



Department of
Administrative Services



Access Online for Agency Cardholders

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For more information visit the State of Iowa Pcard Program website or contact the State Pcard Team at Pcard@das.iowa.gov.

State of Iowa Pcard Team

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Access Online

Access Online is US Bank's online credit card management system. Cardholders and/or Agency Administrators are expected to monitor and review transactions regularly and allocate expenses to ensure payment processing accuracy and efficiency. At the end of the billing cycle, Cardholders must print and sign statements, verify expenses, match receipts plus attach 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 st

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](#)

[Activate Your Card](#) | [Change Your PIN](#)

Please note:

Organization Short Name: **Iowa**

Password is a CASE SENSITIVE field!

1. Click Register Online

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

2. Type your Organization Short name

Organization Short Name: *

Account Number: *

Account Expiration Date:
Month * Year *

3. Specify your account information.

4. Click the Send a Code button.

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 (e.g. that you do not have any spaces in your account number), correct the information, and continue. If you cannot continue, then contact your PCard Coordinator for assistance. If you become locked out of the registration, then the State PCard team 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 9:50 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 6335, Fargo, ND 58123-6335
Canada: Cardmember Service, 120 Adelaide St. W., Suite 2300, Toronto Ontario M5H 1T1

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

3

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 *

[Send me another code](#)

Continue

[<<Back to Login Page](#)

6. Enter the passcode

7. Click Continue

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

8. Review the licensing agreement

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

customer and bank agreements and any cause of action arising out of or related to such agreements that

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

9. Click the Accept Button

Online Registration

Password and Contact Information

Organization Short Name: IOWA
Functional Entitlement Group: CHV001

User ID & Password

* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: *

Password: *

Re-enter New 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:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

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](#)

Required fields have red asterisks.

1. Type a user ID between 7 – 20 alphanumeric characters.
2. Your organization may use passwords or password phrases. Click the **Information** icon to find out which option your organization uses and to get suggestions and requirements.
3. Specify your password/password phrase by typing your password/password phrase two times.
4. Specify your authentication questions and responses.
5. Specify your contact information.

Online Registration: Register Your Accounts Online

Go to Resource Go to Section Go to Document

Online Registration

Password and Contact Information

Contact Us
Login

Organization Short Name: CMEA

1. To specify your user ID and password, type a user ID between 7 - 20 alphanumeric characters.

alphanumeric characters and a password between 8-20 alphanumeric letters and numbers easy for you to remember but not for others to guess.

User ID: *

Password: *

Re-enter New Password: *

2. Type a password between 8 - 20 alphanumeric characters, with at least one number, one letter, and one special character. Passwords are case-sensitive.

3. Type your new password again.

Authentication Questions and Responses

Please select a question and answer. This information will be used in the event of a password reset.

1. Type a user ID between 7 – 12 alphanumeric characters in the **User ID** field.
2. Type a password in the **Password** Field
3. Confirm your new password by typing it a second time in the **Re-enter New Password** field.
4. Select a question from the Authentication Question 1 drop-down list.
5. Type your answer in the **Authentication Response 1** Field.
6. Repeat Steps 10 – 11 to specify your remaining authentication questions and answers.
7. Complete the contact information fields. Be sure to enter your State email address to set up email notifications for statements and **Continue**.

To receive Statement Notifications by email, make sure the *Status* setting is Enabled and save.

Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Enabled	4246040016695506	MICHAEL W CURRENT	Cardholder

[Add Managing Accounts](#)

Accounts viewed through assigned hierarchies: [Add Cardholder Account](#)

Remove	Account Number	Account Name	Account Type
--------	----------------	--------------	--------------

Save

To make changes to your Statement Notification, select My Personal Information from the left-hand navigation and select Email Notification under Contact Information.

U.S. Bank Access® Online

usbank My Personal Information

User ID: jholmsmith1

[Password](#)
Change your system password and create or modify an authentication response that will be used when resetting a password.

[Contact Information](#)
Update your user ID contact information (name, address, phone no., etc.).

[Email Notification](#)

[Account Access](#)
View access rights and user specific information, such as accounts and hierarchy level access.

[Add Accounts](#)

[Manage Accounting Code Favorites](#)
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
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• Password
• Contact Information
• Account Access
• Manage Favorites

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Downloading Statements

The banking cycle closes at midnight on the 20th day of the month (unless a weekend or holiday). If the 20th falls on a weekend or a holiday, the cycle ends at midnight of the following business day.

On the following business day, Cardholder statements are ready in Access Online to download, print and match to receipts (**statements will NOT be mailed**).

To download a statement from Access Online, select **Account Information** from the left-hand navigation, then **Cardholder Account Statement** (under the Statement category).

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State of Iowa
Our Payment Products Logout

usbank Account Information

Request Status Queue
Active Work Queue
System Administration
Account Administration
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Statement
View account statement(s).
■ **Cardholder Account Statement**
■ Managing Account Statement
■ Diversion Account Statement

Account Profile
View account demographics, limits, accounting code, and other related information.
■ Cardholder Account Profile
■ Managing Account Profile
■ Diversion Account Profile

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System Administration

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Account Information

• Statement

• Account Profile

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Account Information

Cardholder Account Statement

Card Account Number: *****0164

Card Account ID:

Switch Accounts

To view a statement, select a cycle and click the "View Statement" button. **Please Note:** The statement cannot be used for remittance of payment; it is for display purposes only.

Select Billing Cycle:

12/20/2012 ▾

View Statement

Your Statement will open as a PDF that you can print and/or save.



000008486 1 SP 106481022670557 S

DES MOINES IA 50319-0106

ACCOUNT NUMBER	
STATEMENT DATE	02-20-13
TOTAL ACTIVITY	\$ 1,500.86

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

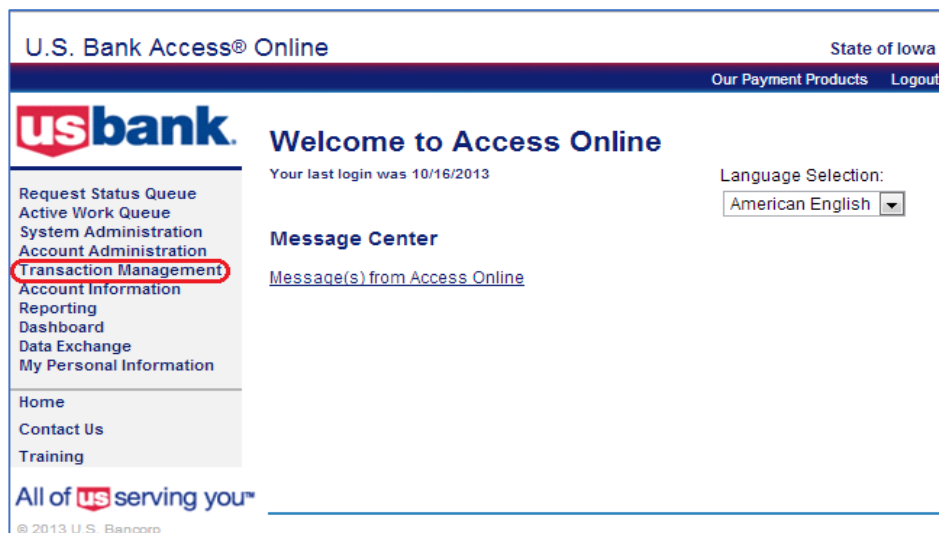
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Transaction Management

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 Administrators and should be done regularly to detect fraud early and reduce the additional time, paperwork and expense needed to address it.

- **Addressing fraudulent transactions BEFORE they print on the statement prevents having to pay the charges (Do Not short pay Statements!) for later reimbursement.** (To view charges after they post: Transaction Management – Transaction List – Card Account Summary with Transaction List. See pgs 10-11.)
- Viewing Current Posted 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

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

[Purchasing Card](#)
[Corporate Card/One Card/Other](#)

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
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Next, select **Transaction List** to search for transactions in the current cycle, or **View Previous Cycle** to view/allocate after the cycle has ended.

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Our Payment Products Logout

usbank **Transaction Management**

Product: Purchasing Card [Switch Products](#)

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.

Request Status Queue
Active Work Queue
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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.

Transaction Management
Card Account Summary with Transaction List

Product: Purchasing Card
Card Account Number: *****
Card Account ID: *****

[Switch Products](#)
[Switch Accounts](#)

» Trans List

[-] Card Account Summary

Account Number:
Account Name:
Billing Cycle Close Date: Open

Open Account

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

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

Records 1 - 25 of 31
Page: 1 | 2

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

Select Desired Allocation Code

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail		Purchase ID	Comments	Accounting Code
☐		10/11	10/14	OMAHA SYMPHONY	402-3450202, NE	\$97.50	(U)		953000		000141115110112219
☐		10/11	10/14	WALMART.COM 8009666546	8009666546, AR	\$26.94	(U)		34899453		000141115110112229
☐		10/11	10/14	WALMART.COM 8009666546	8009666546, AR	\$20.94	(U)		31636149		000141115110112229
☐		10/08	10/09	ANFP	630-5876336, IL	\$56.00	(U)		136576		000141115110112219
☐		10/08	10/09	LMC*LAERDAL MEDICAL	800-431-1055, NY	\$50.95	(U)		10286346		000141115110112299
☐		10/08	10/09	NATL AS DUALY DIAG	845-331-4336, NY	\$79.95	(U)		10164771478		000141115110112219
☐		10/08	10/09	AUTISM ASPERGER PUBLIS	913-897-1004, KS	\$45.00	(U)		0000009412		000141115110112213

(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.

Transaction Management

Transaction Detail

Product: Purchasing Card	Switch Products
Card Account Number: *****	Switch Accounts
Card Account ID: *****	
Trans List	

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	10/11	10/14	MENARDS 3046	DES MOINES, IA	10.68	III	COMPLEX	0674 005 X674 2229

Disputed (I) (II) (III) Trans Detail Level (A) Reallocated

Summary Allocations Transaction Line Items 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: Allocation Rule Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)						
			FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (4)	APPR UNIT (3)	OBJECT (4)	
☐	\$ 10.68	OR 100.00 %	0674 *	005 *	X674 *			2229 *	

Remove

Total Allocated: \$ 10.68 100.00 % 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

Scroll to far right to enter comments!

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!

PROGRAM PERIOD (6)	COMMENTS (30)	Favorite
		Add as Favorite

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 ORDER (6)	PROGRAM (10)	PHASE (6)	PROGRAM PERIOD (6)	COMMENTS (30)	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: *****1434, LENNIE CARKHUFF
Card Account ID: 215104001145

[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.

Accounting Code - Segment Name (Length)								
Delete	Favorite Name	Status	FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (4)	APPR UNIT (9)	OBJECT (4)
☐	tools	* Active	0674	005	X674			2229
☐	broom	* Active	0674	005	X674			2299
☐	D batteries	* Active	0674	005	X674			2219

[Search for Valid Value](#)

Add

Save

Additional Favorites

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**.

Summary | Allocations | Transaction Line Items | 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.

Allocation Source: Allocation Rule Last Changed By: System

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change To:	Accounting Code - Segment Name (Length)		
					FUND (4)	DEPARTMENT (3)	UNIT (4)
☐	\$ 31.94	OR 100.00 %		--Change Current Value--	0674	005	X674

Remove

Total Allocated: \$ 31.94 100.00 % 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

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

U.S. Bank Access® Online State of Iowa

Our Payment Products Logout

usbank Manage Accounting Code Favorites

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• Manage Favorites

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Card Account Number: *****4085, CAROLYN GOUGH [Switch Accounts](#)
Card Account ID: 213122000246

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.

Accounting Code - Segment Name (Length)										
Delete	Favorite Name	Status	FUND (4)	DEPARTMENT (3)	UNIT (4)	SUB UNIT (4)	APPR UNIT (3)	OBJECT (4)	SUB OBJECT (4)	DE
No Accounting Code Allocation Favorites currently exist. Enter the number of favorites to add and click the "Add" button to add favorites.										

Search for Valid Value

Add Additional Favorites

[<< Back to My Personal Information](#)

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Mass Allocation – Transaction Management

Log into Access Online.

Select Transaction Management from the left navigation menu

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

☒	01/26	01/27	OFFICEMAX CT*IN#789248	NAPERVILLE, IL	\$15.09	(U)	0000000000000000	0343 252 1939 OO 2219
☒	01/26	01/27	OFFICEMAX CT*IN#789236	NAPERVILLE, IL	\$60.40	(U)	0000000000000000	0343 252 1939 OO 2219
☒	01/26	01/27	OFFICEMAX CT*IN#788989	800-472-6473, IL	\$626.00	(U)	0000000000000000	0343 252 1939 OO 2219

Reallocate

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).

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	00		2299

Total Allocated: 0.00 %

Additional Allocation(s): 1 **Add**

Save Allocations

3. To mass allocate with multiple percentages and dollar values, 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	00		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	00		2219
☐	10.00 %	0343	252	1939	00		2700
☐	20.00 %	0343	252	1939	00		2299

Remove Allocation(s)

Total Allocated: 100.00 %

Additional Allocation(s): 1 **Add**

5. To create new favorites, scroll to the far right and enter a description in the comment fields; select Add as Favorite.

COMMENTS(30)	Favorite
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 Save Allocations.

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	00		2219	
☐	10.00 %	0343	252	1939	00		2700	
☐	20.00 %	0343	252	1939	00		2299	

Remove Allocation(s)

Total Allocated: %

Additional Allocation(s): **Add**

Save Allocations



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