I. Procedure Statement

The UW-Madison Purchasing Card Program is designed to expedite the purchasing process and reduce the costs associated with processing low-dollar, best-judgment purchases. The site manager is the individual responsible for managing purchasing cards at the departmental or divisional level. This procedure provides the site manager with specific instructions on how to use U.S. Bank’s web-based transaction management tool, Access Online, to review account activity, perform cost allocations, and generate reporting.

II. Who is Affected by this Procedure

Site managers; Divisional Business Office staff

III. Procedure

Note: The Purchasing Card Program Manager creates the site manager’s profile in Access Online after receiving the completed and signed Purchasing Card Site Manager Form (see procedure 120.4).

A. Accessing and navigating in Access Online:

1. Access the website at https://access.usbank.com and log in using the information provided by the Purchasing Card Program Manager.

Note: If the site manager forgot the password, click Forgot your Password? Three failed login attempts will result in deactivation of the profile. If this happens, contact the Purchasing Card Program Manager or the U.S. Bank Access Online Help Desk for a new password.
2. At initial login, change the password and establish three authentication questions when prompted. Review the legal text and click I agree.

3. General navigation:
   a. Left navigation panel: Use the links on the left side of the screen to navigate through the various areas of Access Online.
   b. Back button: Do not click the back button or arrow in the web browser as it will cause the system to automatically log out of Access Online.
   c. Timing out: A pop-up will display after several minutes of inactivity to signal that the site manager is about to be logged out of Access Online. Click Resume session or Log Out.
   d. Logout: Click Log Out in the upper right-hand corner of the screen before closing the browser window.

B. Reviewing account information:
   1. Navigate to Account Information > Cardholder Account Profile.
   2. On the Cardholder Account Search page, either enter the cardholder’s last name/first name or use the percent sign (%) in the Last Name field to access all assigned cardholders. Click Search.
   3. Select the cardholder by clicking on the Purchasing link adjacent to the cardholder’s name.
   4. On the Cardholder Account Profile page, choose to view one of the following:
      a. View Account Profile: View account information such as cardholder’s demographic information, account details default accounting code and authorization limits.
      b. Account Authorizations: View recent account authorizations, including declined transactions (see the list of common decline reasons).

C. Reviewing card activity: Credit card activity posted to a cardholder’s account may be viewed at any time during or after a cycle (for up to twelve months). This review will determine which cardholders need to submit documentation at the end of each biweekly cycle.

1. Navigate to Transaction Management > Card Account List. Access Online defaults to the current open cycle.

![Table]

<table>
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<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>MA/DA Number</th>
<th>Cycle Date</th>
<th># of Trans</th>
<th>$ of Trans</th>
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<td>Open</td>
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</tr>
</tbody>
</table>

Figure 1: Screenshot of Card Account List in Access Online

2. Click on the Account Number for a particular cardholder to view the Transaction List for that cardholder.
3. If desired, review previous cycles by expanding the Managing Account Summary section and selecting an alternate cycle.
D. Generating cardholder statements:
   1. At the end of each biweekly cycle, cardholders will receive email notification that a statement is available for them in Access Online. If required to generate a statement on a cardholder’s behalf, navigate to Account Information > Cardholder Account Statement.

   2. On the Cardholder Account Search page, either enter the cardholder’s last name/first name or use the percent sign (%) in the Last Name field to access all assigned cardholders. Click Search.

   3. Select the appropriate statement from the list of PDF documents.

E. Reallocating funds: Funding strings can be reallocated during an open biweekly cycle or until 5:00 p.m. on the Friday following the biweekly cycle close date.
   1. Navigate to Transaction Management > Transaction List.

   2. On the Cardholder Account Search page, either enter the cardholder’s last name/first name or use the percent sign (%) in the Last Name field to access all assigned cardholders. Click Search.

   3. Select the appropriate billing cycle from the Billing Cycle Close Date drop-down menu. The Transaction List will appear. See Figure 3 for a screenshot of the columns that display.

```
<table>
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<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>
<th>Purchase ID</th>
<th>Comments</th>
<th>Accounting Code</th>
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Figure 3: Screenshot of Cardholder Transaction List in Access Online

a. Column descriptions:
   i. Select: This column is used to select transactions for reallocation. Select individual transactions by manually checking the boxes next to each desired transaction, or use the Check All Shown link underneath the transaction list to check every box.

   ii. Status: This column indicates the status of a transaction. A “D” symbol (☐) means the transaction has been disputed.

   iii. Trans Date: This column shows the transaction date, which is the purchase date.

   iv. Posting Date: This column indicates the date the bank posted the transaction in Access Online. The posting date determines which transactions appear on the cardholder statement.

   v. Merchant: This column indicates the vendor name.
vi. City/State: This column indicates the vendor location. If a phone number is listed, it means the order was likely placed over the phone or online.

vii. Amount: This column displays the total transaction amount in U.S. dollars, regardless of the originating currency. If the amount is a credit, it is followed by “CR.”

viii. Detail: This column indicates the level of detail passed to the bank by the vendor. A “three” symbol (usahaan) indicates the vendor has reported level three detail, providing an itemization of what was purchased. To view level three data, click on either Trans Date or Accounting Code, then click the Transaction Line Items tab.

ix. Extracted Indicator (usahaan): This column is not used by UW-Madison. Disregard the information posted.

x. Purchase ID: This column is not used by UW-Madison. Disregard the information posted.

xi. Allocated (usahaan): This column may contain up to three symbols that provide information about the reallocation options for each transaction. The “reallocated” symbol (usahaan) indicates a transaction is reallocated. The “valid accounting code” symbol (usahaan) indicates a funding string is valid. The “reallocation locked” symbol (usahaan) indicates the biweekly cycle’s edit deadline has passed and no further allocation is allowed.

xii. Accounting Code: This column indicates the current funding allocation. If “Multiple” displays, the transaction has been split between multiple funding sources. Click Multiple to see the funding strings charged.

4. Select the appropriate transaction(s) and reallocate the funding. Funding may be reallocated in a few different ways: one transaction at a time, multiple transactions at a time, or a mass reallocation of multiple transactions to the same funding source at once.
   a. Editing one transaction: Click on the Accounting Code for the transaction that needs to be reallocated. The Allocations page will display. Update the funding and click Save Allocations.
   b. Editing multiple transactions: Use the check boxes in the Select column or the Check All Shown link to select the transactions to be reallocated. Click Reallocate, update the funding, and click Save Allocations.
   c. Mass reallocation: Use the check boxes in the Select column or the Check All Shown link to select the transactions to be reallocated to the same funding source. Click Mass Reallocate, update the funding, and click Save Allocations.

   Note: The optional Description field at the end of each funding line allows for 10 alpha/numeric characters. This field carries over to Jnl Ln Ref column in WISDM. Symbols may not be saved in the Description field.

F. Splitting transactions: A transaction may be split between up to 99 funding sources in Access Online.
   1. Navigate to the Transaction List.
   2. Click on the Accounting Code for the transaction to split or use the check boxes in the Select column to select multiple transactions to split between the same funding sources. If allocating multiple transactions, click Add Alloc on the Transaction Management Reallocation Worksheet, then proceed to Step 4.
3. Enter the number of additional funding lines needed in the Additional Allocations(s) field and click Add. See Figure 4 below.

![Figure 4: Screenshot of Allocations tab](image)

4. Split the transaction by dollar amount or percentage and enter the funding strings. For mass reallocations, the transaction can only be split by percentage.

5. Click Save Allocations.

G. Entering comments for individual transactions

1. Navigate to the Transaction List.

2. Click on Trans Date for the transaction. The Transaction Summary page will display.

3. Click on the Comments tab.

4. Enter comments and click Save Comments. The comment field allows up to 250 alpha/numeric characters.

H. Performing an edit check: Access Online uses a feature called Client Side Validation (CSV) to validate funding sources in real-time. Funding sources are validated when:

- A new card is ordered in Access Online.
- A transaction posts to a cardholder’s account.
- A site manager updates the funding on a transaction.

All funding should be valid prior to the biweekly edit deadline. To ensure all funding is valid, review the Allocated column on the Transaction List and verify there is a “valid accounting code” symbol (✔) on each line. See Figure 5 for an example of an error message received after attempting to reallocate to an invalid funding source.

![Figure 5: Error message for reallocating to invalid funding source](image)

I. Adding favorites: In Access Online, up to 25 funding strings per cardholder can be saved and then later selected from a drop-down menu when reallocating funding sources. To add a new favorite:
1. Click **Add as Favorite** at the end of a funding line. See Figure 6 below.

![Figure 6: Funding line with “Add as Favorite” option](image)

2. On the next screen, add a name for the new favorite and click **Save**.

   *Note: Going forward, when transactions are edited for that cardholder, a new column will appear in the funding line that allows for application of the favorite(s) or the cardholder’s default funding string to the selected line without any manual entry.*

J. **Disputing transactions:** To dispute transactions in Access Online:

1. Navigate to the Transaction List.
2. Click on **Trans Date** for the transaction to be disputed. The **Summary** tab will display.
3. Scroll to the **Dispute** section.
4. Click **Dispute**, select the appropriate reason, and then click **Select**.
5. Provide the required information and click **Continue**.

   *Note: Track any further activity by expanding the Dispute History section at the bottom of the Summary tab. If necessary, disputes may be cancelled after they are initiated by clicking Cancel Dispute.*

IV. **Contact Roles and Responsibilities**

A. **Cardholder:** responsible for complying with purchasing card policy and procedures and managing the purchasing card account.

B. **Site manager:** responsible for reviewing all assigned card activity, serving as the liaison between cardholders and the Purchasing Card Program Manager, and retaining all purchasing card documentation for the required timeframe (six years plus the current year).

C. **Purchasing Card Program Manager:** responsible for creating and maintaining user profiles in Access Online.

D. **U.S. Bank:** responsible for Access Online program maintenance.
V. Definitions

A. **Access Online**: the web-based transaction management tool used to support the Purchasing Card Program at UW-Madison.

B. **Biweekly cycle**: The purchasing card program cycles on a biweekly basis. At the end of each biweekly cycle, cardholders and site managers are required to review and reconcile purchasing card accounts.

C. **Cardholder**: The UW-Madison employee whose name appears on a purchasing card and who is responsible for all purchases made with that card.

D. **Cycle credit limit**: The maximum amount that can be spent with a purchasing card during a biweekly cycle.

E. **Purchasing card**: A university-liability credit card issued to a UW-Madison employee for business-related purchases.

F. **Single purchase limit**: The maximum amount that can be spent with the purchasing card on one transaction.

G. **Site manager**: the individual who manages purchasing cards at the departmental or divisional level.

VI. Related References

- [Site Manager Editing Calendar](#)
- [Cardholder Editing Calendar](#)

VII. Revisions

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