# Procurement Card: US Bank Online Transaction Approval Process

1. Web Address: **https://access.usbank.com**

**us bank** Access® Online

Contact Us

Login

## Welcome to Access Online!

Please enter the information below and login to begin.

\* = required
**Organization Short Name:**\*

CALCRD

**User ID:**\*

**Password:**\*

Login

Forgot your password?

Register Online

Activate Your Card  |  Change Your PIN

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

**us bank** Access® Online

Dashboard    Accounts ⌄    Transactions ⌄    Reporting ⌄    Program ⌄

## Welcome to Access Online Katie Loftus-Rapp ☒ Guide
Your last login was 08/22/2025
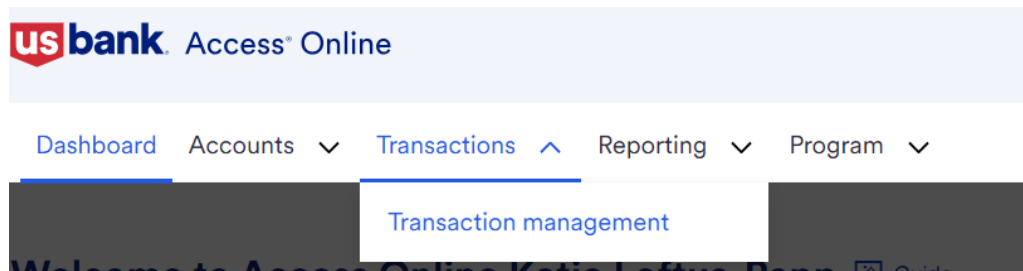
**Message Center**

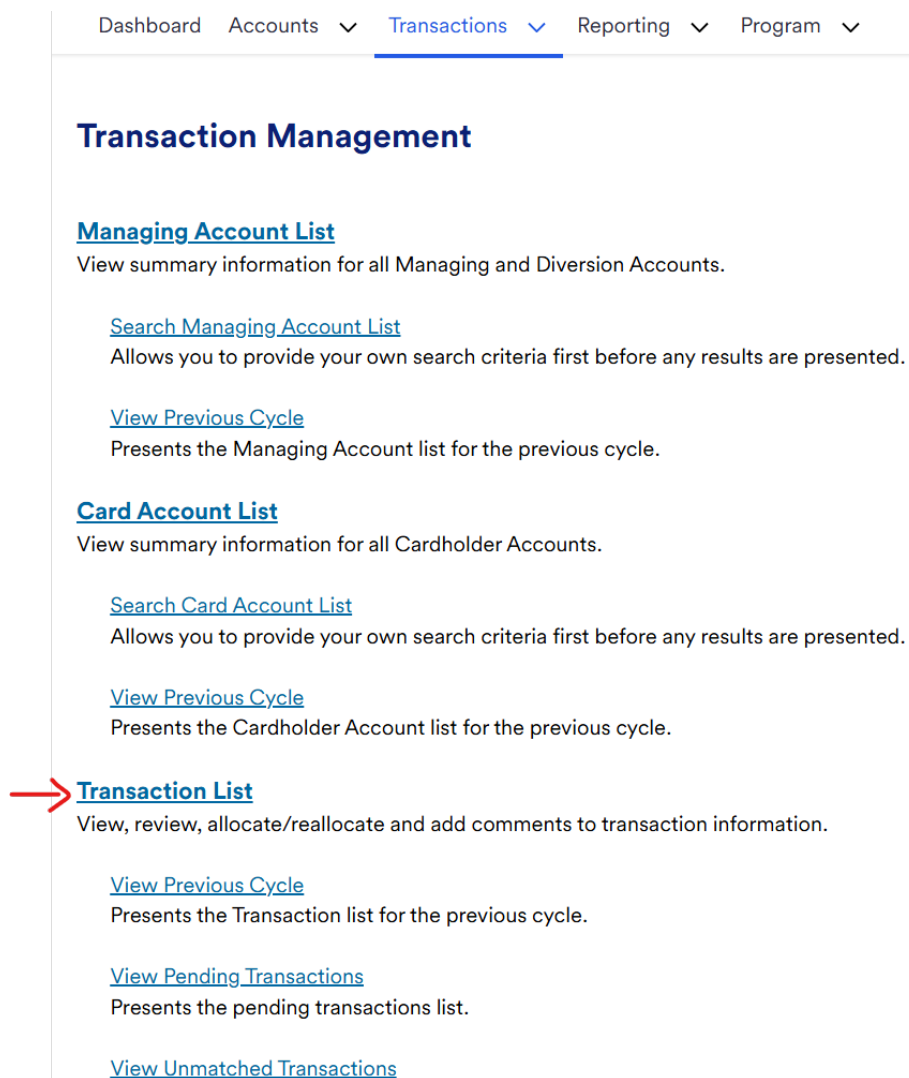**Purchasing**                                    **Quick Links**

# Procurement Card: US Bank Online Transaction Approval Process

**3.** To review your transactions, choose **Transactions** then **Transaction Management**.
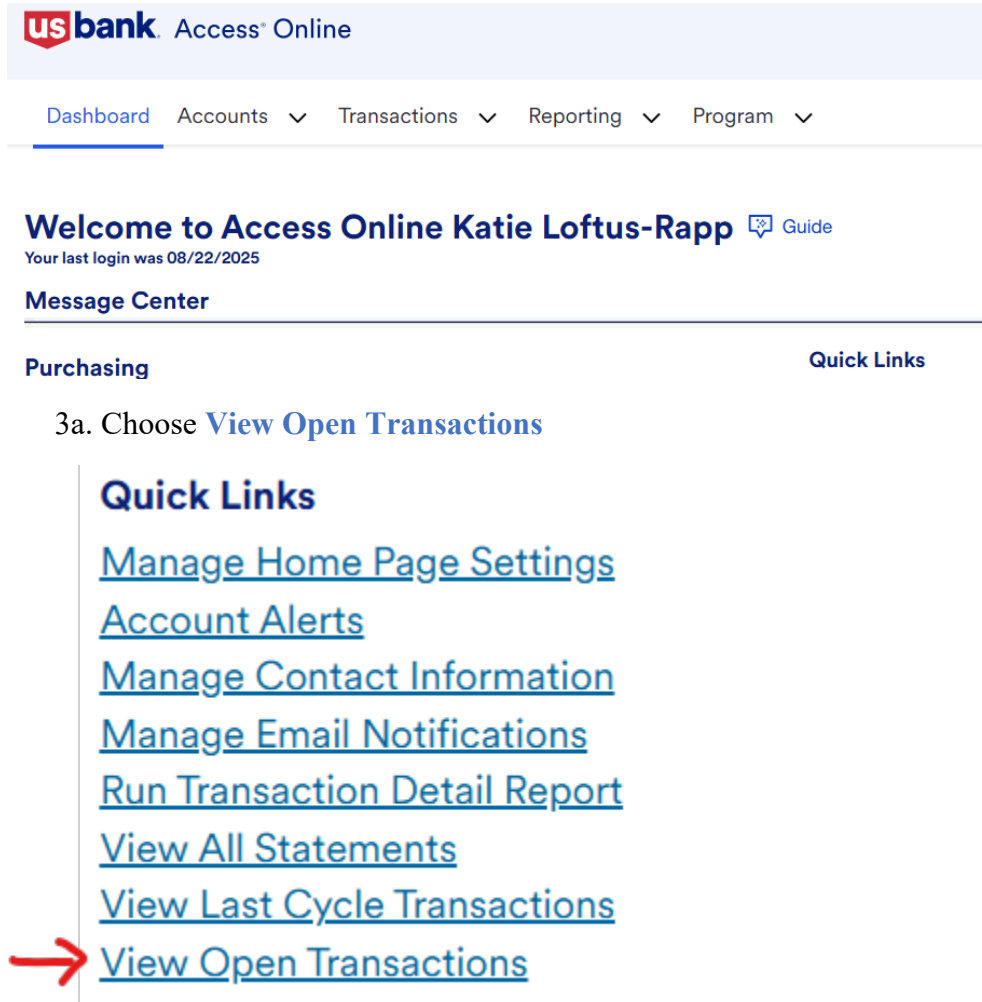


**4.** In the **Transaction Management** option, choose **Transaction List**.

**Procurement Card: US Bank Online Transaction Approval Process**

# Or (short cut option)

2a. From your Dashboard screen under **Quick Links.**

**us bank.** Access® Online

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**

3a. Choose **View Open Transactions**

**Quick Links**

Manage Home Page Settings

Account Alerts

Manage Contact Information

Manage Email Notifications

Run Transaction Detail Report

View All Statements

View Last Cycle Transactions

→ View Open Transactions

5. In the **Transaction Management** screen, the **Billing Cycle Close Date** needs to say <mark>Open</mark>.

**6.** Ensure your **Accounting Code** has the correct Smartkey and Spend Category. Click on each hyper link to update the Smartkey and Spend Category if needed.

| Merchant | City/State | Amount | Detail | Trans Unique ID | Purchase ID | | Attachment ⓘ | Comments | Accounting Code ⓘ |
|---|---|---|---|---|---|---|---|---|---|
| BULK REEF SUPPLY | 763-4329691, MN | $785.88 | ⑩ | 01425113240007712025-08-2000001 | 1104094510 | ⓐ⁺ | 🔗 📄 | ✎ | 1424015\|4310 |
| SQ *TACO PICASSO | GOSQ.COM, CA | $2,284.50 | ⑩ | 01425113240007712025-08-0700001 | 00011529215158177 | ⓐ⁺ | 🔗 📄 | ✎ | 1440790\|5120 |
| URBANE CAFE EL CAJON # | EL CAJON, CA | $1,069.20 | | 01425113240007712025-08-0600002 | | ⓐ⁺ | 🔗 📄 | ✎ | 1116002\|4410 |
| VONS #2093 | LA MESA, CA | $19.51 | ⑩ | 01425113240007712025-08-0600001 | 521600080511 | ⓐ⁺ | 🔗 📄 | ✎ | 1116002\|4310 |
| COSTCO WHSE #0469 | LA MESA, CA | $201.66 | ⑩ | 01425113240007712025-08-0400002 | 00002890 | ⓐ⁺ | 🔗 📄 | ✎ | 1116002\|4410 |
| STARBUCKS STORE 10938 | LA MESA, CA | $137.00 | ⑩ | 01425113240007712025-08-0400001 | B4751BA789A4715972 | ⓐ⁺ | 🔗 📄 | ✎ | 1116002\|4410 |
| YOUR TACO CONNECT | EL CAJON, CA | $862.50 | ⑩ | 01425113240007712025-07-3100001 | 299867643 | | 🔗 📄 | ✎ | 1472391\|5120 |

Upload Attachments 📄 Attachment ✎ Comments

ack

**7.** Once you click on the **Account Code**, a new screen will open to update the Smartkey and Spend Category. This feature will become locked once Accounting receives their report to pay the US Bank Bill.

**Accounting Code - Segment Name (Length)** Fa

| SMARTKEY (7) | SPEND (4) |
|---|---|
| 1424015 | 4310 |

**8.** Click **Save Allocations** after update has been made.

**Note:** Rows marked for delet

Save Allocations

9. In the same screen, click on the **Comments** tab. Enter your justification and description of the charge/purchase then click **Save Comments**.
You can click **Show All Comment History** to view your comments.

| Summary | Allocations | 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.

Show All Comment History

**Comments**

Show History For Comments

**Save Comments**

10. Click **Back to Transaction List** to return to **Transaction Management**

<< Back to Transaction List

**11.** On the **Transaction Management** screen click on the **Paper Clip** icon to attach receipts and attendee log.

| Attachment (i) | Comments | Accounting Code (i) |
|---|---|---|
| 📎 📄 | ✏️ | 1424015\|4310 |
| 📎 📄 | ✏️ | 1440790\|5120 |
| 📎 📄 | ✏️ | 1116002\|4410 |
| 📎 📄 | ✏️ | 1116002\|4310 |
| 📎 📄 | ✏️ | 1116002\|4410 |
| 📎 📄 | ✏️ | 1116002\|4410 |
| → 📎 📄 | ✏️ | 1472391\|5120 |

**12.** A new window will pop up when you click on the **Paper Clip**.
**Choose Add an attachment** and click **Save** after attachment has been uploaded.

Add or delete attachments. Accepted formats: PNG, JPG or PDF.

⊕ Add an attachment

Save

ıent

13. **Transaction Management** screen must show a **PDF** and **Comments** icon before submitting the transaction to your manager for approval.

| Attachment ⓘ | Comments | Accounting Code ⓘ |
|---|---|---|
| 📎 🅟 | ✎ | 1424015\|4310 |
| 📎 🅟 | ✎ | 1440790\|5120 |
| 📎 🅟 | ✎ | 1116002\|4410 |
| 📎 🅟 | ✎ | 1116002\|4310 |
| 📎 🅟 | ✎ | 1116002\|4410 |
| 📎 🅟 | ✎ | 1116002\|4410 |
| 📎 🅟 | ✎ | 1472391\|5120 |

Once you have completed your uploads and updates, click the check box next to your transaction.

Check All Shown | Uncheck All Shown

| Select | Status Ⓓ | Approval Status | Trans Date | Posting Date | Mercha |
|---|---|---|---|---|---|
| ▶ ☐ | | Pending | 08/19 | 08/20 | BULK R |
| ☐ | | Pending | 08/06 | 08/07 | SQ *TA( |
| ☐ | | Pending | 08/05 | 08/06 | URBAN |
| ☐ | | Pending | 08/04 | 08/06 | VONS # |
| ☐ | | Pending | 08/03 | 08/04 | COSTC |
| ☐ | | Pending | 08/01 | 08/04 | STARBI |
| ☐ | | Pending | 07/30 | 07/31 | YOUR T |

Ⓓ Disputed  Ⓐ Reallocated  Ⓘ, Ⓘ Trans Detail Level  📎Uploac

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

**Reallocate**  **Mass Reallocate**  **Approve**  **Pull Back**

**14.** After you select the pending transactions, click the **Approve button.**

| Select | Status ⒹD | Approval Status | Trans Date | Posting Date | Merchant |
|---|---|---|---|---|---|
| ▶ ☑ | | Pending | 08/19 | 08/20 | BULK REE |
| ☑ | | Pending | 08/06 | 08/07 | SQ *TACC |
| ☑ | | Pending | 08/05 | 08/06 | URBANE C |
| ☑ | | Pending | 08/04 | 08/06 | VONS #2C |
| ☑ | | Pending | 08/03 | 08/04 | COSTCO |
| ☑ | | Pending | 08/01 | 08/04 | STARBUC |
| ☑ | | Pending | 07/30 | 07/31 | YOUR TAC |

Ⓓ Disputed  ⒶReallocated  ⑪,⑫ Trans Detail Level  📎Upload A

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

| Reallocate | Mass Reallocate | Approve | Pull Back |

**15.** In the next window, select your manager for **Transaction Approval** and click **Submit.**

## Transaction Management
### Approve Transaction(s)

[+] **7 Transaction(s) to Approve**

**Transaction Approval**

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

Abushaban, Sahar  (User ID: SaharAbushaban) ⌄    Select Approver

| Submit | Cancel |

# Procurement Card: US Bank Online Transaction Approval Process

**16.** After you have sent your transactions to your manager, they will show as **Approved** in your **Transaction Management** screen.

| Select | Status (D) | Approval Status | Trans Date | Posting Date | Mercha |
|--------|------------|-----------------|------------|--------------|--------|
| ▶ ☐ | | Approved | 08/19 | 08/20 | BULK R |
| ▶ ☐ | | Approved | 08/06 | 08/07 | SQ *TA |
| ▶ ☐ | | Approved | 08/05 | 08/06 | URBAN |
| ▶ ☐ | | Approved | 08/04 | 08/06 | VONS |
| ▶ ☐ | | Approved | 08/03 | 08/04 | COSTC |
| ▶ ☐ | | Approved | 08/01 | 08/04 | STARB |
| ▶ ☐ | | Approved | 07/30 | 07/31 | YOUR |

ⓓ Disputed  Ⓐ▸ Reallocated  Ⓘ, Ⓘ Trans Detail Level  🔒 Reall

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

**Reallocate**   **Mass Reallocate**   **Approve**   **Pull Back**