USBank Cards

Timeline

Mid-month you will receive email notification that statement is ready to view online. Statements are generally available on the 15th of the month (or the following day if the 15th lands on a weekend or holiday). If you have made no charges during the month you do not need to send in anything.

- Log in to Access Online (https://access.usbank.com) to view statement (*make sure to add the 's' in https*). Compare the statement with any bills or receipts to verify accuracy.
  - Change budget codes if necessary.
  - Print the reconciled statement from Access Online.
- Tape itemized receipts for P-Card purchases to an 8.5" x 11" sheet of paper, in the order they appear on the statement. **Please do not staple**; these pages need to be scanned.
- Both the cardholder and supervisor need to sign off on the front of the statement.
- Send your statement with bill(s) and/or receipts to Accounts Payable through Inter-school mail.

25th of the month:

- All budget code changes **must** be in place. Any changes made after the 25th will not be reflected in the finance system (FMS). If you wish to make changes at this time you will need to request a budget transfer from your accountant.
- Signed statement and bill/receipts are due to Accounts Payable.

AccessOnline Instructions:

Attached you will find a step by step approach to the AccessOnline website to take you through the most basic steps in using AcessOnline. To maximize your online experience, check out the system's web-based training materials prior to utilizing AccessOnline. This highly intuitive web-based training experience will help you get the most out of this new tool and goes beyond the attached materials. To access the U.S. Bank online training tools, go to https://wbt.access.usbank.com and enter the password; call the help line (877-887-9260) to find out the current password.

If at any time you need help with the online process, first call

US Bank at 1-877-887-9260.

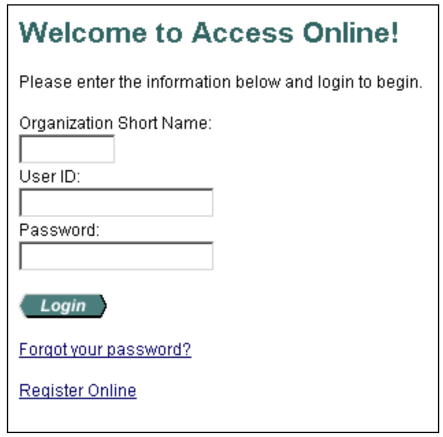
Using US Bank Access Online

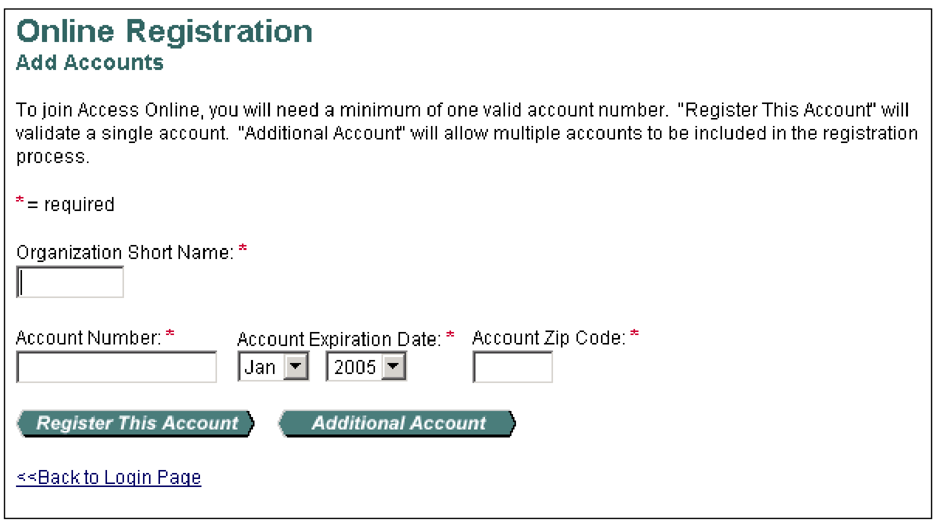
Registering Cards Online

It is important to register your US Bank copier cards and P-Cards online. This will ensure that you receive email notifications every month when your statement is ready to view online. You will not be receiving paper statements through U.S. Mail.

To register your cards online, follow these instructions:

- Log on to https://access.usbank.com **make sure to include the 's' in 'https'*
- Click on "Register Online"
- You will then be directed to the screen below.





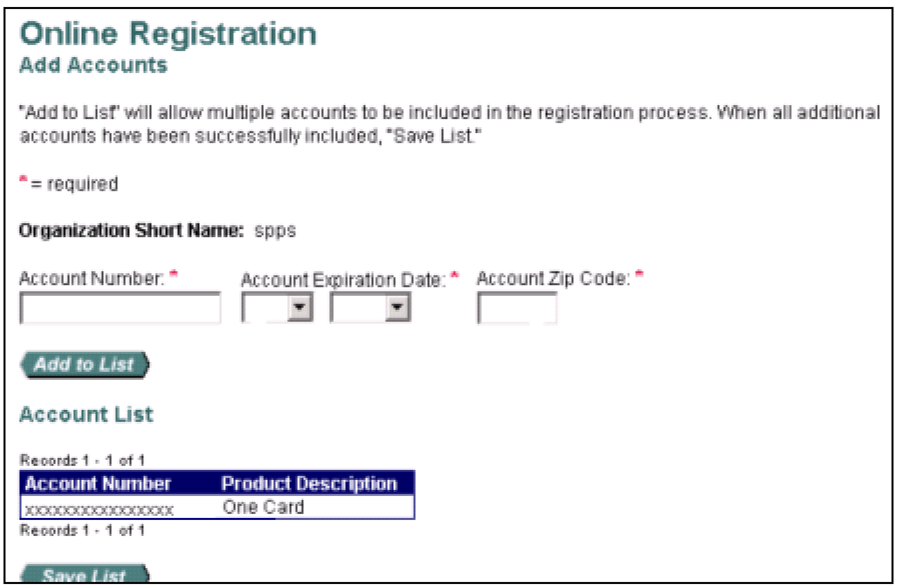
- Enter information for the first card you are registering.
  - Organization Short Name: **spps**
  - Enter the account number and expiration date of card.
    - If this is a copier card, the information will be in the letter you received from USBank with your card information on it (you should not have a physical card for copiers, only a number). Notice that the letter is missing the first 6 digits of the card number. You should have received these 6 digits via email. If not, contact Jamie Atkins at jamie.atkins@spps.org or 651-767-8289.
    - If this is a P-Card, you will receive a physical card.

- Enter the *five digit* zip code for your site. If this does not work, use the SPPS business office zip code of 55102.
- **If you have more than one account to register, choose “Additional Account” and enter other card information.** If you’re only entering one card, choose “Register This Account” and continue to the Licensing Agreement.

<u>Registering Multiple Cards</u>

After choosing “Additional Account” on the previous screen you will be directed to the screen below. Notice that the card that you have already entered appears near the bottom of the screen. **(If you need to add additional cards after your initial registration see “Adding Additional Cards After Initial Registration”)**

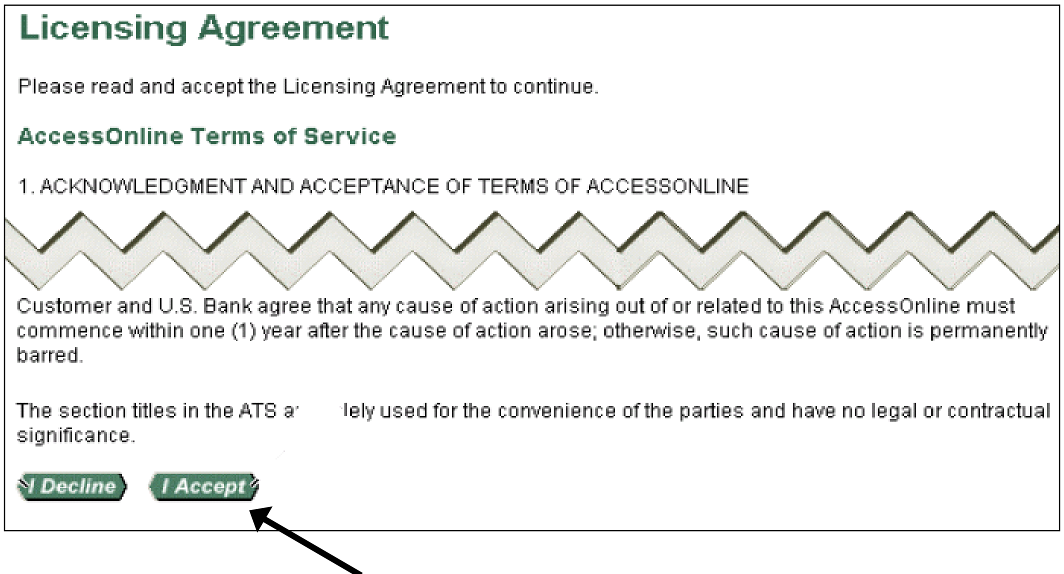
- Enter the next card’s information and click “Add to List.” Continue adding cards until all of your cards are entered. When all of your cards have been entered, click “Save List”



Licensing Agreement

You will then be directed to the terms and conditions screen.

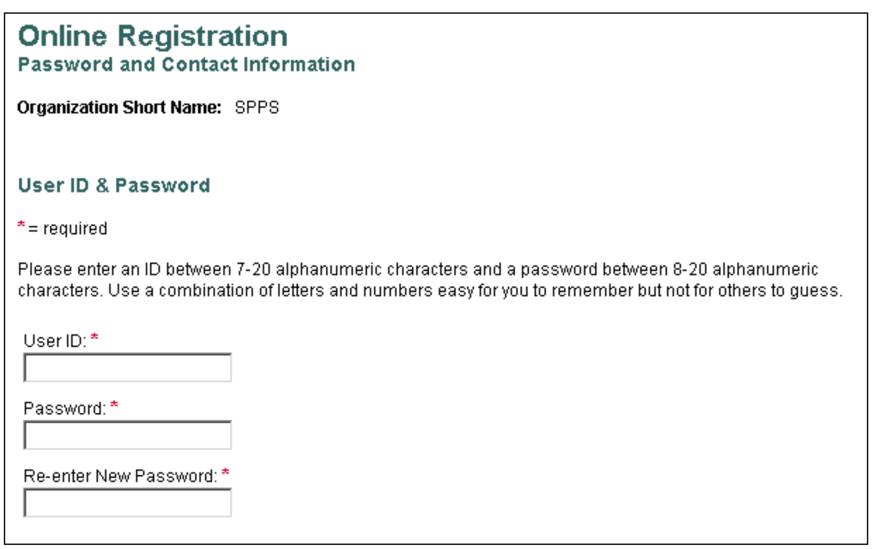
- Read the terms and conditions, and click the "I Accept" button at the bottom of the screen.



Password/ Contact Information

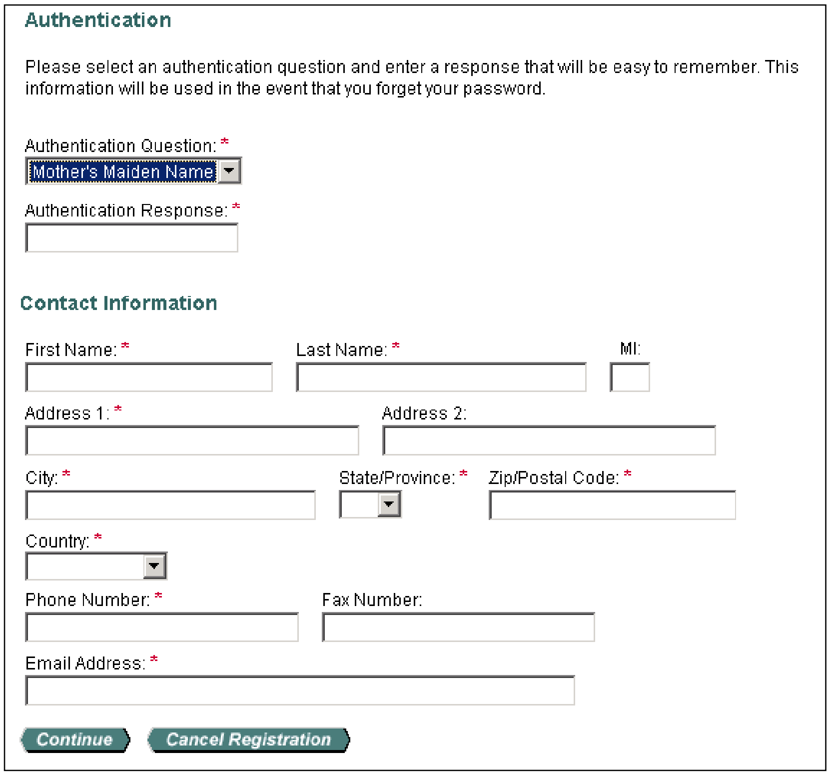
After the Terms of Service are accepted, you will be asked to choose a password and enter contact information.

- **Choose a user ID and password that you will be able to remember. Keep information in a safe place.** Make sure to follow the criteria listed on the web page.



- Scroll down, choose one of the authentication questions and type in a response. This question will be used in the case that you forget your password.

- *For copier accounts*: Enter the name of the person in charge of the cards.
  For card accounts: Enter your name as printed on the physical card.
- Enter the billing address. The billing address will be the address of the school or department. **Make sure you enter your email address and fax number.** Notification that statements are ready to view online will be sent only via email.



Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question: *
Mother's Maiden Name

Authentication Response: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

City: * State/Province: * Zip/Postal Code: *

Country: *

Phone Number: * Fax Number:

Email Address: *

Continue Cancel Registration

- When all of the information is correct, click "Continue"
- If all goes well, you should then see the following screen, with your accounts all listed in the box on the right.

usbank ST. PAUL PUBLIC SCHOOLS

U.S. Bank Access® Online

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Log Out

Message from U.S. Bank

User ID has been successfully added.

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.

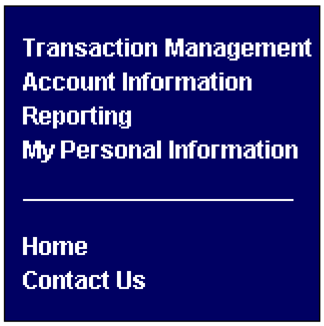
Account Activity
Select an Account

One Card
xxxxxxxxxxxxxxxx
One Card
xxxxxxxxxxxxxxxx
One Card
xxxxxxxxxxxxxxxx
One Card
xxxxxxxxxxxxxxxx
One Card
xxxxxxxxxxxxxxxx
One Card
xxxxxxxxxxxxxxxx
One Card
xxxxxxxxxxxxxxxx

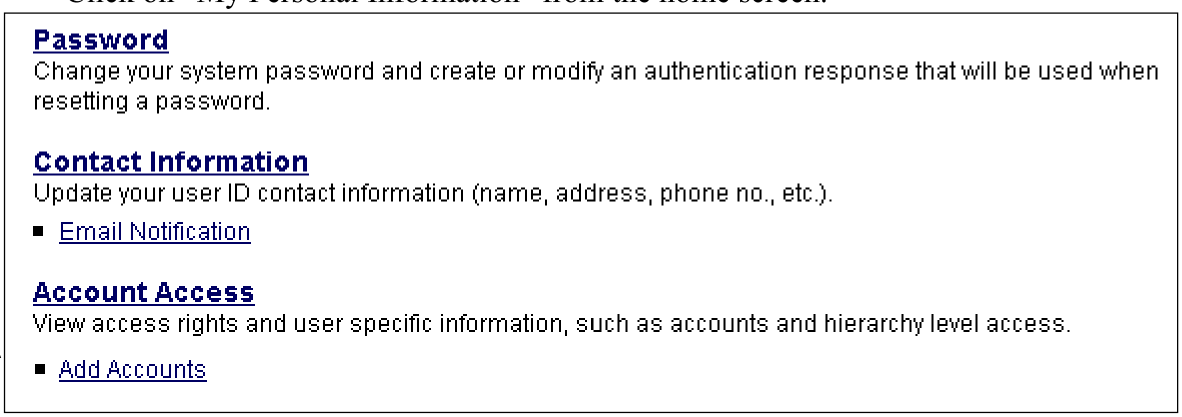
Congratulations! You've successfully registered your cards online.

Adding Additional Cards After Initial Registration

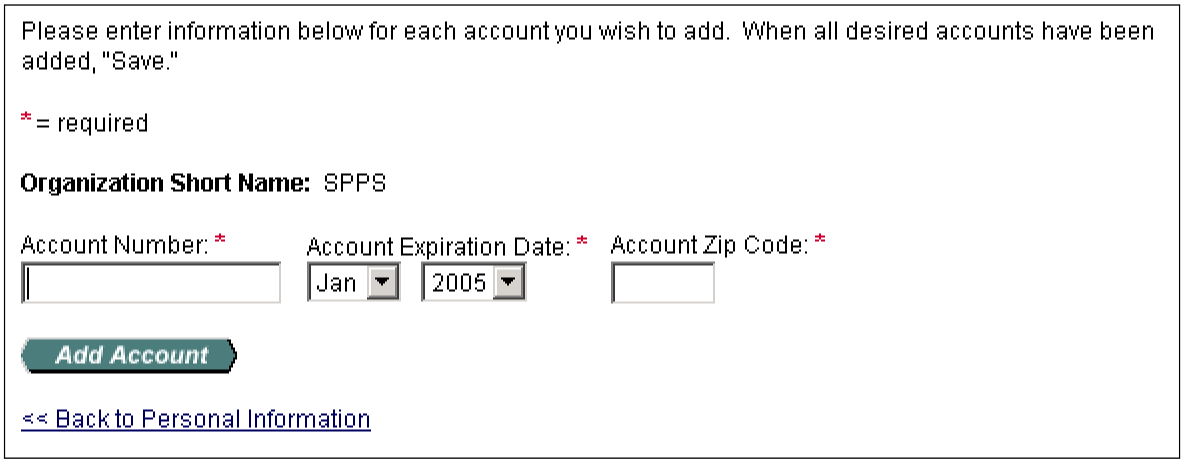
To add cards to your Access Online account after initial registration:



- Click on "My Personal Information" from the home screen.



- Choose "Add Accounts." Notice that this screen gives you access to changing your password, and updating contact information as well.



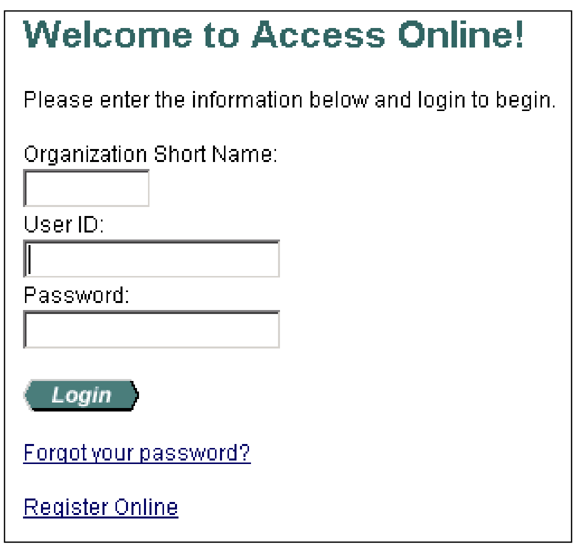
- This screen allows you to add additional cards to your account. When information is entered, click "Add Account."
- When all of your additional accounts are entered, click "Save" on the next screen.

Viewing Statements Online

After you have registered your cards online, you will receive an email, approximately the 16th of every month, from USBank Access Online notifying you that your statement is ready to view. You will then be able to go online, view your statement, and change budget codes if needed. There are 11 days to make changes to the budget codes. When this is done, print out the statement and send to Accounts Payable along with any bills or receipts.

To view your statement online:

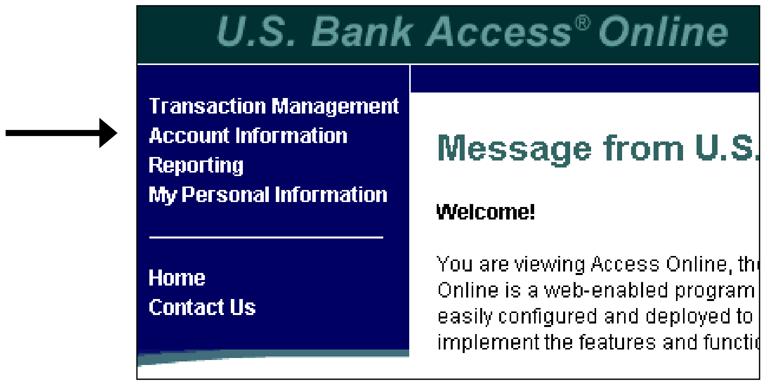
- Go to https://access.usbank.com



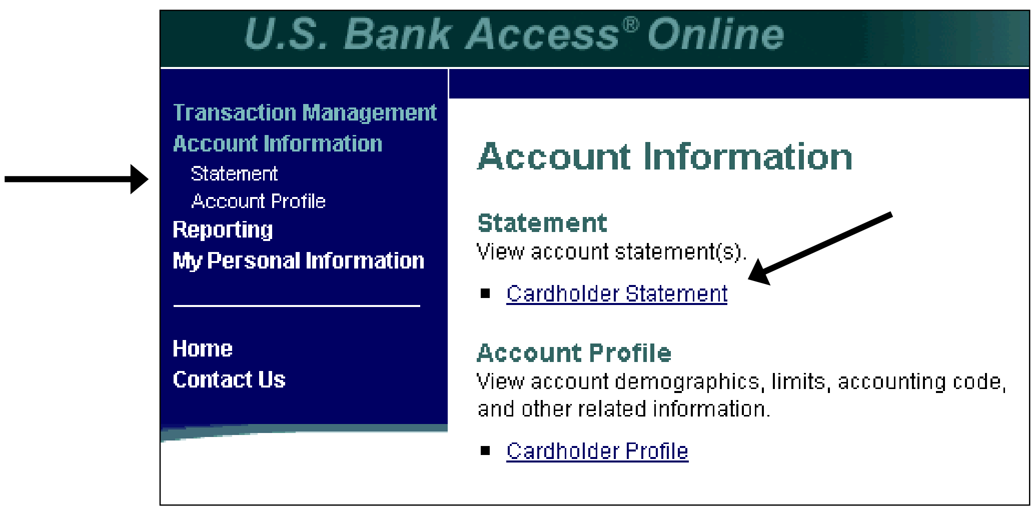
- Enter Organization Short Name: **spps**, User ID, and Password. Click "Login"

- If you've forgotten your password, you can click on "Forgot your password?" and the system will prompt you with your authentication question to verify your identity.
- If you've forgotten your User ID, call customer service at 1-877-887-9260.

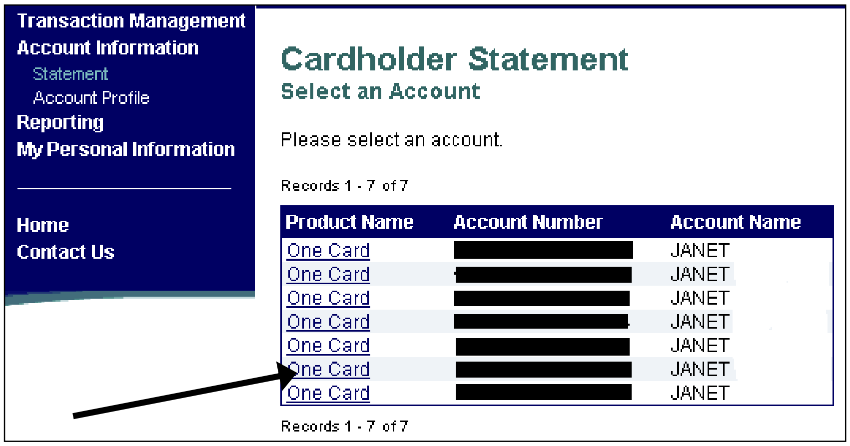
- After you log in, you should see the following menu on the left side of the screen. Click "Account Information"



At this point, you can click on "Statement" on the left *or* "Cardholder Statement" to see your card statements online.

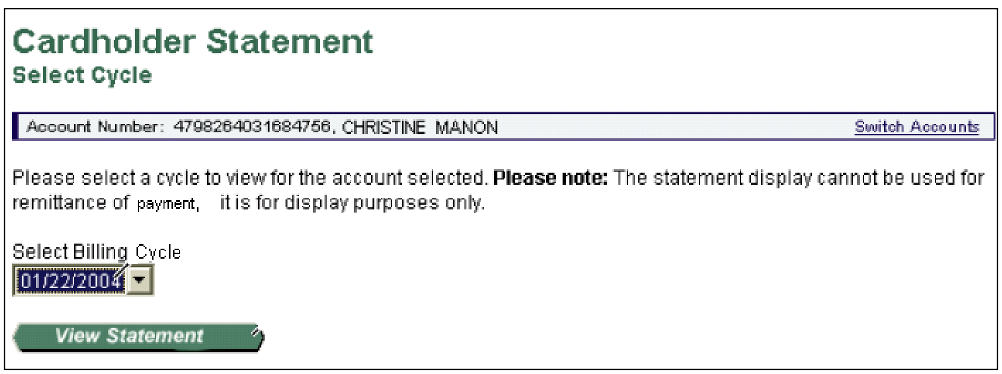


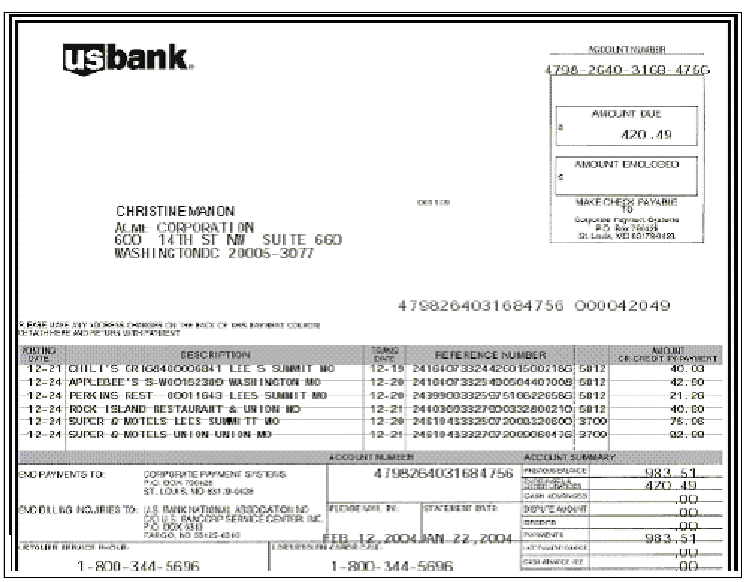
- Your accounts will be listed as below. Choose the account for which you'd like to view a statement and click on the underlined portion under "Product Name"



**note: account numbers have been blacked out in this sample. Your account numbers and full name should appear correctly in the screen above.*

- From the drop-down menu, choose the billing cycle for the statement you would like to view and click "View Statement"

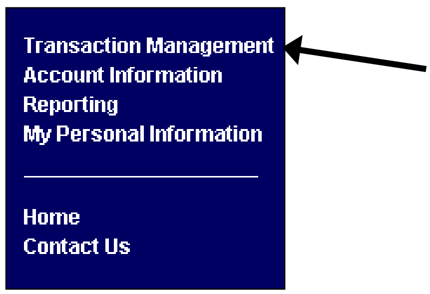




- Verify the accuracy of your statement. Compare to bills and/or receipts.
- At this point, you will also be able to change budget codes. Budget codes *must* be changed by the 25th of each month.
- If you have no changes, print out your statement (see directions, pg. 14), attach receipts (tape cash register receipts to an 8.5”x11” piece of paper, do not staple, so they can be scanned), sign statement on the front page, have your supervisor sign the front page, and forward to accounts payable.

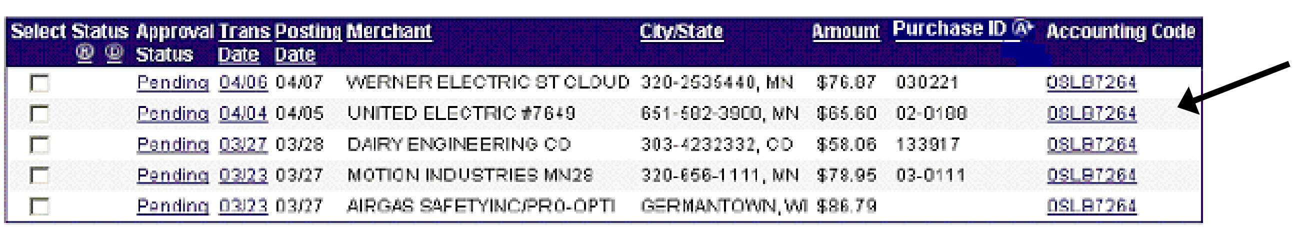
Changing Budget Codes

When you view your card statement online, you will have an opportunity to change the budget codes that specific items are charged to. Follow the procedure below:



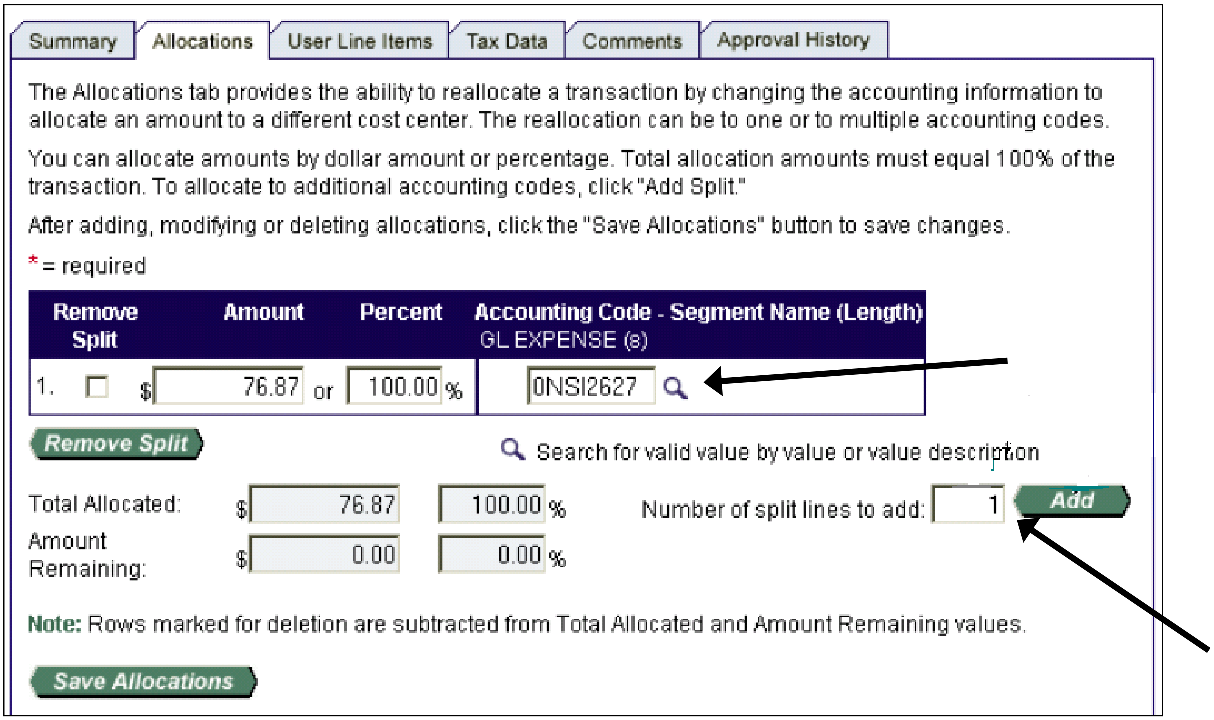
- From the home page, click “Transaction Management”

- Select “Transaction List”



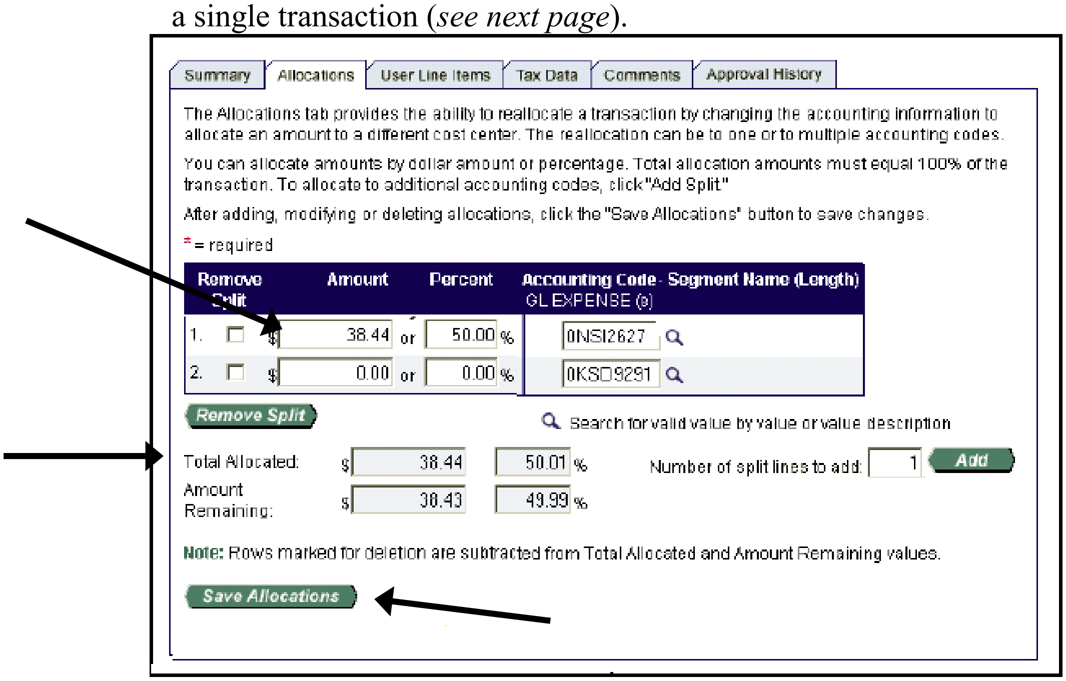
Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
		Pending	04/06	04/07	WERNER ELECTRIC ST CLOUD	320-2535440, MN	$76.87	030221	0SLB7264
		Pending	04/04	04/05	UNITED ELECTRIC #7649	651-602-3900, MN	$65.60	02-0100	0SLB7264
		Pending	03/27	03/28	DAIRY ENGINEERING CO	303-4232332, CO	$58.06	133917	0SLB7264
		Pending	03/23	03/27	MOTION INDUSTRIES MN29	320-656-1111, MN	$78.95	03-0111	0SLB7264
		Pending	03/23	03/27	AIRGAS SAFETYINC/PRO-OPTI	GERMANTOWN, WI	$86.79		0SLB7264

- Click on the "Accounting Code" for the transaction you would like to change. You should see the following screen:

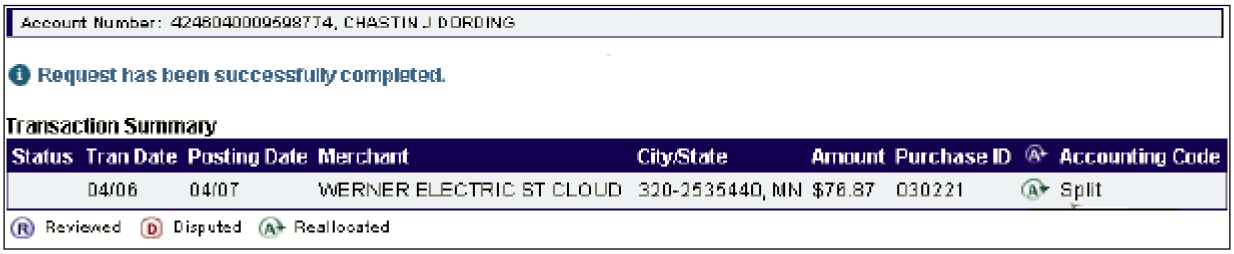


sample only. Our budget codes are 21 numbers long.

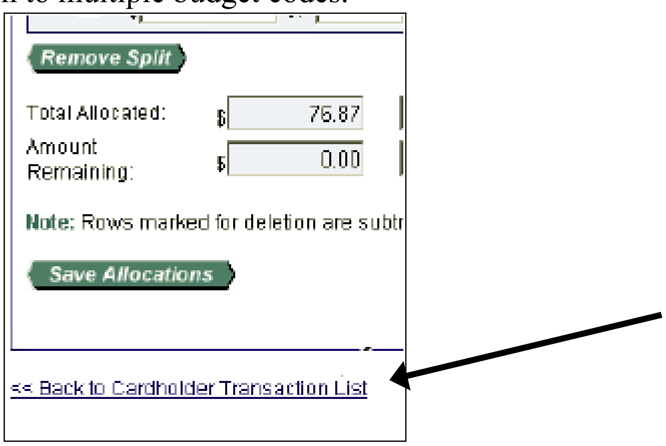
- Now you can enter the new budget code for the transaction into the "Accounting Code" section of the screen. Clicking on the magnifying glass will bring up some codes if they are already in the system, or just enter the desired budget code manually (do not include spaces or dashes in the budget code).
- If you need to split a transaction between 2 or more codes, you can add split lines. Type in the number of lines you'd like, and click on "Add." This will let you enter multiple budget codes for a single transaction (*see next page*).



- You can split your amounts by dollar amount (the amount field) or by percentage. The system will automatically calculate the other field for each line according to the information you enter. You will then need to enter the budget code that each split will be charged to. Make sure that your splits add up to 100%.
- Note that below the splits is an area which tells you how much you have allocated so far. "Total Allocated" indicates how much of the transaction you have allocated thus far to be paid (the total of all of your splits). "Amount remaining" indicates how much money, or what percentage of the transaction, still needs to be assigned to a budget code.
- When you have split the transaction the way you want, click **Save Allocations**



- You will see that the request has been completed. Note that now there is an symbol before the accounting code, indicating the transaction has been reallocated (to a different budget). Under *Accounting Code* you will also see the word "Split" indicating that you have allocated the transaction to multiple budget codes.



- Click on **Back to Cardholder Transaction List** to return to statement.

Printing Your Statement

Once you have verified the information on your statement and made all necessary budget code changes, you can print the statement and send it to Accounts Payable.

- You will need to click on **Home** to the left of your screen and follow the instructions given earlier in this manual to view your statement.
- Once you are viewing your statement, you can just click **Print** from the *File* menu.