Access Online

Online Registration: Version 3-6

Contents

For more information visit the **State of Iowa Pcard Program** website or
contact the State Pcard Team at Pcard@iowa.gov.
State of Iowa Pcard Team: Heather Johnson, State Pcard Manager 515-321-5284

Online Registration

Access Online is US Bank's online credit card management system.
Cardholders and Agency administrators are expected to monitor transactions and allocate expenses regularly to ensure accuracy and efficiency. At the end of the billing cycle, Cardholders must print and sign statements, verify expenses, match receipts plus any informal quotes and/or other documentation as needed, and submit to required approvers and Agency Administrators according to internal procedures.

Statements are available on the 21st day of the month unless the 20th falls on a weekend or a holiday. Then the cycle ends at midnight of the following business day.

Creating A Cardholder Account and Logging In
Log on to the site at: https://access.usbank.com to register your Cardholder Account online. This must be completed **BEFORE** you can access your account information, transactions or statements. Enter *Iowa* in the Organization Short Name field and select Register Online. When registering, you must include your State of Iowa email address in order to receive monthly statement notices.

Access® Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required
Organization Short Name:*

User ID:*

Password:*

Login

Forgot your password?

Register Online ← 1. Click to Register Online

Activate Your Card | Change Your PIN

Please Note:

Organization Short Name is Iowa

Password is a case sensitive field!

Then complete the following steps:

Online Registration
Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *

Account Number: *

Account Expiration Date:
Month * Jan ∨   **Year** * 2019 ∨

Send a Code

<<Back to Login Page

Tip! If you make a mistake in typing your information, then Access Online displays an error message. If you receive this error message, then check your entries for formatting

Online Registration
Account Information

Please enter the account information below and select Send a Code. We'll use your email address on file to send you a passcode. To register additional accounts, go to My Personal Information.

* = required

Organization Short Name: *
ACME

Account Number: *
*****************1234

Account Expiration Date:
Month * Jan ∨   **Year** * 2020 ∨

Send a Code   4. Click the Send a Code button

<<Back to Login Page

(e.g. that you do not have any spaces in your account number), correct the information, and continue. If you cannot continue, then contact the Help Desk or your Program Administrator for assistance. If you become locked out of the registration, then your Program Administrator can unlock you.

If you do not complete a required field (designated with an asterisk on the screen), then Access Online displays the following error message: "A required field has been left blank, please complete." If you receive this error message, then check the required fields and complete the blank ones.

From: Access Online <donotreply@access-online.com>
Sent: Wednesday, August 7, 2019 9:30 AM
To: Smith, Carlos <cpsmith@acme.com>
Subject: Access® Online Passcode ▮▮▮

Here's your passcode.

To register your account, please enter the following passcode on the Online Registration: Passcode page. The code will be active for 10 minutes.

Passcode:

123456

If you didn't request a passcode, please contact us at 800.523.9078.

We accept relay calls.

This is an automated message. For assistance, please Contact Us.

U.S. Cardmember Service, PO Box 6300, Fargo, ND 58125-6300
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2500, Toronto Ontario M5H 1T1

5. Wait for the passcode to arrive to your email inbox.

Online Registration
Passcode

A passcode was sent to your email address on file:

c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

* = required

6. Enter the passcode

One-Time Passcode *

[ ]

Send me another code

Continue

<<Back to Login Page

Online Registration
Passcode

A passcode was sent to your email address on file:

c****h@acme.com

The passcode will expire in 10 minutes. You may request another passcode after one minute. If this email address doesn't look correct, please contact your organization.

* = required

One-Time Passcode *

123456

Send me another code

7. Click Continue

Continue

<<Back to Login Page

Licensing Agreement

8. Review the licensing agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by ____ Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by ____ Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and ____ Bank and supersedes all prior

commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

9. Click the Accept Button

I Decline   I Accept

Online Registration
Password and Contact Information

Organization Short Name: BLAFS
Functional Entitlement Group: CHIF001

Required fields have red asterisks.

10. Type a user ID between 7-20 alphanumeric characters

User ID & Password

* = required

User ID: * (7 to 20 alpha-numeric characters)

Password: * ⓘ

Your organization may use passwords or password phrases. Click the information icon to find which option your organization uses and to get suggestions/requirements. d which option your organization uses and to get suggestions/requirements.

Confirm Password: *

11. Specify your password/password phrase by typing your password/password phrase two times.

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

12. Specify your authentication questions and

Contact Information

13. Specify your 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]

Online Registration
Password and Contact Information

Organization Short Name: BLAFS
Functional Entitlement Group: CHF001

User ID & Password

* = required

User ID: * (7 to 20 alpha-numeric characters)

cpsmith25

Password: *

••••••••••••

Confirm Password: *

••••••••••••

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

In what city do you want to retire?

Authentication Response 1: *

Miami

Authentication Question 2:

In what city or town did your mother and father meet?

Authentication Response 2: *

Chicago

Authentication Question 3:

What was the name of your first stuffed animal?

Authentication Response 3: *

Teddy

Contact Information

First Name: *	Last Name: *	MI:
Carlos	Smith	X

Address 1: *	Address 2:
200 South Sixth Street	

City: *	State/Province: *	Zip/Postal Code: *
Minneapolis	MN	55402

Country: *

United States

Phone Number: *	Fax Number:
6121231234	6123214321

Email Address: *

cpsmith@acme.com

[Continue] [Cancel Registration]

14. When you are done, click continue.

Passwords and password phrases

Passwords

Passwords must be 12-99 alphanumeric characters. Passwords must contain *at least* one uppercase letter, one lowercase letter, one number, and one special character. You cannot use any part of he user ID, the first name, or the last name. You cannot reuse a password for 12 months. Passwords are case-sensitive.

Allowed special characters for password phrases

For password phrases, the system allows all special characters without restrictions.

`			'	:	/	.
'	-	=	;			
(	!	@	#	$	%	*
:	)	_	+	{	}	|
	?	<	>	^	~	
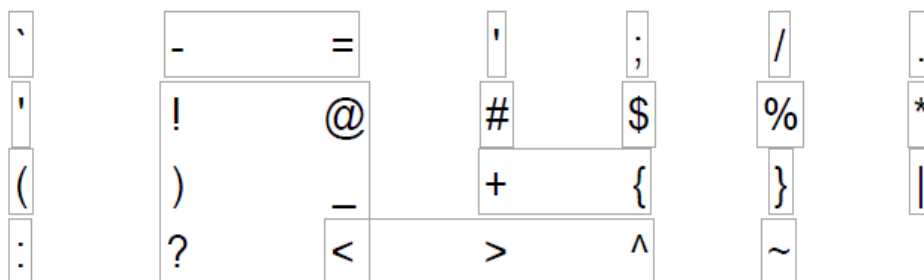
Password phrases

Password phrases are phrases, instead of single words. You can include multiple words with or without spaces, but do not put a space at the beginning or end of the password phrase and do not put two spaces together. Your password phrase must be at least 14 characters long, but longer is better. Your password phrase can include numbers and special characters, but they are not required. Your password phrase should be unique, so do not use lyrics, quotations, and aphorisms.

Learn more: Access Online requires all users to set three authentication questions and answers. This practice increases the security of system access and thus protects the account information in Access Online. If you registered online, then you set your authentication questions answer then. You can update your questions and answers at any time using the My Personal Information function. Refer to the Access Online: My Personal Information quick start guide. You also answer one of your questions if you use the Forgot Your Password function. Program Administrators can view, but not edit, your questions. Program Administrators cannot view your answers. Help Desk staff can also see your questions, but not your answers. Help Desk staff can only validate as correct/incorrect the answers you give them on the telephone.

Access® Online

Log Out

Welcome to Access Online TONY PAULUS

Your last login was 08/25/2012

Language Selection:

American English ⌄

Message Center

Message(s) from Access Online

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home

Contact Us

Training

Pre-Auth Purchasing

Acct#/Name:	...7629 PURCHASINGWEST
Account ID:	006975299071
Account Status:	Open

Current Balance: 🛈	$0.00
Credit Limit: 🛈	$1.00
Available Credit: 🛈	$1.00

Switch Account

...7629 ⌄

Quick Links

Manage Home Page Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements

If you did not enroll in Enhanced Security Authentication, then you are logged into Access Online.

Last 10 Transactions Posted		
Posting Date	**Merchant**	**Amount**
07/25	PAULSEN FOODS LLC	$10,685.25
07/20	PAULSEN FOODS LLC	$13,333.32
07/18	PAULSEN FOODS LLC	$19,595.00
07/11	PAULSEN FOODS LLC	$16,802.60
07/06	PAULSEN FOODS LLC	$25,299.92
06/26	PAULSEN FOODS LLC	$10,016.82
06/22	PAULSEN FOODS LLC	$16,199.25
06/15	PAULSEN FOODS LLC	$6,183.45
06/11	PAULSEN FOODS LLC	$17,619.00
06/05	PAULSEN FOODS LLC	$13,234.30

🛈 Information

Enrolling in enhanced security authentication

When you register online, your organization may allow or require you to enroll in Enhanced Security Authentication. With Enhanced Security Authentication, you request and enter a single-use passcode every time you log in to Access Online, for additional security.

Your organization may let you choose to use either your mobile telephone or your email address to receive the one-time passcode. Your organization may also have only one of those options available.

Learn more: If your organization lets you choose between mobile phone and email, then you have the option to pick which one. If you select to use email, the system uses the email address already in the system. If you do not already have an email address in the system, the system prompts you to specify an email address during enrollment. Your one-time passcode arrives at your email inbox each time you log in.

Our example shows mobile phone enrollment. No matter which option you use, the overall process for enrolling is the same.

Learn more: You can manage your enrollment using the My Personal Information function. Refer to the Access Online: My Personal Information quick start guide.

Enhanced Security Authentication
Enrollment Preferences

Please choose an additional method to verify your identity. You can update your preferences on the My Personal Information page.
Note: Mobile phone must be a U.S. or Canadian number.

Verify me using the following method:
- ● Text Me a Passcode
- ○ Email Me a Passcode
- ○ No additional method

1. Select which Enhanced Security Authentication option you want to use, if needed.
2. If your organization makes enrollment optional, then you can select No additional method.

Continue

3. Click Continue

Enhanced Security Authentication
Text Me a Passcode

Please enter your mobile number below.

* = required

Mobile Number (U.S. and Canada only): *

[   ]

4. Click the Privacy Policy link. The policy opens in a new window.

By providing your mobile number, you expressly consent to receiving text messages. Message and data rates may apply and you are responsible for any such charges. Please review our Privacy Policy

You must view and agree to the Terms and Conditions before continuing.

☐ I have read and agree to the Terms and Conditions agreement. *

Continue

<<Back

Online & Mobile   Checking & Savings   Credit Cards   Mortgage & Refinance   Loans & Credit Lines   Investing & Retirement

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Privacy

At U.S. Bancorp®, trust has always been the foundation of our relationship with customers. Because you trust us with your financial and other personal information, we respect your privacy and safeguard your information. In order to preserve that trust, the U.S. Bancorp family of financial service providers pledges to protect your privacy by adhering to the practices described below.

Consumer Privacy Policy

- Consumer Privacy Pledge
- Exercise Your Privacy Choice
- Want to know more about Consumer Privacy Pledge
- Online Privacy and Security
- Email Preferences
- How we use your cellular phone number

Contact us

📱 Call 800.473.6372

🏛 Find a branch

5. Review the Privacy Policy.

6. Return to the Enhanced Security Authorization Screen.

Enhanced Security Authentication
Text Me a Passcode

Please enter your mobile number below.

* = required

Mobile Number (U.S. and Canada only): *

[   ]

By providing your mobile number, you expressly consent to receiving text messages. Message and data rates may apply and you are responsible for any such charges. Please review our Privacy Policy

You must view and agree to the Terms and Conditions before continuing.

☐ I have read and agree to the Terms and Conditions agreement. *

Continue

7. Click TERMS AND CONDITIONS

Enhanced Security Authentication
Terms and Conditions

By providing us with a telephone number for a mobile device, including a number that you later convert to a mobile device number, you are expressly consenting to receiving communications–including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system–from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your mobile services provider.

Message frequency depends on your account usage. You may opt out at any time by replying STOP to the text message. By sending STOP, you agree to one additional confirmation message stating that you've opted out and will no longer receive messages from this Access Online Enhanced Security Authentication service. You must be the mobile phone account holder or have permission from the account holder to use this service. You are not required to condition of purchasing any property, goods or services. wireless provider are not liable for any delayed or undeliv may be delayed or not delivered due to factors outside of Bank's control. Standard text messaging fees and data ra governed by your mobile provider.

8. Review the TERMS AND CONDITIONS for Enhanced Security Authorizations.

9. Click BACK TO ENROLLMENT

You can manage your mobile phone and email preferences online in the My Personal Information area of Access Online. Receive additional support or help by calling 888-994-6722. Please review our Privacy Policy.

<<Back to Enrollment

Enhanced Security Authentication
Text Me a Passcode

Please enter your mobile number below.

* = required

Mobile Number (U.S. and Canada only): *

6121231234

By providing your mobile number, you expressly consent to receiving text messages.
Message and data rates may apply and you are responsible for any such charges.
Please review our **Privacy Policy**

You must view and agree to the **Terms and Conditions** before continuing.

☑ I have read and agree to the Terms and Conditions agreement. *

Continue

<<Back

> 10. Type your Mobile Telephone number. If you selected to use your email address, then the system uses the email address in the system or prompts you to specify your email address.

> 11. Select the *I have read and agree to the Terms and Conditions agreement* check box.

> 12. Click Continue

Enhanced Security Authentication
Passcode

Please enter the code we sent to your mobile number. It will expire in 10 minutes.
You may request another code after one minute.

*= required

One-Time Passcode:*

Send me another code

Continue

<<Back

> 13. Wait for the passcode to arrive to your mobile telephone or your email inbox.

Access Online <donotreply@access.ibank.com>   4:35 PM

UB

Enhanced Security Passcode

Retention Policy   USB 90 Day Delete Default (90 days)   Exp

97402   CALL

Wednesday, August 7, 2019

You're receiving this message because you elected to receive a passcode throug   ing one-time
passcode during your current session to continue your login process. The passc

Access Online Security Alert:
Your One Time Passcode is
654321
Msg&Data Rates May Apply
For help: 877-887-9260   10:11 AM

Passcode:

123456

This is an automated message. For assistance, please visit the Contact Us page

14. NOTE THE PASSCODE

U.S.: Cardmember Service, PO Box 6335, Fargo, ND 58123-6335

Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

Enter message   SEND

Enhanced Security Authentication
Passcode

Please enter the code we sent to your mobile number. It will expire in 10 minutes.
You may request another code after one minute.

*= required

15. Type the passcode.

One-Time Passcode:*
654321

Send me another code

If you do not get your passcode within 10
minutes, click **Send me another code**.

16. Click **Continue.**

Continue

<<Back

Access® Online

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by   Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by   Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and Bank and supersedes all prior agreements between the parties regarding the subject matter contained herein. By logging on to Access Online and clicking the "I Accept" button, you are indicating Customer's agreement to be bound by all of the terms and conditions of the ATS and that you have the authority to so agree on behalf of Customer.

If any provision(s) of the ATS is held by a court of competent jurisdiction to be contrary to law, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the parties with the other provisions remaining in full force and effect.

Bank's failure to exercise or enforce any right or provision of the ATS shall not constitute a waiver of such right or provision unless acknowledged and agreed to by   Bank in writing.

Customer and   Bank agree that any cause of action arising out of or related to this Access Online must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

I Decline

I Accept

17. Click **I Accept** button to accept the terms of the licensing agreement and continue.

Access® Online

Welcome to Access Online TONY PAULUS
Your last login was 08/25/2017

Event Driven Notification
Payment Plus
Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home

Contact Us

Training

Language Selection:

American English ∨

Message Center

Message(s) from Access Online

After you enroll in Enhanced Security Authorization, you request a single-use passcode each time you log in.

Pre-Auth Purchasing

Acct#/Name:	...7629 PURCHASING WEST
Account ID:	006976299071
Account Status:	Open

Current Balance: ℹ	$0.00
Credit Limit: ℹ	$1.00
Available Credit: ℹ	$1.00

e Settings
Account Alerts
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Last 10 Transactions Posted		
Posting Date	**Merchant**	**Amount**
07/25	PAULSEN FOODS LLC	$10,685.25
07/20	PAULSEN FOODS LLC	$13,333.32
07/15	PAULSEN FOODS LLC	$19,595.00
07/11	PAULSEN FOODS LLC	$16,802.60
07/06	PAULSEN FOODS LLC	$25,299.92
06/26	PAULSEN FOODS LLC	$10,016.82
06/22	PAULSEN FOODS LLC	$16,199.25
06/15	PAULSEN FOODS LLC	$6,183.45
06/11	PAULSEN FOODS LLC	$17,619.00
06/05	PAULSEN FOODS LLC	$13,234.30

ℹ Information

Transaction Management

Monitoring Account Activity

One of Access Online's key benefits is the ability to **monitor account activity.** Accounts may be monitored by Cardholders or Agency PCard Coordinators and should be done regularly to detect fraud early and reduce the additional time, paperwork, and expense needed to address it.

- **Addressing fraudulent transactions <u>BEFORE they print on the statement</u> prevents having to pay the charges for later reimbursement**. To view charges <u>after they post</u>: Transaction Management-Transaction List, Card Account Summary with Transaction List. See <u>Viewing Current Posted Transactions below.</u>

Viewing Current Post Transactions

Pcard and Travel Card transactions post to Transaction Management within 1-3 business days. From the Home screen left-hand navigation, select **Transaction Management.**

The screen below will *ONLY* appear if both PCard and Travel Card accounts exist. Select **Purchasing Card** for PCard or **Corporate Card/One Card/Other** for Travel Card maintenance.

U.S. Bank Access® Online

State of Iowa

Our Payment Products   Logout

usbank.

Transaction Management
Select Product

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
 • Transaction List
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Home

Contact Us

Training

Please select a product line to manage from the list below:

Purchasing Card
Corporate Card/One Card/Other

All of **us** serving you™

© 2013 U.S. Bancorp

Next, select **Transaction List** to search for transactions in the current cycle, or **View Previous Cycle** to view/allocate after the cycle has ended.

From the next **Transaction Management** screen, you are able to reallocate.

Allocating/Reallocating Transactions

Each Pcard has been assigned (mapped) to **default account coding** (chart of accounts: fund, department unit and object code). Some **Merchant Category Codes (MCCs)** have been mapped to default object codes (which describes the type of merchant business). Default object codes for all transactions must either be verified as accurate or reallocated. (If you don't know your Agency's accounting strings, consult your Budget Analyst or finance department.)

From the **Transaction Management** screen, the current (open) transaction list is selected by default from the **Billing Close Date** drop-down menu. Inside the drop-down menu, all active or previous billing cycle transactions are available for review. To allocate or reallocate transactions, simply select the **Accounting Code** live link from the Transaction List on the right.

(An "A" will appear in this column if the transaction has been reallocated.)

Next, select the **Allocations** tab to view default allocations, change account coding or distribute transactions either by percentage (total must equal 100%) or dollars (total dollars must sum). When reallocating, you must enter content in the **Comments** field before your reallocation will be accepted and **Save Allocations** to lock in your changes. If the default accounting code is correct, no action is needed.

COMMENTS REQUIRED: When reallocating, content must be added to the **Comments** field at the far right of the screen before reallocations will be accepted. ***You must scroll to the far right to access the Comments field. Be sure to Save Allocations*** to lock in changes before exiting. If the default accounting code is correct, no action is needed.

WHY WE ALLOCATE: Allocating in Access Online streamlines the payment process. Transaction data and accounting strings are extracted from Access Online 15 calendar days after the cycle close date. Through a data interface, the information is uploaded to I/3 and used to automatically generate Payment Request Commodity (PRC) documents. Accurate allocations in Access Online result in accurate PRCs – without the manual entry!

Note that the comments entered in Access Online are included with the accounting info – Code + Comments must match exactly for line items to roll up. To help ensure consistency, some agencies create a master list of accounting codes and corresponding comments. Another option is Accounting Code Favorites.

Creating Accounting Code Favorites

A great time-saving tip is creating **Accounting Code Favorites**. You may save up to 25 favorites! To create a favorite, scroll to the far right of the reallocated accounting string and select **Add as Favorite**.

Task	Sub Task	Task (Other)	Program	Phase	Program	Comments	Favorite
							Add as Favorite

From the screen below, select the **Add** button to create up to 25 favorites. Remember to **Save** when done!

Manage Accounting Code Favorites
Manage Accounting Code Favorites

Card Account Number: ********9138,
Card Account ID: Switch Accounts

To create up to 25 Favorites, enter the number of Favorites to be created and click the 'Add' Button. After adding, modifying or deleting Favorites, click the 'Save' Button to save changes.

Delete	Favorite Name	Status	FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (2)	APPR UNIT (5)	OBJECT (4)	SUB OBJECT (4)	DEPARTMENT OBJECT (4)
☐	Other Office Supplies	• Active •	0660	005	5630			2219		
☐	Subscriptions	• Active •	0660	005	5630			2220		
☐		• Active •	0660	005	5630			2219		

🔍 Search for Valid Value

[Add]   Additional Favorites

[Save]

When you return to the Allocations tab, your saved favorites will appear in the **Change To** drop-down menu for future reallocations. Don't forget to **Save Allocations.**

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	◇	Purchase ID	⊕	Accounting Code
	05/03	05/06	WCF COURIER	319-2911400, IA	21.95	ⓘ		LE1409411	⊕	0660|005|5630||2220||||||||||||||Subscription

⊗ Disputed   ⓘ, ⊕ Trans Detail Level   ⊕ Reallocated

| Summary | Allocations | Tax Data | Comments |

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: User Last Changed By: HOLM-SMITH, JACQUIE

Remove	Amount		Percent	Prepopulated Accounting Code Selection Current Name	Change To:		Accounting Code - Segment Name (Length)					
							FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (2)	APPR UNIT (5)	OBJECT (4)
☐	$ 21.95	OR	100.00 %	#Subscriptions	~Change Current Value~	▼	0660 •	005 •	5630 •			2220 •

[Remove]

| Total Allocated: | $ 21.95 | 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]

<< Back to Transaction List

You can change or update Accounting Code Favorites from the **Manage Favorites** option in the left-hand menu under **My Personal Information.**

Mass Allocation-Transaction Management

Log into Access Online
Select Transaction Management from the left navigation menu.

1. <u>To allocate several transactions to the same accounting string,</u> check the appropriate boxes and select Mass Reallocate.

2. Next, enter the desired accounting string or select a saved favorite and Save Allocations (must have Fund, Dept, Unit, Object, as well as description in the Comment Field at far right.)

3. To <u>mass allocate with multiple percentages and dollar values,</u> insert the number of Additional Allocation(s) and select Add (shown below).

| Alloc % | Accounting Code - Segment Name (Length) | | | | | |
	FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
0.00 %	0343	252	1939	OO		2299

Total Allocated: 0.00 %   Additional Allocation(s): 3 Add

Save Allocations

4. Enter your Allocation percentage values and update accounting code strings manually or via saved favorites per above.

| Remove Alloc | Alloc % | Accounting Code - Segment Name (Length) | | | | | |
		FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
☐	70.00 %	0343	252	1939	OO		2219
☐	10.00 %	0343	252	1939	OO		2700
☐	20.00 %	0343	252	1939	OO		2299

Remove Allocation(s)

Total Allocated: 100.00 %   Additional Allocation(s): 1 Add

5. <u>To create new favorites,</u> scroll to the far right and enter a description in the comment field, select Add as Favorite.

| | Favorite |
COMMENTS(30)	
paper, pencils	Add as Favorite
office furniture	Add as Favorite
office misc purchases	Add as Favorite

6. After your allocation is completed, make sure to <u>Save Allocations.</u>

| Remove Alloc | Alloc % | Accounting Code - Segment Name (Length) | | | | | |
		FUND(4)	DEPARTMENT(3)	UNIT(4)	SUB UNIT(4)	APPR UNIT(9)	OBJECT(4)
☐	70.00 %	0343	252	1939	OO		2219
☐	10.00 %	0343	252	1939	OO		2700
☐	20.00 %	0343	252	1939	OO		2299

Remove Allocation(s)

Total Allocated: 100.00 %   Additional Allocation(s): 1 Add

Save Allocations