

Creating a Visa Expense Report using Access Online

The US Bank offers a reporting system called “Access Online”. With Access Online, there are various ways to accomplish the same task. These instructions present you with one of the more straightforward ways to complete your reporting.

To log in: Navigate to the URL: <https://access.usbank.com>
As you will be using this website often, it is suggested you bookmark this link

Enter the:

Organization Short Name: SSFC

User ID: Personalized by you

Password: Personalized by you

Click on the **Login** link.

The home page looks like this:

The screenshot shows the U.S. Bank Access Online interface. The top navigation bar includes the US Bank logo and the user's name, Warren Craft. The main content area displays account details for a Visa card, including the account name, ID, balance, and credit limit. A table titled "Last 10 Transactions Posted" lists recent purchases. The left sidebar contains a menu with "Transaction Management" circled in red. A red arrow points from the text below to this link.

Posting Date	Merchant	Amount
09-09	XEROX CANADA-SUPPLIES	\$540.86
09-06	SPIRAL OF CANADA	\$290.55
04-12	SPIRAL OF CANADA	\$338.77
02-28	XEROX CANADA-SUPPLIES	\$785.76
02-08	DAVES ATWORK OFFICE FURN	\$39.55

To allocate your expenses for a particular cycle, click on “Transaction Management”

Transaction Management

To begin your reporting, navigate to: Transaction Management / Transaction List.

The top screenshot shows the US Bank Access Online interface. The 'Transaction Management' menu is visible on the left, with 'Transaction List' circled. The main content area shows 'Transaction Management' and 'Transaction List' options.

The bottom screenshot shows the 'Card Account Summary with Transaction List' page. The 'Billing Cycle Close Date' dropdown menu is open, showing options: 'All', 'Open', '2013-09-25', '2013-08-26', '2013-07-25', '2013-06-25', and '2013-05-27'. The '2013-09-25' option is selected. A callout box points to this option and contains the following text:

Click the down arrow to select the cycle date desired, and then hit SEARCH.

For this example I've selected the 2013-09-25 cycle date.

DO NOT USE:

"All" which will show you all your transactions from the last 6 months.

"Open" which will display all items purchased since the last cycle date.

Select the reporting cycle date you want to work on. The US Bank will allow you access to the last 6 months of transactions. Be sure you are in the correct month.

Want to Report Early?

If you are going on holidays and wish to report on all items that are current, select "Open" cycle date. This will show you all items purchased since the last cycle date. Now follow the instructions as you would for a regular month.

To Allocate Expenses:

“Select All” transactions, then hit “Reallocate”. This will show all expenses at once for easy reporting.

U.S. Bank Access® Online

Sir Sandford Fleming College
Our Payment Products Logout

usbank Transaction Management
Card Account Summary with Transaction List

Transaction Management
Transaction List
Enhanced Supplier Management
Account Information Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: *****3422, WARREN CRAFT
Card Account ID: #12095152859
Trans List

[-] Card Account Summary

Account Number: 3422
Account Name: WARREN CRAFT
Billing Cycle Close Date: 2013-09-25 Search Print Account Activity

Open Account

[+] Search Criteria

[-] Transaction List

Records 1 - 2 of 2
Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Postng Date	Merchant	City/State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase
<input checked="" type="checkbox"/>	Pending		09-06	09-09	XEROX CANADA-SUPPLIES	888-282-8088, ON	\$540.86	\$478.64	\$62.22	\$0.00	Ⓜ Ⓜ	00000000
<input checked="" type="checkbox"/>	Pending		09-04	09-06	SPIRAL OF CANADA	MISSISSAUGA, ON	\$290.55	\$257.12	\$33.43	\$0.00	Ⓜ Ⓜ	

Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level Ⓜ Extraded
Check All Shown | Uncheck All Shown

Records 1 - 2 of 2
Reallocate Mass Reallocate Approve Pull Back

All of us serving you™
© 2013 U.S. Bancorp R043.00635.0 sat 7 10-11-2013 13:58:58 CDT

100%

Comments:

Meals, accommodations and travel expenses must be documented with the purpose and include who attended.

Goods and services must have a brief description

Allocate taxes
National = HST &
Use Regional for GST only purchases

Allocate Department & Account

Remove Trans	Trans Date	Merchant	National Tax	Regional Tax	Amount	Alloc %	Accounting Code - Segment Name (DEPARTMENT (e))	ACCOUNT (e)
<input type="checkbox"/>	2013-09-06	XEROX CANADA-SUPPLIES	\$ 62.22	\$ 0.00	\$540.86	Add Alloc	199100	53055
Allocation Comment: Staples for 4127's			Allocation Amt: \$ 540.86		OR 100.00 %			
			Net Allocation Amt: \$ 478.64					
			National Tax: \$ 62.22					
			Regional Tax: \$ 0.00					
			Amount Remaining: \$ 0.00					
<input type="checkbox"/>	2013-09-04	SPIRAL OF CANADA	\$ 33.43	\$ 0.00	\$290.55	Add Alloc	199100	53055
Allocation Comment: Laminating and Binding Supplies			Allocation Amt: \$ 290.55		OR 100.00 %			
			Net Allocation Amt: \$ 257.12					
			National Tax: \$ 33.43					
			Regional Tax: \$ 0.00					
			Amount Remaining: \$ 0.00					

All your transactions will show up on one screen unless you exceed 25 transactions. Now simply **update all comments**, National tax (**HST**), **Department** and **Account** code for each transaction. When complete, be sure to hit **“Save Allocation”**.

After saving click on the **“<<< Back to Transaction List”** link.

Tip: Save Often:

It's a good idea to save often, as the US Bank will “Time out” if you don't stay active on their site. This will result in your work since the last save, being lost.

Splitting an Expense between Cost Centres:

For transactions that require charging more than one account and/or department you will need to go into the individual transaction's "Tax and Allocations" tab.

To begin the expensing of items requiring split cost centres, click on the blue link "Accounting Code" of the item you wish to expense.

You may have to scroll right to see these Accounting Codes.

Status	Approval Status	Trans Date	Posting Date	Merchant	City, State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase ID	Accounting Code
Pending		09-06	09-09	XEROX CANADA-SUPPLIES	888-282-8088, ON	\$540.86	\$478.64	\$62.22	\$0.00		000000000000000000	19910053055
Pending		09-04	09-06	SPIRAL OF CANADA	MISSISSAUGA, ON	\$290.55	\$257.12	\$33.43	\$0.00			19910053055

Splitting an Expense:
If you want to split an expense 50/50 over two Departments, you can change the original allocation % to 50, and then add one additional lines here.... click "Add".

Remove	Allocation Comment	Amount	Alloc %	Accounting Code - Segment Name (Length)	DEPARTMENT (s)	ACCOUNT (s)	Favorite
<input type="checkbox"/>	Staples for 4127's	Allocation Amt: \$270.43 Net Allocation Amt: \$239.32 National Tax: \$31.11 Regional Tax: \$0.00	50.00 %	199100		53055	Add as Favorite

Total Allocated: \$ 270.43 50.00 %
Amount Remaining: \$ 270.43 50.00 %

Additional Allocation(s): 1 Add

In order to split a transaction, you must:

Verify the transaction's Tax, Department and Account allocations and enter the comment for this transaction. Be sure to hit "Save" after all your changes have been entered.

The Tax and Allocations tab provides the ability to view, add, or edit the tax and/or allocation information on a transaction.

Transaction Amount: \$540.86
 National Tax Amount: \$62.22 Source: Computed
 Regional Tax Amount: \$0.00 Source: Computed
 Net Amount: \$478.64

Allocations
 Allocations provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.
 You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.
 After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Allocation Comment	Amount	Alloc %	Accounting Code - Segment Name (Length)	Favorite
				DEPARTMENT (s) ACCOUNT (s)	
<input type="checkbox"/>	Staples for 4127's	Allocation Amt: \$270.43 Net Allocation Amt: \$239.32 National Tax: \$31.11 Regional Tax: \$0.00	OR 50.00 %	199100 53055	Add as Favorite
<input type="checkbox"/>	Staples for 301	Allocation Amt: \$270.43 Net Allocation Amt: \$239.32 National Tax: \$31.11 Regional Tax: \$0.00	OR 50.00 %	141020 53051	Add as Favorite

Search:

Total Allocated: \$540.86 100.00%
 Amount Remaining: \$0.00 0.00% Additional Allocation(s):

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

Printing your Report

Once you have updated all your expenses and SAVED your work, return back to the Transaction Management List Screen and hit "Print Account Activity". A PDF document will "pop up".

The screenshot shows the U.S. Bank Access Online interface for Transaction Management. The page title is "Transaction Management Card Account Summary with Transaction List". The account number is 3422 and the account name is WARREN CRAFT. The billing cycle close date is 2013-09-25. A red circle highlights the "Print Account Activity" button. Below the account information, there is a "Search Criteria" section and a "Transaction List" table. The table has columns for Select, Status, Approval Status, Trans Date, Posting Date, Merchant, City/State, Amount, Net Amount, National Tax, Regional Tax, Detail, and Purchase. Two transactions are listed: one for XEROX CANADA-SUPPLIES and one for SPIRAL OF CANADA.

The screenshot shows the U.S. Bank Cardholder Activity report. The report title is "Cardholder Activity" and the account name is WARREN CRAFT. The account number is **3422 and the cycle end date is 2013-09-25. The report displays a table of transactions with columns for Trans Date, Merchant Name, Transaction Total, National, Regional, Source Currency, and Currency Amount. The transactions are: 2013-09-04 for SPIRAL OF CANADA, 2013-09-06 for XEROX CANADA-SUPPLIES, and 2013-09-09 for XEROX CANADA-SUPPLIES. Below the table, there is a summary section with columns for Activity Totals, Purchases, Payments, National Taxes, and Regional Taxes. The report also includes fields for Cardholder Name and Supervisor Name, each with a signature line. A black box with white text is overlaid at the bottom of the report, and an arrow points from it to the "Print Account Activity" button in the previous screenshot.

Print this report to PDF.
Please ensure that your web browser prints this document in landscape orientation

Putting it All Together:

Email the "Cardholder Activity Report" PDF and the applicable itemized receipts (PDF/JPEG files) to ap-creditcard@flemingcollege.ca and the appropriate budget manager. The budget manager will then review the VISA report PDF file and back-up and reply all to the email if they approve the VISA report. Due to the above, original copies of VISA reports and back-up DO NOT need to be provided to Accounts Payable, however these are to be kept by each VISA cardholder until advised otherwise.

Upon completion, please forward to Accounting by the 10th. For example...September 25th visa report is due to Accounting by October 10th.

This completes the reporting process.

Pop-up Blocker Error:

If you receive this error when generating your report, right click on the error and select the:
"Always Allow Pop-ups from this Site"

Adding the Report Server as a Trusted site:

The US Bank restructured their report server on August 30, 2011. If you are not able to print your report due to "not a trusted site" follow these instructions:

Please add the URL, <https://report.access-online.com/>, to your Trusted Sites and Managed Websites. Clicking on this link will result in an error message; it is not a site to access directly, only one used by Access Online.

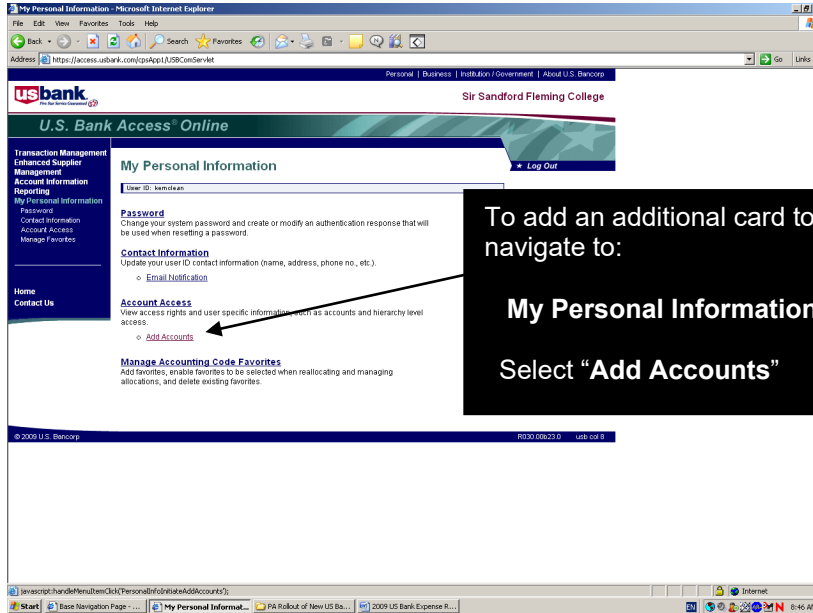
Internet Explorer instructions:

- Step 1 – Open Internet Explorer
- Step 2 - Choose Tools - Internet Options and click the Security tab
- Step 3 - Click the Trusted Sites icon and then click the Sites button
- Step 4 - Enter **<https://report.access-online.com/>** in the Add this website to the zone text box and check the Require Server Verification (https:) check box
- Step 5 - Click Add and then Close
- Step 6 - Click the Privacy tab
- Step 7 – On the Privacy tab click the Sites button
- Step 8 - Enter <https://report.access-online.com/> in the Address of website text box
- Step 9 - Click Allow and verify the new URL is in the Managed Websites box
- Step 10 - Click OK, then click OK again

Are you reporting on more than one card?

To add another card to your log-in, navigate to:

My Personal Information / Account Access / Add Accounts



To set-up Email Alerts from the US Bank for New Statements:

