US Bank Web Address

Type [https://access.usbank.com](https://access.usbank.com) directly into the address bar area and click enter.
How to Register Your P-Card Online

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:
STAR

User ID:

Password:

Step 1:
Type the word STAR in the Organization Short Name Box

Forget your password?

Register Online

Step 2:
Click on Register Online

Website/Browser Requirements
Registering Your P-Card Online

U.S. Bank Access® Online

Online Registration
Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organizational Short Name: *
star

Account Number: *

Account Expiration Date:
Month: Jan
Year: 2014

Step 1:
Type in 16 digit card number

Step 2:
Choose the month and year the card expires

Step 3:
Click on Register this account

<<Back to Login Page

Register This Account

Additional Account

NOTE:
If you have more than one card to register, you will need to click on Additional Account
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 the Access Online Terms of Service (OTS) which incorporates by reference any operating rules or policies.

Please read and click on the I Accept icon button at the bottom of the page to accept the terms of the licensing agreement to continue the Online Registration process.
9. Type a user ID between 7 – 12 alphanumeric characters in the User ID field.

10. Type a password in the Password field. Tip! Your password must be 8 – 20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.

11. Confirm your new password by typing it a second time in the Re-enter New Password field.

12. Select a question from the Authentication Question 1 drop-down list.

13. Type your answer in the Authentication Response 1 field.

14. Repeat Steps 12 – 13 to specify your remaining authentication questions and answers.

15. Complete the contact information fields:
   a. Type your name in the First Name, Last Name, (optional) MI (middle initial) fields.
   b. Specify address information in the Address 1, Address 2, City, State/Province, Zip/Postal Code, and Country fields.
   c. Type contact information in the Phone Number, Fax Number, and Email Address fields, as needed.

16. Click the Continue button.
How to Re-allocate & View P-Card Transactions

Welcome to Access Online

Your last login was 01/22/2014

Message Center

Message(s) from Access Online

Purchasing

Acc#/Name: 
ACCOUNT ID: 

Statement Balance: $1,930.78
Billing Cycle Close Date: 12/19/2013

Current Balance: $809.81
Credit Limit: $2,000.00
Available Credit: $1,190.39

View Current Statement

Quick Links:
Manage Home Page Settings
Manage Contact Information
Manage Email Notifications
Run Transaction Detail Report
View All Statements
View Last Cycle Transactions
View Open Transactions

Last 10 Transactions Posted

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Merchant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07</td>
<td>COLEMAN'S OFFICE PRODU</td>
<td>$41.24</td>
</tr>
<tr>
<td>12/19</td>
<td>USPS 04566105728430105</td>
<td>$9.00</td>
</tr>
<tr>
<td>12/19</td>
<td>BATTERY OUTFITTERS LIT</td>
<td>$174.28</td>
</tr>
<tr>
<td>12/18</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
<tr>
<td>12/18</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
<tr>
<td>12/11</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
<tr>
<td>12/11</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
<tr>
<td>12/11</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
<tr>
<td>12/11</td>
<td>GLOCK PROFESSIONAL INC</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

Information
How to Re-allocate & View P-Card Transactions (cont.)

Click on Transaction List
How to Re-allocate & View P-Card Transactions (cont.)

To select a previous cycle, click on the drop down arrow.

Open Cycle means the current cycle.

To re-allocate the transactions, click on an underlined area.
First Tab is The Summary Tab

The Summary tab shows high-level transaction information.

Once you have clicked on a transaction, you will see several tabs.

Reference Information
- Billing Cycle: Open
- Posting Date: 12/23/2013
- Reference Number: 24445003355000292919295
- Authorization Number: 084363

Fleet Information
- Purchase Time: 12:00 a.m.
- Purchase Type:
- Service Type:
- Fuel Type:

Extract Date(s)
- Most Recent Standard
- Financial Extract
- General Ledger Extract
- Payment Extract

Currency
- Billing Currency: U.S. Dollar
- Source Currency: U.S. Dollar
- Source Currency Amt: 6.53

Product Summary
<table>
<thead>
<tr>
<th></th>
<th>Qty</th>
<th>Unit Price</th>
<th>Gross Amount</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel</td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Non-Fuel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Mark as Reviewed  Print Transaction
The Allocations Tab is where the default general ledger number 5020007000 MUST be changed on every transaction.
User Line Items Tab

This specific tab contains fields for you to add your own information about line items, including tax dollar values. If the merchant provides level III (line item data) then you could use that data to automatically populate the line items fields on the User Line Items tab.
This specific tab contains any tax information (e.g., shipping information, usage codes) the merchant sent in.
This tab displays fields for you to add comments on each transaction.
Description of Transaction Detail Tabs

**Transaction Management**
- **Transaction Detail**

**Transaction Summary**
- **Status**
- **Trans Date**
- **Posting Date**
- **Merchant**
- **Province**
- **Amount**

**Table Data**
- **Remove**
- **Amount**
- **Percent**
- **Accounting Code**
- **Segment Name (Length)**
- **Business Area**
- **Cost Center**
- **General Ledger**
- **Internal Order**
- **WBS**
- **Funds Res (10)**
- **Line Item (k)**
- **Tax on Sales**

*Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.*

**Step 1:** Click on the Allocations tab, this screen will appear.

**Step 2:** Click in the General Ledger box. The default general ledger number 5020007000 MUST be changed to a correct GL number.

**Step 3:** If your agency uses Internal Order numbers, they MUST be entered in the box correctly.

**Step 4:** If your agency uses WBS numbers, the formatting has to be entered correctly or it will error out in AASIS.

**Step 5:** If sales tax was not charged on your purchase, you must type U1 in the Tax on Sales box.

**Step 6:** After you have finished re-allocating your transaction, click on Save Allocations.

**Step 7:** Click on the Comments tab.
**Comments Tab**

The cardholder and/or designated reviewer MUST enter a description of the items purchased on each transaction.

Transaction Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Detail</th>
<th>Purchase ID</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/20</td>
<td>12/23</td>
<td>AUTOZONE #0025</td>
<td>6.53</td>
<td></td>
<td>000177</td>
<td></td>
</tr>
</tbody>
</table>

Enter brief information about the transaction as shown below in the Internal Audit box.

- **Comments**
  - oil filter wrench - vehicle

- **Additional Comments**

- **Internal Audit**
  - oil filter wrench - vehicle

When completed with comments, click on Save Comments.

If you have other transactions that need to be verified and reallocated, click on Back to Transaction List.
How to Run a Report
How to Run a Report (cont.)
How to Run a Report (cont.)

Step 1: Click on Posting Date Range

Step 2: Type in a Start Date and End Date

Scroll down page to Additional Detail
How to Run a Report (cont.)

Step 3:
Click on Display Transaction Comments and Display Allocation Detail

Step 4
This report output type can be done in PDF, Browser or Excel by clicking the drop down arrow

Scroll down page and click on Run Report
How to Run a Report (cont.)

Output Parameter Page Placement:
Selection defines the location of the Parameter Page details on the report output.

End

Group Report By
Account Number:

Break/Subtotal Level
- No Break/Subtotal -
Page Break
- Yes
- No

Note: Page Break can be entered only if a Break/Subtotal Level is chosen.

Run Report  Reset

<< Back to Financial Management
## Transaction Detail - Summary

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posting Date</th>
<th>MCCG Code</th>
<th>MCC</th>
<th>Merchant Category Code Description</th>
<th>Merchant Name</th>
<th>Merchant State/Province</th>
<th>Taxpayer ID Number (XIN)</th>
<th>Trans Amount</th>
<th>Posting Type</th>
<th>Purchase ID</th>
<th>Trans Status</th>
<th>Disputed Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2014</td>
<td>01/25/2013</td>
<td>70985</td>
<td>8299</td>
<td>SCHOOLS/EDUCATIONAL INT LAW ENF TRAINING</td>
<td></td>
<td>WI</td>
<td></td>
<td>$ 407.00</td>
<td>Memo</td>
<td></td>
<td>reviewed</td>
<td>No</td>
</tr>
<tr>
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<td>L SCL</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Allocation Accounting Code Amount: $407.00</td>
<td>Allocation Accounting Code Value:</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>Allocation Source: USER</td>
<td>Allocation Last Changed By:</td>
<td></td>
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<td></td>
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<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td>Conference Fee and Membership Due For</td>
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<tr>
<td>Internal Audit:</td>
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<td></td>
</tr>
<tr>
<td>01/28/2014</td>
<td>01/31/2013</td>
<td>76211</td>
<td>7299</td>
<td>BUSINESS SERVICES ACT TRAINING FORCE</td>
<td></td>
<td>CA</td>
<td></td>
<td>$ 390.00</td>
<td>Memo</td>
<td></td>
<td>reviewed</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OTHER</td>
<td></td>
<td>USA</td>
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<td></td>
<td>Allocation Accounting Code Amount: $390.00</td>
<td>Allocation Accounting Code Value:</td>
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<td>Allocation Last Changed By:</td>
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<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td>Registration For John Dumes and Matt Guthrie, Investigating Using Social Media</td>
<td></td>
<td></td>
<td></td>
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<td>Internal Audit:</td>
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<td></td>
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</tr>
<tr>
<td>02/06/2014</td>
<td>02/28/2013</td>
<td>1684</td>
<td>5943</td>
<td>STATIONERY STORE/SUPPLIES</td>
<td></td>
<td>AR</td>
<td></td>
<td>$ 211.69</td>
<td>Memo</td>
<td></td>
<td>reviewed</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>STAPLES</td>
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<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Allocation Accounting Code Amount: $211.69</td>
<td>Allocation Accounting Code Value:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Allocation Source: USER</td>
<td>Allocation Last Changed By:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td>2 Scanner/Toner along with Ink Cartridge</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Internal Audit:</td>
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</tr>
</tbody>
</table>
Printing Statements

U.S. Bank Access® Online

Step 1: Click on Account Information

Step 2: Click on Cardholder Account Statement

Note:
The monthly billing cycle runs from the 16th of one month until the 15th of the next month, unless the 15th falls on the weekend. Monthly statements are ready the day after the billing cycle ends.
Printing Statements (cont.)

Step 3: Select the billing cycle for the statement you wish to view from the drop down list.

Step 4: Click on the View Statement Button. Your statement displays in a new Adobe Acrobat window.
Example of Cardholder Monthly Statement

```
<table>
<thead>
<tr>
<th>POST DATE</th>
<th>TRAN DATE</th>
<th>TRANSACTION DESCRIPTION</th>
<th>REFERENCE NUMBER</th>
<th>MCC</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-22</td>
<td>11-20</td>
<td>STAPLES 00118893 CONWAY AR</td>
<td>5943</td>
<td>5200</td>
<td>256.61</td>
</tr>
<tr>
<td>11-22</td>
<td>11-20</td>
<td>THE HOME DEPOT #1407 CONWAY AR</td>
<td>5943</td>
<td>5200</td>
<td>256.61</td>
</tr>
<tr>
<td>12-11</td>
<td>12-10</td>
<td>GLOCK PROFESSIONAL INC 770-319-4794 GA</td>
<td>5941</td>
<td>195.00</td>
<td></td>
</tr>
<tr>
<td>12-11</td>
<td>12-10</td>
<td>GLOCK PROFESSIONAL INC 770-319-4794 GA</td>
<td>5941</td>
<td>195.00</td>
<td></td>
</tr>
<tr>
<td>12-11</td>
<td>12-10</td>
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<td>195.00</td>
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<td>GLOCK PROFESSIONAL INC 770-319-4794 GA</td>
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<td>GLOCK PROFESSIONAL INC 770-319-4794 GA</td>
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<td>195.00</td>
<td></td>
</tr>
<tr>
<td>12-11</td>
<td>12-10</td>
<td>GLOCK PROFESSIONAL INC 770-319-4794 GA</td>
<td>5941</td>
<td>195.00</td>
<td></td>
</tr>
</tbody>
</table>
```

"MEMO STATEMENT ONLY" DO NOT REMIT PAYMENT