

# PROCARD CARDHOLDER QUICK GUIDE

Navigation : <https://access.usbank.com>

Welcome to Access Online

U.S. Bank Access® Online

**usbank** 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](#)

[Website/Browser Requirements](#)

**Key in the following information:**  
Organization Short Name: **TUCSUN**  
User Id:  
Password:

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## Viewing and Approving Procard

Welcome To Access Online

U.S. Bank Access® Online

**usbank** Message(s) from Access Online

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Effective July 1, 2010, there will be sales tax changes in Canada. Access Online Canadian default tax tables have been updated. Any client using a custom tax table will need to update them. If you have any questions, please contact the Helpdesk at (877) 332-7461.

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

À compter du 1er juillet 2010, la taxe de vente subira des changements au Canada. Les tables d'impôt canadiennes par défaut d'Access Online ont été mises à jour. Tous les clients qui utilisent une table d'impôt habituelle devront suivre les mises à jour. Si vous avez des questions, veuillez communiquer avec le Centre d'assistance en composant le 1 (877) 332-7461.

Language Selection:  
English

**Click on Transaction Management to view pending transactions.**

**Transaction Management**

Account Activity  
Select an Account  
Purchasing Card  
\*\*\*\*\*3160

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# PROCARD CARDHOLDER QUICK GUIDE

## Viewing and Approving Procard

Transaction Management

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Our Payment Products Logout

**usbank** Transaction Management

Transaction Management  
• Transaction List  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

[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.

Click **View Pending Transactions** for a list of all charges ready to be approved.

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## Viewing and Approving Procard

Card Account Summary with Transaction List

Transaction Management

Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*3150

» Trans List

[+] Card Account Summary

Account Number: 3150  
Account Name: Suzie Sunshine

Billing Cycle Close Date: All Search

Open Account

[+] Search Criteria Return to top

[+] Transaction List Return to top

Records 1 - 1 of 1

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		06/22	06/24	OFFICE MAX	NORTHRIDGE, CA	\$49.92		XXXXXXXXXXXX3150	68000348501100299999

Disputed Reallocated Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Reallocate Mass Reallocate Approve Pull Back

The **Card Account Summary with Transaction List** is the default view.

# PROCARD CARDHOLDER QUICK GUIDE

## Viewing and Approving Procard

[-] Search Criteria

Return to top

Advanced Search

Transaction Amount:
Purchase ID:
Approval Status:

Pull Back Eligibility:
Order Match Status:

Disputed Transactions:
Reallocated Transactions:
Reviewed Transactions:

Display 25 Transactions per page

Search

Reset & Search with Defaults

In the **Search Criteria** from the **Card Account Summary**, use any of the fields to narrow search, if needed.  
  
Click **Search**.

[-] Transaction List

Return to top

Records 1 - 25 of 58

Page: 1 | 2 | 3

## Viewing and Approving Procard

Card Account Summary with Transaction List

Transaction Management

Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*3150

Trans List

[-] Card Account Summary

Account Number: ...3150
Account Name: Suzie Sunshine
Billing Cycle Close Date: All

Search

Open Account

[+] Search Criteria

Return to top

[-] Transaction List

Return to top

Records 1 - 1 of 1

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending	08/22	08/24	OFFICE MAX	NORTHRIDGE, CA	\$49.92		XXXXXXXXXXXX3150	66000348501110029/9999	

Disputed
Reallocated
Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Reallocate
Mass Reallocate
Approve
Pull Back

Click on one of the following links to reallocate and/or add a requisition number:  
  
**Approval Status**  
**Trans Date**  
**Account Code**

# PROCARD CARDHOLDER QUICK GUIDE

## Viewing and Approving Procard

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Our Payment Products Logout

**usbank.** tMTransLineItems.transaction\_management  
Transaction Detail

Card Account Number: \*\*\*\*\*2269, LAURA LAU-PHUNG  
[Trans List](#)

**Transaction Summary**

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
07/06	07/07	OFFICEMAX CT*IN#179618	800-472-6473, IL	\$277.00		000000000000000000	660003 48501 10180 9999	010-110

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Comments Approval History

The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 7 of 7

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Trans Amount	Item Commodity Code
A8136	TPE, DBL STICK, 1/2X25	10.0000	RL	2.7000	27.00	9.75%	A8136
A8137	TPE, DBL STICK, 1/2X45	5.0000	RL	4.4800	22.40	8.09%	A8137
A8307969	TAPE, ELCTRCL, 75"X12	1.0000	PK	1.3400	1.34	0.48%	A8307969
J113012	12" STEEL RULER	1.0000	EA	2.5200	2.52	0.91%	J113012
J113862	RULER, 12" NON-SHATTER	1.0000	EA	1.2200	1.22	0.44%	J113862
K6T139578	LINER, TRSH, 60GL, 50CT	3.0000	CT	60.5100	181.53	65.53%	K6T139578
P435762	ROLL, 2-1/4"X165'3PK,	3.0000	PK	5.4600	16.38	5.91%	P435762

Records 1 - 7 of 7

[Back to Transaction List](#)

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The **Transaction Summary** will display. Tabs can be selected to view information. The **Transaction Line Items** tab was selected to see detail information from an **Office Max** order.

## Viewing and Approving Procard

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**K. Transaction Management**  
Transaction Detail

Card Account Number: \*\*\*\*\*3389, |  
[Trans List](#)

**Transaction Summary**

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
07/20	07/21	OFFICEMAX CT*IN#319930	800-472-6473, IL	\$83.21		000000000000000000	660003 48501 10035 9999	

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](#)

Use the **Comments** tab to enter more detail about the transaction.

# PROCARD CARDHOLDER QUICK GUIDE

## Viewing and Approving a Transaction

Transaction Management - Summary Tab

Reporting  
My Personal Information

Home  
Contact Us

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	€	Purchase ID	Accounting
	05/28	06/30	VERIZON WRL 18063-01	800-9220204, CA	\$287.03	II		033960	604892 463

Disputed Trans Detail Level Reallocated Reallocation Locked

Summary Allocations Comments Approval History

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.  
To initiate a dispute, click the "Dispute" button.

**Transaction**  
 Date: 05/28/2010  
 Purchase ID: 033960  
 Total Amount: 287.03  
 Memo Post: Yes  
 Sales Tax: 0.00  
 Freight:

**Reference Information**  
 Billing Cycle: 07/14/2010  
 Posting Date: 06/30/2010  
 Reference Number: 24498040180169123290108  
 Authorization Number: 031410

**Extract Date(s)**  
 Most Recent Standard  
 Financial Extract:  
 General Ledger Extract:  
 Payment Extract:

**Merchant**  
 Name: VERIZON WRL 18063-01  
 City, State/Province: 800-9220204, CA  
 Transaction Type: SALES DRAFT  
 MCC Code: 4814

**Currency**  
 Billing Currency: U.S. Dollar

**Dispute**  
 Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.  
 Dispute

**Sales Draft Requests**  
 none

[+] Dispute History

<< Back to Transaction List

High level information about the transaction is located in the **Summary** tab.

## Single Line Reallocating a Transaction

### Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	€	Purchase ID
	07/20	07/21	OFFICEMAX CT*IN#319930	800-472-6473, IL	\$83.21	III		00000000000000

Disputed Trans Detail Level Reallocated

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 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)
			ACCOUNT (6) FUND (5) DEPARTMENT (5)
<input type="checkbox"/>	\$ 83.21	OR 100.00 %	660003 48501 * 10035 *

Search Remove

Total Allocated: \$ 83.21 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining

Save Allocations

Use the magnifying glass to change the chartfield.  
Click **Save Allocation**.

# PROCARD CARDHOLDER QUICK GUIDE

## Multi Line Reallocating a Transaction

**Transaction Summary**

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	07/20	07/21	OFFICEMAX CT*IN#319930	800-472-6473, IL	\$83.21	III	00000000000000

(D) Disputed (II) Trans Detail Level (A) Reallocated

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 accounts.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100%.

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)		
			ACCOUNT (6)	FUND (5)	DEPARTMENT (5)
<input type="checkbox"/>	\$ 83.21	OR 100.00 %	660003 *Q	48501 *Q	10035 *Q

Search Remove

Total Allocated: \$ 83.21 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

To add an additional chartfield string, Click **Add**.

## Multi Line Reallocation Transaction

Transaction Management - Mass Reallocation

Information: establishing the new accounting information and percentage. The reallocation can be to one or multiple accounting codes. To allocate to additional accounting codes, click the "Add" button.

When replacing allocations, the new Total Allocated amount must equal 100%. When adding allocations, the new Total Allocated amount must be less than 100%.

After establishing the new allocation, 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

Mass Reallocation Action:

☒ Replace Existing Allocations

☐ Add Common Allocations

Remove Alloc	Alloc %	Accounting Code - Segment Name (Length)					
		ACCOUNT (6)	FUND (5)	DEPARTMENT (5)	PROGRAM (4)	CLASS (5)	PROJECT (15)
<input type="checkbox"/>	0.00 %	660003 *Q	48501 *Q	10029 *Q	9999 *Q		
<input type="checkbox"/>	0.00 %	660003 *Q	48501 *Q	10029 *Q	9999 *Q		

Search Remove Allocation(s)

Total Allocated: 0.00 % Additional Allocation(s): 1 Add

Save Allocations

An additional line(s) will display with the default chart-field. Make necessary changes.

Click **Save Allocation**.

# PROCARD CARDHOLDER QUICK GUIDE

## Approve a Transaction

### Transaction Management

Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*5678, JANE SMITH [Switch Account](#)

[Create](#) [Manage](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

---

**Card Account Summary**

Account Number: ..5678      Outstanding Orders: \$15,949.59 5  
 Account Name: JANE SMITH      Unmatched Transactions: \$7,333.08 56

Billing Cycle Close Date: All [Search](#)

Total Transactions: \$7,383.49      58      Final Approved Transactions: \$0.00 0  
 Reallocated Transactions: \$50.41      2      % Final Approved Transactions: 0.0% 0.0%  
 % Reallocated Transactions: 0.6%      3.4%

[Open Account](#)

---

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

---

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

Records 1 - 25 of 58  
 Page: 1 | 2 | 3

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount			
<input type="checkbox"/>	Pending	CC	05/29	06/01	JIMMY JOHNS	CEDAR RAPIDS, IA	\$7.06				<a href="#">Order - Manual</a> Winter, Kay
<input type="checkbox"/>	Pending		05/29	06/01	MCDONALD'S M6719 OF IA	DUBUQUE, IA	\$4.70			07637976719VP1Y7000025468	<a href="#">Default Acct Code</a> System
<input type="checkbox"/>	Pending		05/24	05/26	HYATT REGENCY RIVERFRONT	ST. LOUIS, MO	\$337.98			0	<a href="#">Default Acct Code</a> System
<input type="checkbox"/>	Pending		05/24	05/26	HYATT REGENCY RIVERFRONT	ST. LOUIS, MO	\$365.70			0	<a href="#">Default Acct Code</a> System

[Reallocate](#) [Mass Reallocate](#) [Match To Order](#) [Change Review Status](#) [Approve](#) [Pull Back](#)

From the *Transaction List*, select the checkbox next to the transaction(s) to be approved.

Click **Approve** to complete the transaction.

**Note:** The **Check All Shown** link can be used to approve all transactions.

## Approve a Transaction

### Transaction Management

#### Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

\* = required

Approver's Name:\* [Select Approver](#)

Click **Select Approver to Search and Select** a default approver from list.

---

**Summary of Transactions to be Approved**

Number of Transactions: 1  
 Total Dollar Amount: \$80.93

[Approve](#) [Cancel](#)



## PROCARD CARDHOLDER QUICK GUIDE

### Approve a Transaction

#### 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**

Enter all or part of the Approver's name.

Click **Search** for results.

Use the **Back to Approve Transactions** to navigate back to **Approve Transactions**.

[<< Back to Approve Transactions](#)

### Approve a Transaction

#### 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.

Records 1 - 7 of 7

Select	Approver Name	Email Address
<input type="radio"/>	Jones, Kate	
<input type="radio"/>	Anderson, Richard	
<input type="radio"/>	Lopez, Mark	
<input type="radio"/>	Johnson, Donald	
<input type="radio"/>	O'Malley, Erin	
<input type="radio"/>	Schmidt, Henry	
<input type="radio"/>	James, Anne	

Records 1 - 7 of 7

☐ Set selection as your default approver

**Select Approver**

[<< Back to Approve Transactions](#)

Select an **Approver** by clicking on the radio button.

Click **Select Approver**.

**Note:** Select **Set selection as your default approver** or the system will automatically generate a default approver after approver is used 4 times consecutively.



# PROCARD CARDHOLDER QUICK GUIDE

## Approve a Transaction

### Transaction Management

#### Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

\* = required

Approver's Name:\* Anderson, Richard

[Switch Approver](#)

To forward the transaction to the approver.

Click **Approve**.

#### Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$80.93

**Approve**

**Cancel**

## Approve a Transaction

### Transaction Management

Card Account Summary with Transaction List

[★ Log Out](#)

Card Account Number: \*\*\*\*\*5678, JANE SMITH [Switch Accounts](#)

[Create](#) [Manage](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

**Request has been successfully completed.**

A confirmation of approval will appear on the *Transaction Management* page.

#### Card Account Summary

Account Number: 5678  
Account Name: JANE SMITH  
Billing Cycle Close Date: All [Search](#)  
Total Transactions: \$7,383.49  
Reallocated Transactions: \$50.41  
% Reallocated Transactions: 0.6%  
Outstanding Orders: \$15,949.59  
Unmatched Transactions: \$7,333.08  
58  
2  
3.4%  
Final Approved Transactions: \$0.00  
% Final Approved Transactions: 0.0%  
0.0%

[Open Account](#)

#### Search Criteria

[Return to top](#)

#### Transaction List

[Return to top](#)

Records 1 - 25 of 58  
Page: 1 | 2 | 3

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Allocation Source	Last Changed By
<input checked="" type="checkbox"/>	Approved			10/10	10/13	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95		1	Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	WENDY'S #4410 025	OSKALOOSA, IA	\$7.79		091010 131658	Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	HYVEE 1162	DUBUQUE, IA	\$15.06			Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	FIRST TO THE FINIS	800-747-9013, IL	\$30.90		2000000	Default Acct Code	System
<input type="checkbox"/>	Pending			10/10	10/12	SUBWAY 00074674	OSKALOOSA, IA	\$15.52		140315410006810540	Default Acct Code	System
<input type="checkbox"/>	Pending			10/01	10/05	SUBWAY 00063990	URBANA, IL	\$7.90		140115390001214591	Default Acct Code	System
<input type="checkbox"/>	Pending			09/25	09/29	RUNDE CHEVROLET	EAST DUBUQUE, IL	\$139.00			Default Acct Code	System

Approved will display in **Approval Status** next to the transaction.

# PROCARD CARDHOLDER QUICK GUIDE

## Approve a Transaction

### Transaction Management

#### Approve Transaction(s)

**No approver has been selected. Please select an approver and resubmit.**

Please select an approver to forward these transaction(s) to, "Final" if no further approval is needed, or "Cancel" if you do not want to approve / forward these transactions at this time:

\* = required

#### Approval Action

- ☒ Approver's Name:\* [Select Approver](#)
- ☐ No further approval needed for these transactions

If no approver is selected, the following error will display.

#### Summary of Transactions to be Approved

Number of Transactions: 3

Total Dollar Amount: \$5.92

[Approve](#)

[Cancel](#)

## Pull Back (reopen) a Transaction

Online

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[Our Payment Products](#) [Logout](#)

### Transaction Management

#### Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*3150

[Trans List](#)

#### [-] Card Account Summary

Account Number: ...3150  
Account Name: CYNTHIA PAULL

Billing Cycle Close Date: All [Search](#)

[Open Account](#)

#### [-] Search Criteria

Transaction Amount: All \$   
Purchase ID:

Pull Back Eligibility:

Disputed Transactions:   
Reallocated Transactions:

Display 25 Transactions per page

[Search](#)

[Reset & Search with Defaults](#)

Approval Status:   
Pending  
All  
Approved  
Awaiting Your Action  
Final Approved  
Pending  
Pulled Back  
Rejected

There are two ways to retrieve a **Pull Back** Transaction:

1. From **Search Criteria**, use the **Approval Status** drop down to select transaction that are **Pulled Back**.

Click **Search**.

[Advanced Search](#)

# PROCARD CARDHOLDER QUICK GUIDE

## Pull Back (reopen) a Transaction

**Transaction Management**  
Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*5670, JANE SMITH

Request has been successfully completed.

**Card Account Summary**

Account Number: \*\*\*\*\*5670, JANE SMITH  
Billing Cycle Close Date: All  
Total Transactions: \$7,383.49  
Reallocated Transactions: \$50.41  
% Reallocated Transactions: 0.6%

Outstanding Orders: \$15,949.59  
Unmatched Transactions: \$7,333.05  
Final Approved Transactions: \$0.00  
% Final Approved Transactions: 0.0%

**Search Criteria**

**Transaction List**

Select	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Allocation Source	Last Changed By
<input checked="" type="checkbox"/>	Approved		10/10	10/13	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95		1	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	10/12	WENDYS #4410 Q25	OSKALOOSA, IA	\$7.79		091010 131658	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	10/12	HY VEE 1162	DUBUQUE, IA	\$15.08			Default Acct Code	System
<input type="checkbox"/>	Pending		10/02	10/12	FIRST TO THE FINIS	800-747-9013, IL	\$30.60		2000000	Default Acct Code	System
<input type="checkbox"/>	Pending		10/10	10/12	SUBWAY 00074674	OSKALOOSA, IA	\$15.52		140315410006810540	Default Acct Code	System
<input type="checkbox"/>	Pending		10/01	10/05	SUBWAY 00063990	URBANA, IL	\$7.90		140115390001214591	Default Acct Code	System
<input type="checkbox"/>	Pending		09/25	09/29	RUNDE CHEVROLET	EAST DUBUQUE, IL	\$139.00			Default Acct Code	System
<input type="checkbox"/>	Pending		05/22	06/01	JIMMY JOHN'S	CEDAR RAPIDS, IA	\$7.06		07637976719VP1Y7000025468	Order - Manual	Winter, Kay
<input type="checkbox"/>	Pending		05/24	06/01	MCDONALD'S M6719 OF IA	DUBUQUE, IA	\$4.70		0	Default Acct Code	System
<input type="checkbox"/>	Pending		05/24	05/26	HYATT REGENCY RIVERFRONT	ST. LOUIS, MO	\$337.98		0	Default Acct Code	System
<input type="checkbox"/>	Pending		05/24	05/26	HYATT REGENCY RIVERFRONT	ST. LOUIS, MO	\$365.70		0	Default Acct Code	System

Records 1 - 25 of 58  
Page 1 of 3

Reallocate Mass Reallocate Match To Order Change Review Status Approve **Pull Back**

2. Select the check box next to the approved transaction .

Click **Pull Back**.

## Manage a Rejected Transaction

**U.S. Bank Access® Online**

Transaction Management  
Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*3150, CYNTHIA PAUL

**Search Criteria**

Transaction Amount: All  
Purchase ID:   
Approval Status: Pending  
Pull Back Eligibility:   
Disputed Transactions:   
Reallocated Transactions:   
Display 25 Transactions per page

**Search** **Reset & Search with Defaults**

From the **Search Criteria** in *Transaction Management: Card Account Summary*, select **Rejected** in the **Approval Status**.

Click **Search**.

**Note: Rejects** can be retrieved through the *Transaction Management* page like **Pull Backs**.

# PROCARD CARDHOLDER QUICK GUIDE

## Reject Transaction

Check All Shown | Uncheck All Shown

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Account Number	Cardholder Approver	Last Approver	Accounting Code
<input type="checkbox"/>	Rejected		03/06	LA BTTRY WHSL 30600340	W MONROE, LA	\$500.44	*****55123456			

Records 1 - 1 of 1

Approve Reject Reallocate Mass Reallocate

**Transaction Management**  
Transaction Detail

Account Number: 4716555512345676, JANE SMITH

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
Reviewed	Matched (Auto)	03/18	01/13	MINNESOTA WILD - TICKETS	MINNEAPOLIS, MN	\$268.12	1211018180000412	EPMNBOFD

Summary Matched Order Allocations User Line Items Tax Data Comments Approval History

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

Cardholder Approver: Smith, Jane  
Current Pending Approver: Smith, Jane

**Approval Actions**

Approver	Date/Time	Approval Action	Approver Modifications
Anderson, Richard	03/18 1:21 PM CST	Rejected 1X	(Reallocate to Sales)
Smith, Jane	01/20 2:51 PM CST	Forwarded	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation
- 2 Incorrect approver sequence / additional approval needed
- 3 Incorrect or insufficient transaction comments information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect order match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

Use the **Back to Transaction list** to return to the **Card Account Summary Transaction List**.

Back to Transaction List

## Dispute a Transaction

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

Records 1 - 4 of 4

Check All Shown | Uncheck All Shown

Select	Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>			01/18	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$128.10	U	1	P22562501001 42396
<input type="checkbox"/>			01/18	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	U	1	P22562501001 42396
<input type="checkbox"/>			01/08	01/09	NEJM MASS MED SOCIETY #3	781-893-3800, MA	\$98.00	U	00022302	P22562501001 42396
<input type="checkbox"/>			12/27	12/28	REPELSEVIER HEALTH SC	800-654-2452, FL	\$193.00	U	0541806600019653	P22562501001 42396

Reviewed Disputed Matched Exception Reallocated Trans Detail Level

Check All Shown | Uncheck All Shown

Records 1 - 4 of 4

Match To Order Change Review Status

From the **Transaction List**, click on the **Transaction Date** next to the transaction to be disputed. The **Transaction Detail—Summary** tab will display.

# PROCARD CARDHOLDER QUICK GUIDE

## Dispute a Transaction

### Transaction Management

Select a Dispute Reason

Card Account Number: \*\*\*\*\*1234, CHRIS DOE

[Switch Accounts](#)

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.

### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State
Disputed		01/18	01/19	MR NEWSPAPER MAN	908-6680202, NJ

☒ Disputed
 ☐ Matched
 ☐ Exception
 ☐ Trans Detail Level
 ☐ Reallocated

Summary | Matched Order | Allocations | Tax Data

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To initiate a dispute, click the "Dispute Transaction" button.

**Transaction**

Date: 01/18/2007

Purchase ID: 1

Total Amount: 128.10

Memo Post: Yes

Sales Tax: 0.00

Freight:

**Reference Information**

Billing Cycle: 01/22/2007

Posting Date: 01/22/2007

Reference Number: 247554270

Authorization Number: 081985

**Extract Data**

Most Recent Standard Financial Ex

General Ledger Extract:

Payment Extract:

Currency: U.S. Dollar

Source Currency Amt: 128.10

Merchant Name: MR NEWSPAPER MAN

City/State: 908-6680202, NJ

Transaction Type: SALES DRAFT

MCC Code: 5994

MCC Description: NEWS DEALERS/NEWSSTANDS

[Mark as Reviewed](#)

**Dispute**

Dispute information only reflects the for this transaction. More information Dispute History.

[Dispute](#)

[Dispute History](#)

[Back to Transaction List](#)

### Reason

Reason	Additional Items Required
<input type="radio"/> Unauthorized	Print, Signature
<input type="radio"/> Unrecognized	Print, Signature
<input type="radio"/> Merchandise Returned	
<input type="radio"/> Merchandise Not Received	Print, Copy of Receipt
<input type="radio"/> Services Not Received	Print, Copy of Receipt
<input type="radio"/> Credit Not Received	Print, Copy of Receipt
<input type="radio"/> Cash Not Received	Print, Copy of Receipt
<input type="radio"/> Alteration of Amount	Print, Copy of Receipt
<input type="radio"/> Inadequate Description	Print, Copy of Documentation
<input type="radio"/> Not As Described	Print, Copy of Documentation
<input type="radio"/> Quality of Service	
<input type="radio"/> Duplicate Processing	Print, Copy of Receipt
<input type="radio"/> Paid by Other Means	Print, Copy of Receipt
<input type="radio"/> Credit Posted as a Purchase	Print, Copy of Receipt
<input type="radio"/> Cancelled - Merchandise Returned	
<input type="radio"/> Cancelled - Recurring Transaction	
<input type="radio"/> Cancelled	
<input type="radio"/> Transaction Posted to Closed Account - Recurring Transaction	
<input type="radio"/> Transaction Posted to Closed Account	
<input type="radio"/> Defective - Shipped	Print, Copy of Shipping Invoice
<input type="radio"/> Defective	Print, Copy of Shipping Invoice
<input type="radio"/> Other	

[Select](#)

[Back to Transaction Detail](#)

Click **Dispute**.  
A list of reasons for dispute will display.  
Choose one.

Click **Select**.

## Dispute a Transaction

### Transaction Management

#### Dispute Reason: Unauthorized

Card Account Number: \*\*\*\*\*1234, CHRIS DOE

[Switch Accounts](#)

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

Requestor Name:\*

Requestor Phone Number:\*

Comments:\*

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

[Continue](#)

[Back to Select a Dispute Reason](#)

Type requestor's name and phone number in fields. Enter any additional comments.

Click **Continue**.

# PROCARD CARDHOLDER QUICK GUIDE

## Dispute a Transaction

### Transaction Management

Dispute Reason: Unauthorized

**1** 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](#).

Print, Sign and Fax or mail to US Bank.

Send a copy of the dispute to Accounts Payable with monthly statement.

**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:** Chris Doe  
**Requestor Phone Number:** 6121231234

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

Cardholder Signature (required to process this dispute)

## Cancel a Dispute

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

Records 1 - 4 of 4

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

Select	Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	<span>D</span>	<input type="checkbox"/>	<a href="#">01/18</a>	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$128.10	<a href="#">U</a>	1	<a href="#">P22562501001 42396</a>
<input type="checkbox"/>		<input type="checkbox"/>	<a href="#">01/18</a>	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	<a href="#">U</a>	1	<a href="#">P22562501001 42396</a>
<input type="checkbox"/>		<input type="checkbox"/>	<a href="#">01/08</a>	01/09	NEJM MASS MED SOCIETY #3	781-893-3800, MA	\$98.00	<a href="#">U</a>	00022302	<a href="#">P22562501001 42396</a>
<input type="checkbox"/>		<input type="checkbox"/>	<a href="#">12/27</a>	12/28	REI*ELSEVIER HEALTH SC	800-654-2452, FL	\$193.00			<a href="#">42396</a>

R Reviewed D Disputed M Matched A Exception + Reallocated U M Trans Detail Level

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

Records 1 - 4 of 4

[Match To Order](#)

[Change Review Status](#)

From the Transaction List, click on the **Transaction Date** link, the **Transaction Detail—Summary** will display.

**Note:** the **D** in status field indicates disputed.

# PROCARD CARDHOLDER QUICK GUIDE

## Cancel a Dispute

Summary Matched 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.

<b>Transaction</b> <b>Date:</b> 01/18/2007 <b>Purchase ID:</b> 1 <b>Total Amount:</b> 128.10 <b>Memo Post:</b> Yes <b>Sales Tax:</b> 0.00 <b>Freight:</b> <b>Merchant</b> <b>Name:</b> MR NEWSPAPER MAN <b>City/State:</b> 908-6680202, NJ <b>Transaction Type:</b> SALES DRAFT <b>MCC Code:</b> 5994 <b>MCC Description:</b> NEWS DEALERS/NEWSSTANDS	<b>Reference Information</b> <b>Billing Cycle:</b> 01/22/2007 <b>Posting Date:</b> 01/19/2007 <b>Reference Number:</b> 24755427018730181473186 <b>Authorization Number:</b> 081985 <b>Extract Date(s)</b> <b>Most Recent Standard Financial Extract:</b> <b>General Ledger Extract:</b> <b>Payment Extract:</b> <b>Currency</b> <b>Source Currency:</b> U.S. Dollar <b>Source Currency Amt:</b> 128.10
---	---

**Mark as Reviewed**

<b>Dispute</b> Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History. <b>Dispute Reason:</b> Unauthorized <b>Dispute Date:</b> 03/02/2007 <b>Dispute Post Date:</b> <b>Resolution Date:</b> <b>Requestor Name:</b> Chris Doe <b>Dispute Status:</b> Unresolved <b>Cancel Dispute</b> <b>[+] Dispute History</b>	<b>Sales Draft Requests</b> • none	Make sure the transaction is still unresolved. Click <b>Cancel Dispute</b> .
---	---------------------------------------	---

## Cancel a Dispute

### Are You Sure?

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

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

#### Unauthorized

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

Cancellation Comments:

PSmith okayed renewal cost

**Yes, Cancel Dispute** **No**

In **Cancellation Comments**, type in an explanation.  
Click **Yes, Cancel Dispute**.



# PROCARD CARDHOLDER QUICK GUIDE

## View Approval History

**Transaction Management** [★ Log Out](#)

Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\* 5678, JANE SMITH [Switch Accounts](#)

[Create](#) [Manage](#) [Trans List](#) [Manager's Queue](#) [Extract Queue](#)

---

**[-] Card Account Summary**

Account Number: 5678, Outstanding Orders: \$15,949.59  
 Account Name: JANE SMITH, Unmatched Transactions: \$7,333.08 56

Billing Cycle Close Date: All [Search](#)

Total Transactions: \$7,383.49 58 Final Approved Transactions: \$0.00 0  
 Reallocated Transactions: \$50.41 2 % Final Approved Transactions: 0.0% 0.0%  
 % Reallocated Transactions: 0.6% 3.4%

[Open Account](#)

---

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

---

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

Records 1 - 25 of 58  
 Page: 1 | 2 | 3

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

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Allocation Source	Last Changed By
<input type="checkbox"/>	Final Approved	10/10	10/13	MAID RITE OSKALOOSA	OSKALOOSA, IA	\$38.95	U	1	Default Acct Code	System		
<input type="checkbox"/>	Pending	10/10	10/12	WENDY'S #4410 025	OSKALOOSA, IA	\$7.79	U	091010 131658	Default Acct Code	System		
<input type="checkbox"/>	Pending	10/10	10/12	HYVEE 1162	DUBUQUE, IA	\$15.06	U		Default Acct Code	System		
<input type="checkbox"/>	Pending	10/07	10/12	FIRST TO THE FINIS	800-747-9013, IL	\$30.90	U	2000000	Default Acct Code	System		
<input type="checkbox"/>	Pending	10/10	10/12	SUBWAY 00074674	OSKALOOSA, IA	\$15.52	U	140315410006810540	Default Acct Code	System		

Select **Final Approval** for a history of approval.

## View History Approval

**Transaction Management** [★ Log Out](#)

Transaction Detail

Account Number: 471655512345678, JANE SMITH [Switch Accounts](#)

---

**Transaction Summary**

Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
03/06	03/08	MIDWEST TRANSIT SYSTEMS	PALOS HEIGHTS, IL	\$270.44	123301C200001966	EPMBNGFD		

[Reviewed](#) [Disputed](#) [Matched \(Auto\)](#) [Matched \(Manual\)](#) [Exception](#) [Reallocated](#) [Reallocation Locked](#)

---

**Summary** [Match](#) [Order](#) [Allocations](#) [User Line Items](#) [Comments](#) [Approval History](#)

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

Cardholder Approver: Smith, Jane  
 Current Pending Approver: Final

**Approval Actions**

Approver	Date/Time	Approval Action	Approver Modifications
Jones, Kate	03/18 2:38 PM CST	Final Approved	
Anderson, Richard	03/18 2:37 PM CST	Pulled Back	
Anderson, Richard	03/18 2:20 PM CST	Rejected 1	U
Smith, Jane	03/18 2:14 PM CST	Forwarded	

**Key for Rejection Reasons:**

- 1 Incorrect accounting code allocation
- 2 Incorrect approver sequence / additional approval needed
- 3 Incorrect or insufficient transaction comments information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect order match
- 7 Other

**Key for Approver Modifications:**

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

[Back to Transaction List](#)

A history of the actions will display.

# PROCARD CARDHOLDER QUICK GUIDE

## Print Statement

U.S. Bank Access® Online

Trustees California State Univ  
Our Payment Products Logout

**usbank** Transaction Management

Transaction Management

- Transaction List
- Account Information**
- Reporting
- My Personal Information

Home  
Contact Us

[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.

**Select Account Information from the Transaction Management screen.**

All of **us** serving you™

© 2010 U.S. Bancorp R031.10b7.0 usb ccl 1

## Print Statement

U.S. Bank Access® Online

Trustees California State Univ  
Our Payment Products Logout

**usbank** Account Information

Transaction Management

- Account Information
  - Statement
  - Account Profile
- Reporting
- My Personal Information

Home  
Contact Us

**Statement**  
View account statement(s).

- Cardholder Account Statement**

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

- [Cardholder Account Profile](#)

**Select Cardholder Account Statement.**

All of **us** serving you™

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# PROCARD CARDHOLDER QUICK GUIDE

## Print Statement

### Cardholder Statement

#### Select Cycle

Account Number: 4716123412341234, SANDRA M WEIR

[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.

Select Billing Cycle:

02/06/2004

[View Statement](#)

Select a **Billing Cycle**.

Click **View Statement**.

## Print Statement



**U.S. Bank**  
First Star Service Guarantee

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

6368032

SANDRA WEIR  
2222 S 7TH ST  
EP - MN - T12C  
MINNEAPOLIS MN 55454-1305

107

ACME CORPORATION

MEMO STATEMENT

ACCOUNT NUMBER 4716123412342234

STATEMENT DATE 03-26-07

TOTAL ACTIVITY \$ 144.00

AMOUNT DUE \$0.00

DO NOT REMIT

4716123412342234 000000000

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	7479826707801911111178	2741	27.00
03-19	03-17	UAT OFFICE FURNITURE TO GO ST LOUIS MO	7479826707801911111186	5021	45.00
03-26	03-15	JOHNSONS PRINTING BOSTON MA	7479826708501911111179	2741	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	7479826708501911111187	5021	45.00

Default Accounting Code: 55555		102300NUJ27 43	
CUSTOMER SERVICE CALL  1-800-344-5696	ACCOUNT NUMBER 4716-1234-1234-2234		ACCOUNT SUMMARY
	STATEMENT DATE 03-26-07	DISPUTED AMOUNT \$ .00	PREVIOUS BALANCE \$0.00
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6344 FARGO, ND 58125-6344	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$144.00
			CASH ADVANCES \$0.00
			CASH ADVANCE FEE \$0.00
			CREDITS \$0.00
			TOTAL ACTIVITY \$144.00

## **PROCARD CARDHOLDER QUICK GUIDE**

### **Important Information:**

**Access Online Help Desk (877) 887— 9260**

**Resetting User Ids**

**Resetting Passwords**

**24– Hour Customer Service (800) 344—5696**

**No personal information code needed 9999**

**Lost, Stolen, or Fraud**

### **Purchasing Card Program Administrator:**

**General Website Navigation**

**Balance Inquiry**

**Disputed Items**

**Declined Purchases**

**Credit Limit increase email:**

**tloren@csun.edu      (approvers need to  
ask for increase)**