SITE MANAGER AXOL GUIDE

Generate a Cardholder Statement

Logon to AXOL at [https://access.usbank.com/](https://access.usbank.com/).

- Enter Organization Short Name: uwmdsn
- Enter your User ID.
- Enter your password.
- Click on “Login.”

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:
uwmdsn

User ID:
msnyquame

Password:

Login

- Click on “Account Information.”
• Click on “Cardholder Account Statement.”

• Enter the last name of the Cardholder or enter “%” in the name field and click on “Search” to see all cardholders.

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**Cardholder Account Search**

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number:

OR

Last Name (or Vehicle Name): 

First Name:

OR

Social Security Number:

Search
• Select the appropriate two-week billing cycle from the dropdown list.

The statement will provide a list of all transactions processed during the 2 week cycle and the default funding assigned to the card.

**Reallocation Process**

• Cardholder reviews and prints statement.
• Cardholder indicates intended funding source(s).
• Cardholder indicates business purpose if not clear by the nature of the purchase.
• Cardholder attaches documentation to support all purchases.
• Cardholder routes all on to Site Manager for review and funding reallocations.
• Site Manager signs cardholder statement after reconciliation process is complete.
View Cardholder Activity

The Card Account List shows you which cardholders had activity during the past cycle and also allows you access to each card for reallocating.

- Click on “Transaction Management.”

- Click on “Card Account List.”
• Select the cycle end date of the past cycle you would like to view.

This will pull up a list of your cardholders. Under the “Posted” column, you will see the number of transactions that posted to each card and the total dollars spent.
Clicking on “Show/Hide Reallocated” will display an additional column that reflects what has already been reallocated.

The list provided indicates which cardholders should be turning in a statement with documentation attached. You can reallocate from this screen by completing the following steps (Note this is one option. There is a preferred method to reallocate further below):

- Click on the Account Number you wish to view or reallocate.

This will bring up all of the transactions that posted on that account the previous cycle.

- Click on “Check All Shown.”
• Click on “Reallocate” or “Mass Reallocate” (Use “Mass Reallocate” if all of the transactions are going to be changed to the same funding).

Mass Reallocation

When a number of transactions need to be changed to the same funding, instead of clicking on “Select All Shown” select just the relevant transactions from the list.

• Click on “Mass Reallocate”.

The Mass Reallocation screen allows you to enter the preferred funding once and the system will change all of the transactions you selected previously. The selected transactions will be displayed on the bottom of the screen.

Any transactions displayed that should not be included in the mass reallocation can be removed prior to saving the funding by selecting the transaction in the “Remove” column and clicking on “Remove Transaction”.

The transactions must be 100% allocated. Splits may be added on the reallocation screen. Once the funding line has been entered and the allocation is at 100%, click on “Save Allocations”. This will take you to a confirmation screen that will allow you to make adjustments to your entry if necessary.

**Are You Sure?**

You have chosen to Replace all selected transaction allocations with the same common allocation(s).

This will affect 3 transactions totaling $886.33. The following will replace each selected transaction allocation:

<table>
<thead>
<tr>
<th>Alloc %</th>
<th>Prepopulated Accounting Code Selection Current Name</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00%</td>
<td>3105[44448670044444NH87]</td>
<td>3105[44448670044444NH87]</td>
</tr>
</tbody>
</table>

Scroll down to review what the selected transactions would look like with the change applied.

Are you sure you want to change these allocations?

- Yes, Save Allocations
- No

**Detail of Changed Transactions**

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Merchant</th>
<th>Amount</th>
<th>Prepopulated Accounting Code Selection Current Name</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/16/2014</td>
<td>AMAZON.COM</td>
<td>$38.94</td>
<td>3105[44448670044444NH87]</td>
<td>3105[44448670044444NH87]</td>
</tr>
<tr>
<td>07/16/2014</td>
<td>THORLABS</td>
<td>$354.47</td>
<td>3105[44448670044444NH87]</td>
<td>3105[44448670044444NH87]</td>
</tr>
<tr>
<td>07/16/2014</td>
<td>STAINLESS HOSE FITTING</td>
<td>$292.52</td>
<td>3105[44448670044444NH87]</td>
<td>3105[44448670044444NH87]</td>
</tr>
</tbody>
</table>
Reallocating Transactions (Preferred Method)

- Click on “Transaction Management.”
- Click on “Transaction List.”

Enter the last name of the cardholder or enter a % sign to pull up all of your cardholders and click on “Search.”

- Click on the “Purchasing Card” link for the card you are reconciling.
Select the cycle end date for the transactions you wish to view and click on “Search”:

This will bring up a list of that cardholder’s transactions for the cycle selected.

Double click on the transaction “Posting Date” to put the transactions in chronological order, as they will be appearing on the cardholder’s statement. This will help with the reconciliation process.
• Scroll to the bottom of the screen and click on “Check All Shown” and “Reallocate”.

- On the next screen, scroll to the right and you will see the default funding for each transaction. If a transaction should be charged to a different funding source, enter the preferred funding in each field. If this funding will be used frequently and you would like to save it as a favorite, click on “Add as a Favorite”.

You can name the favorite for future reference.

You can save up to 25 favorites for each card.

• To return to the previous list, click on “Back to Reallocation Worksheet” on the bottom of the page.
If/when you create a favorite, a new column titled “Prepopulated Accounting Code Selection” will be added to the Reallocation Worksheet. The name of your newly created favorite will appear in the dropdown list.

At the end of the funding fields is a field titled “DESCRIPTION”. You can enter up to 10 characters in this field.

Your entry in the Description field will carry over to the “Jrnl Line Ref” field in WISDM.

**Splitting a Transaction**

To reallocate a transaction to more than one funding source, click on the “Trans Date”.

On the next screen, click on the “Allocations” tab.
Add the number of lines required by clicking on “Add” in the “Additional Allocations” line.

Transactions can be split by percent or amount. When a percent is indicated, the system will provide the equivalent amount in the “Amount” field and the remaining amount on the next line. Click on “Save Allocations” after adding modifications.

Funding Validation

The AXOL system will validate coding when it is entered in the system. If you attempt to save invalid funding, you will receive an error message that describes the error.
The funding must be corrected prior to saving the funding. If you return to the transaction list without correcting the error, the incorrect funding will revert back to the default funding. If you have completed a number of funding changes and you receive an error message on one and you’d like to submit those that are correct, put a check in the box for the incorrect transaction in the “Remove Trans” field and click on “Remove Trans”. This will allow you to save the correct reallocations and come back later to properly code the incorrect transaction.

Transactions that have been properly reallocated will have an “A” in the allocation column.

Viewing Level 3 Detail

Transactions containing level 3 detail will be indicated with “III” in the Detail field.
To view the level 3 detail, select the transaction by clicking on the “Trans Date.”

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>07/14</td>
<td>07/16</td>
<td>KURT J. LESKER COMPANY</td>
<td>JEFFERSON HIL, PA</td>
<td>$90.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/14</td>
<td>07/16</td>
<td>KURT J. LESKER COMPANY</td>
<td>JEFFERSON HIL, PA</td>
<td>$90.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/15</td>
<td>07/16</td>
<td>WISC SOFTWARE UW TECH STO</td>
<td>608-2627253, WI</td>
<td>$53.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>07/15</td>
<td>07/16</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>AMZN COMBILL, WA</td>
<td>$336.96</td>
<td></td>
</tr>
</tbody>
</table>

This will take you to the Summary for the transaction.

- Click on the “Transaction Line Items” tab.

You will then be provided with the level 3 detail for the transaction.

**Disputing a Transaction**

If there is a problem with a transaction or order and the cardholder is unable to resolve the problem with the vendor, the transaction needs to be disputed through US Bank within 60 days from the time that the merchandise is received. To dispute a transaction, follow these steps:
• Click on Transaction Management.
• Click on Transaction List.
• Search for the appropriate cardholder.
• Select the appropriate Billing Cycle Close Date.
• Click on the Transaction Date for the transaction you would like to dispute.

This will take you to the Transaction Management Summary page.
• Scroll to the bottom of the page and click on “Dispute.”

On the next screen, the transaction you are disputing will be listed, followed by a list of reasons a dispute may be necessary.

• Select the reason that pertains to the situation.

Note the “Additional Items Required” column on the right side of the sheet. If the bank requires further information to process the dispute, the necessary items will be listed in this column. If there are no additional items required, your dispute will be processed online.
• Scroll to the bottom of the page and click on “Select”

[Image]

• After completing the information required, click on “Continue”.
• A printable version of the form is available if the dispute cannot be processed online. If necessary, print the form, obtain the required documentation and fax all into the bank at: 866-229-9625.
• The bank will credit the dollar amount back to the card number.