

Procurement Card: US Bank Online Transaction Approval Process

Approving Manager

1. Web Address: <https://access.usbank.com>



[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](#)

2. Successful Login will bring you to the **Dashboard**.



[Dashboard](#) [Accounts](#) ▾ [Transactions](#) ▾ [Reporting](#) ▾ [Program](#) ▾

Welcome to Access Online Katie Loftus-Rapp  [Guide](#)

Your last login was 08/22/2025

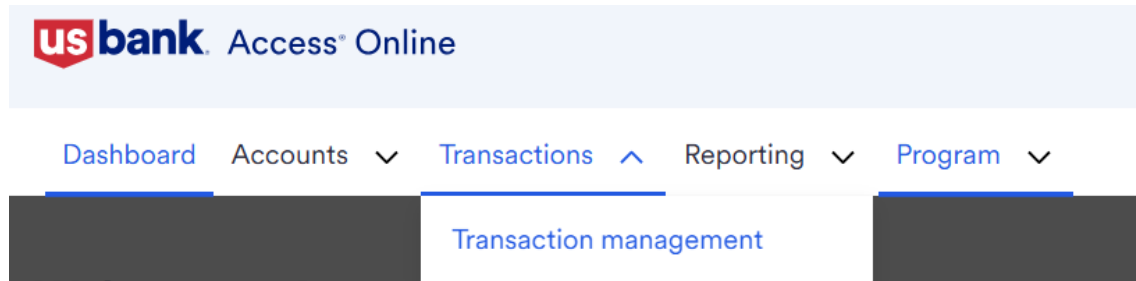
Message Center

Purchasing

Quick Links

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3. Choose **Transactions** then **Transaction Management**.



4. Choose **Manager Approval Queue**.

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.

[View Unmatched Transactions](#)

Presents the unmatched transactions list.

Manager Approval Queue

View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History

View and pull back transactions previously approved by you.

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5. Review Transactions:

- Transaction is allowed and follows policy
- Smartkey and Spend Category are correct
- Receipt is attached and any additional required documents
- Notes explain transaction and provide justification

Select	Approval Status	Trans Date	Merchant	City/State	Ar
<input type="checkbox"/>	Pending	06/23	TARGET 00011403	EL CAJON, CA	
<input type="checkbox"/>	Pending	06/23	JERSEY MIKES ONLINE UC	HTTPS://PROD., NJ	\$1
<input type="checkbox"/>	Pending	06/23	TARGET.COM *	800-591-3869, MN	\$
<input type="checkbox"/>	Pending	06/18	TARGET 00011403	EL CAJON, CA	\$
<input type="checkbox"/>	Pending	06/09	ONLINEPURCHASE	858-5410630, CA	\$1

6. Valid transaction must have a **PDF** and **Comments** icon.

- Lines with missing icons **MUST** be rejected for correction.
- Transactions that are **NOT** authorized, ie Furniture, Chemicals, Companies that take POs, **MUST** be documented as non-compliance. Manager is required to follow up with card holder regarding non-compliance. Multiple findings will result in card privileges being revoked.

	Pending Approver	Attachment	Comments	Accounting Code
	Loftus-Rapp, Katie	 		1425301 4310
	Loftus-Rapp, Katie	 		1465396 4410
	Loftus-Rapp, Katie	 		1465396 4410
	Loftus-Rapp, Katie			1425301 4310
	Loftus-Rapp, Katie	 		1421004 4310

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7. Select the Pending transaction and click [Approve](#).

Select	Approval Status	Trans Date	Merchant	City/State
<input type="checkbox"/>	Pending	06/23	TARGET 00011403	EL CAJON, CA
<input checked="" type="checkbox"/>	Pending	06/23	JERSEY MIKES ONLINE UC	HTTPS://PROD., N
<input type="checkbox"/>	Pending	06/23	TARGET.COM *	800-591-3869, MN
<input type="checkbox"/>	Pending	06/18	TARGET 00011403	EL CAJON, CA
<input type="checkbox"/>	Pending	06/09	ONLINEPURCHASE	858-5410630, CA

Trans Detail Level Reallocated Reallocation Locked Attachment

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

Records 1 - 5 of 5

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

8. To approve, select I approve these transaction(s) and no further approval is needed. Then click [Submit](#).

Transaction Management

Approve Transaction(s)

[+] 1 Transaction(s) to Approve

☒ I approve these transaction(s) and no further approval is needed.

☐ I want to forward these transaction(s) for further approval to:

Abushaban, Sahar (User ID: SaharAbushaban) ▼

[Select Approver](#)

[Submit](#)

[Cancel](#)

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9. To Reject a transaction for modifications, choose the correct area. Note that corrections have a limited time and all approvals must be completed no later than the 10th of the month.

Transaction Management

Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of
Transactions: 1

Total Dollar Amount: \$18.62

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

- ☐ Incorrect accounting code allocation (Request for user to change allocation)
- ☐ Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)
- ☐ Incorrect or insufficient transaction comment information
- ☐ Incorrect or not enough user line item data
- ☐ Unauthorized / non-preferred vendor
- ☐ Incorrect match
- ☐ Other:

Rejection Destination*

Please select the person you would like to reject (send) these transactions to.

- ☐ Reject each transaction to its cardholder account
- ☐ Reject each transaction to its previous approver
- ☐ Reject all transactions to an approver: Abushaban, Sahar [Switch Approver](#)

Reject

Cancel