviewed 🔘 Disput	ed 💭 Matched	🛦 Exception 🐼 Reallocated 🕕 🝿	Trans Detail Level					
Check All Shown   Uncheck All Shown								
Records 1 - 4 of 4								
Match To Order	Change Revie	w Status						

To cancel a disputed transaction:

- 1. To navigate to the *Transaction List screen* repeat the steps on slides 6-10 of this presentation.
- 2. Click the transaction date link for the transaction you want to dispute. The *Transaction Management: Transaction Detail* screen displays with the Summary tab open.
- **Tip!** Disputed transactions display with a D icon to indicate that they were disputed. The D icon remains even after the dispute has been resolved or cancelled.

Summary	Matched Order	Allocations	Tax Data		
The Sum	nmary tab show:	s high-level tra	ansaction inf	ormation.	
	ge the review sta the dispute's de				
Transa Date: Purchas Total Arr	01/18/20	07		Reference Informa Billing Cycle: Posting Date: Reference Number: Authorization Number:	01/22/2007 01/19/2007 24755427018730181473186
Memo P	ost: Yes			Extract Date(s)	
Sales Ta Freight:	<b>x:</b> 0.00			Most Recent Standard General Ledger Extract Payment Extract:	
MCC Coo MCC Des	MR 1 e: 908- tion Type: SALE de: 5994 scription: NEW	ŀ		Currency Source Currency: Source Currency Amt:	U.S. Dollar 128.10
Dispu	te			Sales Draft Reque	sts
for this	e information on transaction. Moi e History.			filed • none	
Dispute Dispute Resolu Reques Dispute	e Date: 03. e Post Date: tion Date: stor Name: Ch	resolved 🖉	_4	- 3	
[+] Disp	oute History				

**3.** Review the dispute detail and make sure the *Dispute Status* is **Unresolved.** 

4. Click the Cancel Dispute button. A confirmation message displays.

### Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

<b>Dispute Date</b>	Tran Date	Posting Date	Merchant	Amount	Reference Number
03/02/2007	01/18/2007	01/19/2007	MR NEWSPAPER MAN	128.10	24755427018730181473186

#### Unauthorized

5

6

I did not authorize this charge. I cancelled my subscription in November 2006.

Cancellation Comments:

PSmith okayed renewal cost

Yes, Cancel Dispute 🚺 No

**5.** Type comments in the *Cancellation Comments* field. You have up to 40 alphanumeric spaces for your comments.

6. Click the Yes, Cancel Dispute button. You return to the *Transaction Management: Transaction Detail* screen with the *Summary* tab open.

### Cancel a Dispute- Continued

* Log Out

#### **Transaction Management**

Transaction Detail

#### Request has been successfully completed.

#### Transaction Summary

Image: 1018       0118       0119       MR NEWSPAPER MAN 908-6680202, NJ \$128.10       1       P2258201001 423         Image: 1018	Status Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	<b>A</b>	Accounting Code
Summary       Metched Order       Allocations       Tax Data         The Summary tab shows high-level transaction information.       To change the review status, click the "Mark as Reviewed" button. To view the dispute's details, click the dispute reason link.       Reference Information         Transaction Date:       Or1/16/2007       Reference Information Dispute Research Provide Provi	0	01/18	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$128.10			1		P22562501001 4239
Sales Tax: 0.00   Freight: Woot Recent Standard Financial Extract:   Payment Extract   Payment Extract:   Payment Extract	Summary Matched Ord The Summary tab sh To change the review To view the dispute's Transaction Date: 01/18 Purchase ID: 1 Total Amount: 128.1	er Alloca ows high-le status, clic details, clic	tions Tax Data vel transaction i k the "Mark as F	nformation. Reviewed" button. ason link. <b>Reference in</b> Billing Cycle: Posting Date: Reference Num Authorization Nu	iformation 01/22/2007 01/19/2007 ber: 247554270 imber: 081985	18730181	473186				
Name:       MR NEWSPAPER MAN 908-6680202, NJ Transaction Type:       Source Currency:       U.S. Dollar         Source Currency Amt:       128.10         MCC Description:       S934 NEWS DEALERS/NEWSSTANDS         Mark as Reviewed             Dispute       Sales Draft Requests             Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.       • none         Dispute Reason:       Unauthorized Dispute Post Date: Resolution Date: Resolution Date: Resolution Date: Resolution Date: Resolution Date: Resolution Date: Resolution Date: Resolution Date:       • none				Most Recent Sta General Ledger	andard Financial Ex Extract:	tract:					
Dispute information only reflects the last dispute filed • none for this transaction. More information available in Dispute History. Dispute Reason: Unauthorized Dispute Date: 03/02/2007 Dispute Post Date: Resolution Date: Requestor Name: Chris Doe Dispute Status: Unresolved	Name: M City/State: 9 Transaction Type: 8 MCC Code: 5 MCC Description: N	08-6680202 ALES DRAF 994 EWS EALERS/NI	2, NJ T	Source Currenc							
for this transaction. Moré information available in Dispute History. Dispute Date: Oispute Date: Resolution Date: Requestor Name: Chris Doe Dispute Status: Unresolved	Dispute			Sales Draft R	lequests				-		
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[+] Dispute History	Dispute Date: Dispute Post Date: Resolution Date: Requestor Name:	03/02/2007 Chris Doe									
	[+] Dispute Histo	ry									

<< Back to Transaction List</p>

**Tip!** If you need to, you can re-dispute the transaction by repeating the steps in *Dispute a Transaction*, slides 32-36.

## **View Approval History**

If you want to see the history of a transaction, you can view the approval history for a specific transaction on the *Approval History tab. The Approval History tab provides an audit trail, including the name of the approval manager and what action the approval manager took related to the transaction.* 

	ction Manag		ist			★ Log	Out					
Card Account	Number: *********** 567	78, JANE SMITH			Switch Accounts	1						
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Account Numl	ber:	<b>O</b> 5678,		Outstandin	g Orders:	\$15,949.59	95					
Account Nami		JANE SMITH	_	Unmatched	d Transactions:	\$7,333.08	56					
Billing Cycle C	lose Date: All	<ul> <li>Search</li> </ul>										
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Reallocated T	ransactions: I Transactions:	\$50.41 0.6%		2 % Final Ap; 3.4%	proved Transactions:	0.0%	0.0%					
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	Uncheck All Shown			9						-		
Select Stat	us <u>Approval Statu</u> D	<u>s</u> Match <u>Trans</u> <u> ◯ ≜ Date</u>	<u>Posting</u> <u>Date</u>	<u>Merchant</u>	<u>City/State</u>	<u>e</u>	<u>Amount</u>	<u>Detail</u> 🗈	Purchase ID	<u>A</u>	Allocation Source	Last Changed By
	Final Approved	<u> </u>	10/13	MAID RITE OSKALOOS	A OSKALO	OSA, IA	\$38.95	(1)	1		Default Acct Code	System
	Pending	<u>10/10</u>	10/12	WENDY'S #4410 Q25	OSKALO	OSA, IA	\$7.79	(1)	091010 131658		Default Acct Code	System
	Pending	<u>10/10</u>	10/12	HY VEE 1162	DUBUQI	JE, IA	\$15.06	(1)			Default Acct Code	System
	Pending	<u>10/07</u>	10/12	FIRST TO THE FINIS	800-747-	9013, IL	\$30.90		2000000		Default Acct Code	System
	Pending	<u>10/10</u>	10/12	SUBWAY 00074674	OSKALO	OSA, IA	\$15.52		140315410006810540		Default Acct Code	System

To view approval history:

**1.** From the *Transaction List* screen, select the link in the *Approval Status* column for the transaction you want to view the approving history of. The *Transaction Management: Transaction Detail* screen displays with the *Approval History* tab open.

### View Approval History- Continued

Accounting Code

EPMNBGFD

* Log Out

(A+

Switch Accounts

Amount Purchase ID

#### **Transaction Management Transaction Detail** Account Number: 4716555512345678, JANE SMITH Transaction Summary Status Match Tran Date Posting Date Merchant City/State MIDWEST TRANSIT SYSTEMS PALOS HEIGHTS, IL \$270.44 123301C200001966 03/06 03/08 🔞 Reviewed 👔 Disputed 🚳 Matched (Auto) 🚳 Matched (Manual) 🎄 Exception 🐢 Reallocated 🔒 Reallocation Locked Summary Matched Order Allocations User Line Items Tay Data Comments Approval History

Summary	Matched Order	Allocations	User Line Items	Tax Data	Comments	Approval History
The Approv	al History tab di	splays approv	al actions taken or	n a transact	on.	
Cardholde	r Approver:	Smith, Jane				
Current Pe	nding Approver:	Final			<b></b>	
Approva	l Actions					
Approve	Date/	Time	Approval Action	Approver	Modification	s
Jones, Ka	ate 03/18	2:38 PM CST	Final Approved			
	, Richard 03/18					
Andersor	), Richard 03/18	2:20 PM CST	•	U		
Smith, Ja	ne 03/18	2:14 PM CST	Forwarded			
5 Unauth	ct or not enough orized / non-pre ct order match		n data			
Key for App	orover Modificati	ons:				
A Chang	ed Allocation					
-	ed Transaction		2			
U Chang	ed User Line Ite	ms				
< Back to Ti	ransaction List 4					

**2.** Review the approval action information.

### 3. Click the Back to Transaction List link. You return to the Transaction Management: Cardholder Transaction List screen.

## How to Print Your Statement



## **1.** From the left Column Navigation Bar Select the **Account Information** high-level task.

## U.S. Bank Access® Online

#### Transaction Management

Account Information Statement Account Profile Reporting My Personal Information

Home

Contact Us

## Account Information

Statement

View account statement(s).

Cardholder Statement

### Account Profile

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

Cardholder Profile

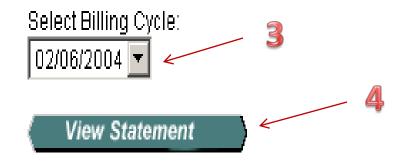
## 2. Click the Cardholder Statement link.

# Cardholder Statement

Account Number: 4716123412341234, SANDRA MWEIR

Switch Accounts

Please select a cycle to view for the account selected. **Please note:** The statement display cannot be used for remittance of payment; it is for display purposes only.



- **3.** Select a cycle from the drop-down list.
- 4. Click the View Statement button.



122-00

U.S. BANCORP SERVICE CENTER P. O. Box 6343 Fango, ND 58125-6343

5358X32

ACME CORPORATION	I
MEMO STATEMENT	
ACCOUNT NUMBER	4716123412342234
STATEMENT DATE	03-26-07
TOTAL ACTIVITY	\$ 144.00
AMOUNT DUE	\$0.00
DO NOT R	EMIT

107

SANDRA WEIR 2222 S 7TH ST EP-MN-TT2C MINNEAPOLIS MN 55454-1305

4716123412342234 00000000

		NEW ACCOUNT AC	TIVITY		
POST DA TE	TRAN DA TE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19 03-19	03-17 03-17	UAT JOHNSONS PRINTING BOSTON MA UATOFFICE FURNITURE TO GO ST LOUIS MO	74 79826 70 780 1911 1111 178 74 79826 70 780 1911 1111 186	2741 5021	27.00 46.00
03-26	03-15 03-19	JOHNSONS PRINTING BOSTON MA OFFICE FURNITURE TO GO ST LOUIS MO	74 79826 70850 19111111179 74 79826 70850 19111111179	2741 5021	27.00

Default Accounting Code: 55555	102300NUJ2743			
	ACCOU	NT NUMBER	ACCOUNT SUN	MARY
CUSTOMER SERVICE CALL	4716-123	4-1234-2234	PREVIOUS BALANCE	\$.00
1-800-344-5696	STATEMENT DATE 03-26-07	DISPUTED AMOUNT \$.00	PURCHASES & OTHER CHARGES	\$144.00
SEND BILLING INQUIRIES TO:	AMOU	NT DUE	CASH ADVANCES	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6344 FARGO, ND 58125-6344	\$ 0.00 DO NOT REMIT		CASH ADVANCE FEE	\$.00
			TOTAL ACTIVITY	\$144.00

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PAGE 1 OF 1

The statement opens as a PDF file in a new window.

**Print** this PDF file as your monthly statement and submit to Accounts Payable with all original receipts and the PCC Purchase Report.

## How to Run and Print the Transaction Detail Report

- The *Transaction Detail Report* provides Cardholder and Approval Managers a snapshot of monthly transactions which includes comments and the Oracle account number(s). Cardholders are to add a comment to each transaction which clearly identifies the purchase and its purpose. Approval Managers can readily view Cardholder transaction comments when approving on-line. The *Transaction Detail Report* is to be submitted *monthly* with the *Cardholder Statement* and original receipts. The Cardholder is to indicate use tax, EWRF, etc., in the comment section of the *Transaction Detail Report*. The *Transaction Detail Report* will replace the Monthly PCC Purchases Report.
- *NOTE*: Cardholders are reminded to sign and date the monthly statement prior to submission to Accounts Payable.

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Transaction Management	Reporting Financial Management And Manage account allocations.		
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Print Transaction Detail Report (this report will show the Comments and Oracle #'s). This report will replace the Monthly PCC Purchases Report.

- 1) Select Reporting
- 2) Select Financial Management

### How to Run and Print Transaction Detail Report- Continued

🖉 Financial Management - W	/indows Internet Explorer				_ 8 ×
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Account Information Reporting	Full Transaction and Order Detail	Transaction Detail Detailed transaction data including merchant detail,	- 🥑		
Financial Management	Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.	allocation (accounting code) information, and transaction log			
My Personal Information		data.			
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Contact Us					
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### 3) Select Transaction Detail

#### How to Run and Print Transaction Detail Report- Continued

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Home Contact Us	Date Cose Date Range: C Calendar Month Range: P Posting Date Range: C Transaction Date Range:		
Contact Us	Transactions Included divider		
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- 4) Select the radio button next to "Posting Date Range"
  - a) Enter the current month date range
- 5) Check "Display Transaction Comments" and "Display Allocation Detail"

Selecting both of these options will result in the *Comments* and the *Oracle* account numbers printing on the Transaction Detail Report.

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To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.	-
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Select By To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).	
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## Scroll down to the bottom of this page 6) Select "Run Report"

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05/21/2010       05/24/2010       131444       573?       FLFCTRONICS STORES       FRYS.COM       CA       770062030       \$ 62.81       Memo       12454681       Not Reviewed       Not Reviewed	
Comments     : CD/DVD Storage 100 Unit       Total Number of Records:     1	
Total \$ 62.81	
End of Report	
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### 7. Print report by selecting the Print icon at the top of the page.

The Transaction Detail Report is to be submitted with the Cardholder Statement with original receipts at the end of the cycle.

## Submission of Paperwork

Cardholders are to submit the following documentation each month:

- Statement
  - Cardholder must sign and date this form
- Transaction Detail Report
  - Printed with the Comments and Oracle number
- All original receipts / invoices for each purchase or credit
- Justification as required

## **Resources Available To You**

- Access Online Help Desk (877) 887-9260
  - General Website Navigation Inquiry
  - Resetting Passwords
  - General Account Inquiry
- 24-Hour Customer Service- (800) 344-5696
  - Balance Inquiry
  - Statement Inquiry
  - Disputed Items
  - Declined Purchases
  - Card Activation
  - Lost, Stolen or Compromised Card
- Sharon Danner, PCC Coordinator: 4-2915 or <u>sdanner@mail.sdsu.edu</u>
- Candice Cooper, AP: 4-5246 or <u>ccooper@mail.sdsu.edu</u>

# Congratulations!!!!

