

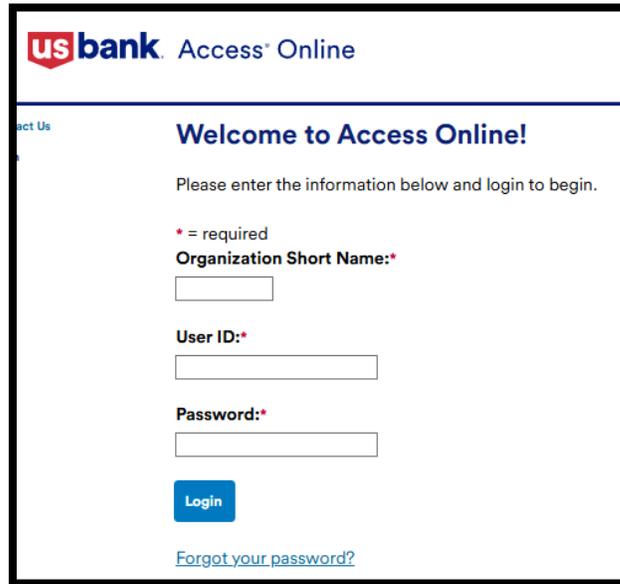
US Bank Approver Quick Reference Guide

Approving Cardholder Allocations

Log in to US Bank Access Online – <https://www.access.usbank.com/>

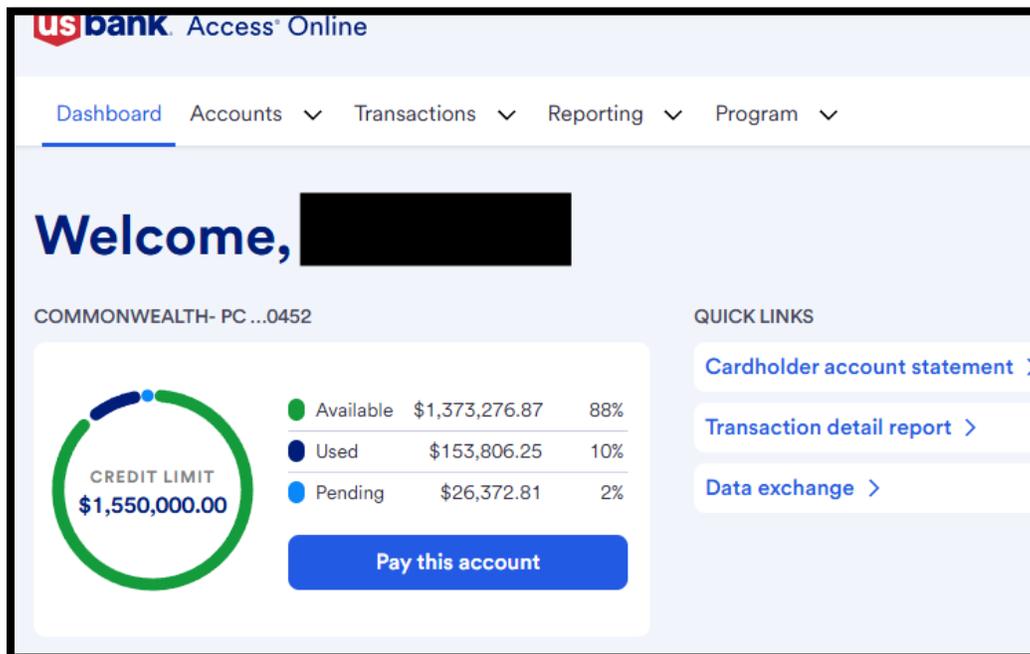
Organization Short Name: **PASSHE**

Enter User ID and Password and Login:



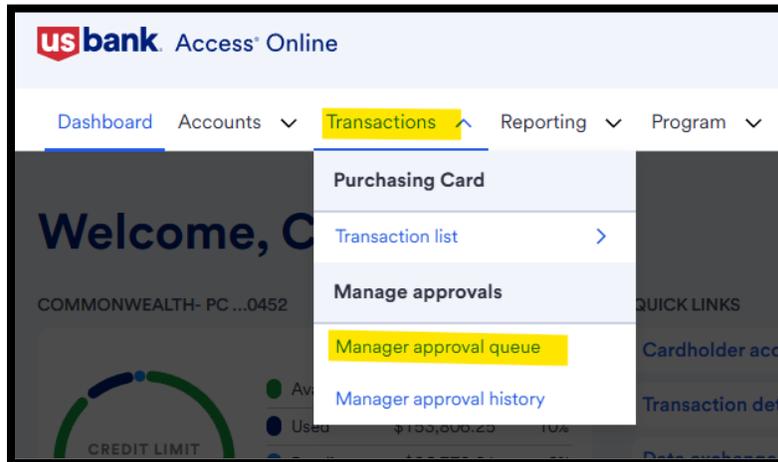
The screenshot shows the US Bank Access Online login page. At the top left is the US Bank logo and "Access Online". The main heading is "Welcome to Access Online!". Below this is a prompt: "Please enter the information below and login to begin." A note indicates "* = required". The form fields are: "Organization Short Name:*" with a text input field containing "PASSHE"; "User ID:*" with a text input field; and "Password:*" with a password input field. A blue "Login" button is positioned below the password field. At the bottom left of the form area is a link: "Forgot your password?".

Upon log in, you will see the Dashboard – which shows you the overall credit limit of all Pcards:



As an approver, you will see the overall credit limit of the university's Pcard account.

To review and approve transactions cardholders have allocated and submitted to you, go to the Transactions Menu and under Manage approvals, select the Manager Approval Queue:



****With US Bank, cardholders now can allocate (reconcile) transactions as soon as they are posted to their account. They no longer need to wait until the end of the cycle to send a transaction to you for approval. There are no expense reports with US Bank.****

Your Manager Approval Queue opens to the **Transaction Management** screen.

You can filter on various data points or you can scroll down to see all the transactions cardholders have forwarded to you for approval.

- If you have multiple cardholders forward to you, you will see all their transactions listed together on this screen

Manager Approval Queue

Managing Acct List | Trans List | **Manager's Queue**

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All | Approval Status: All | Transaction Amount: All \$
 Cardholder Approver: All | Last Approver: All
 Pending Approver: All
 Display 25 Transactions per page

Search | Reset

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

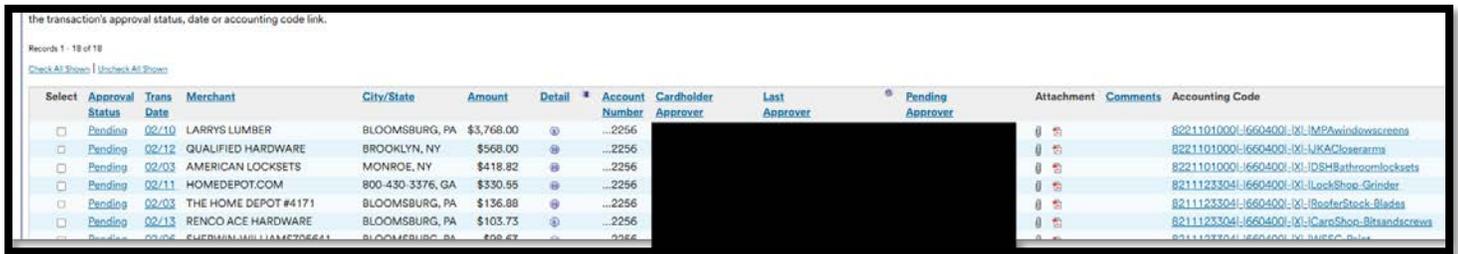
Records 1 - 18 of 18

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending	02/10	LARRYS LUMBER	BLOOMSBURG, PA	\$3,768.00		...2256						82211010001:6604001:IX:IMPAwindowscreens
<input type="checkbox"/>	Pending	02/12	QUALIFIED HARDWARE	BROOKLYN, NY	\$568.00		...2256						82211010001:6604001:IX:UKAClosetarms
<input type="checkbox"/>	Pending	02/03	AMERICAN LOCKSETS	MONROE, NY	\$418.82		...2256						82211010001:6604001:IX:IDSHBathroomlocksets
<input type="checkbox"/>	Pending	02/11	HOMEDEPOT.COM	800-430-3376, GA	\$330.55		...2256						82111233041:6604001:IX:ILockShoeGrinder
<input type="checkbox"/>	Pending	02/03	THE HOME DEPOT #4171	BLOOMSBURG, PA	\$136.88		...2256						82111233041:6604001:IX:IRoofierStockBlades
<input type="checkbox"/>	Pending	02/13	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$103.73		...2256						82111233041:6604001:IX:ICarnShoeBitsandscrews
<input type="checkbox"/>	Pending	02/06	SWERMAN WILLIAMS206641	BLOOMSBURG, PA	\$29.62		...2256						82111233041:6604001:IX:IBUSPC-5-14

As an approval manager, you need to review every transaction that the cardholder(s) has sent to you for approval.

Reviewing and Approving Cardholder Allocated Transactions

You can review, approve or reject transactions directly from this Transaction Management screen:



The screenshot displays a table of transactions with the following columns: Select, Approval Status, Trans Date, Merchant, City/State, Amount, Detail, Account Number, Cardholder Approver, Last Approver, Pending Approver, Attachment, Comments, and Accounting Code. The data rows include transactions from LARRY'S LUMBER, QUALIFIED HARDWARE, AMERICAN LOCKSETS, HOME DEPOT.COM, THE HOME DEPOT #4171, and RENCO ACE HARDWARE. The Cardholder Approver and Last Approver columns are redacted with black boxes.

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending	02/10	LARRY'S LUMBER	BLOOMSBURG, PA	\$3,768.00		...2256						82211010001:6604001:XX:MPAwindowscreens
<input type="checkbox"/>	Pending	02/12	QUALIFIED HARDWARE	BROOKLYN, NY	\$568.00		...2256						82211010001:6604001:XX:UKAClosetarms
<input type="checkbox"/>	Pending	02/03	AMERICAN LOCKSETS	MONROE, NY	\$418.82		...2256						82211010001:6604001:XX:IDSHBathroomlocksets
<input type="checkbox"/>	Pending	02/11	HOMEDEPOT.COM	800-430-3376, GA	\$330.95		...2256						82111233041:6604001:XX:ILockShoe-Grinder
<input type="checkbox"/>	Pending	02/03	THE HOME DEPOT #4171	BLOOMSBURG, PA	\$136.88		...2256						82111233041:6604001:XX:IBorderSteeK-Blades
<input type="checkbox"/>	Pending	02/13	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$103.73		...2256						82111233041:6604001:XX:ICardShop-Straandscrews
<input type="checkbox"/>	Pending	02/06	EVERMAN WILLIAMS705641	BLOOMSBURG, PA	\$88.67		...2256						82111233041:6604001:XX:BAFFC-Blade

Review each transaction line and verify the following:

- Accounting Code section:
 - Cost Center (fund center) selected is correct for the purchase
 - **NOTE: Cardholders can select ANY cost center that is listed in the US Bank system. Please be sure to review and verify the correct cost center is selected for the expense**
 - GL Account selected is correct for the purchase
 - Description of purchase is entered
- Attachment section:
 - Click on the PDF icon under the Attachment column to open the Attachment.
 - Every transaction needs to have an attachment.
 - **For auditing purposes, itemized receipts/invoices that details the vendor name, amount, and description of item purchased must be attached. Amounts on the receipt/invoice must match the total billed on the credit card.**
 - Justification Forms (food, gift approval forms) need to be completed and all approval signatures (dean, VP, etc.) are required.
 - Verify there is NO sales tax on the purchase.
 - As the university is sales tax exempt, sales tax is a disallowed cost.
 - If sales tax is on this purchase, please reject the transaction so it is sent back to the cardholder for them to obtain a credit/refund from the vendor. Cardholder needs to add a comment as to how the sales tax is being refunded to the university. (See page 8 below on “Rejecting transactions”)

If the transaction has been allocated (reconciled) to the correct cost center and GL account and proper documentation is attached, now you need to approve this transaction and submit to the final approver from your Manager Approval Queue.

If you have multiple transactions that can be approved, you can approve and submit them at the same time from the Transaction Management screen.

Select the boxes next to the transactions that can be approved in the Select column and click the Approve box:

Display 25 Transactions per page

[Search](#) [Reset](#)

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 12 of 12

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Account
<input type="checkbox"/>	Pending	02/18	PARTITION PLUS ONLINE	FOREST HILL, MD	\$94.52		...2256						8221101
<input type="checkbox"/>	Pending	02/16	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$37.72		...2256						8211123
<input checked="" type="checkbox"/>	Pending	02/12	QUALIFIED HARDWARE	BROOKLYN, NY	\$568.00		...2256						8221101
<input checked="" type="checkbox"/>	Pending	02/13	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$103.73		...2256						8211123
<input checked="" type="checkbox"/>	Pending	02/13	CUSTOMSIGNS.COM	9043962291, FL	\$33.18		...2256						8211123
<input checked="" type="checkbox"/>	Pending	02/11	HOMEDEPOT.COM	800-430-3376, GA	\$330.55		...2256						8211123
<input checked="" type="checkbox"/>	Pending	02/10	LARRYS LUMBER	BLOOMSBURG, PA	\$3,768.00		...2256						8221101
<input checked="" type="checkbox"/>	Pending	02/05	THE HOME DEPOT #4171	BLOOMSBURG, PA	\$18.30		...2256						8211123
<input checked="" type="checkbox"/>	Pending	02/06	SHERWIN-WILLIAMS705641	BLOOMSBURG, PA	\$98.63		...2256						8211123
<input type="checkbox"/>	Pending	02/03	THE HOME DEPOT #4171	BLOOMSBURG, PA	\$136.88		...2256						8211123
<input type="checkbox"/>	Pending	02/03	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$39.54		...2256						8211123
<input type="checkbox"/>	Pending	02/03	AMERICAN LOCKSETS	MONROE, NY	\$418.82		...2256						8221101

Trans Detail Level | [Reallocated](#) | [Upload](#) | [Attachment](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 12 of 12

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

This will open to a summary screen of the transactions you selected to approve:

us bank Access Online

Dashboard Accounts Transactions Reporting Program

Transaction Management

Approve Transaction(s)

10 Transaction(s) to Approve

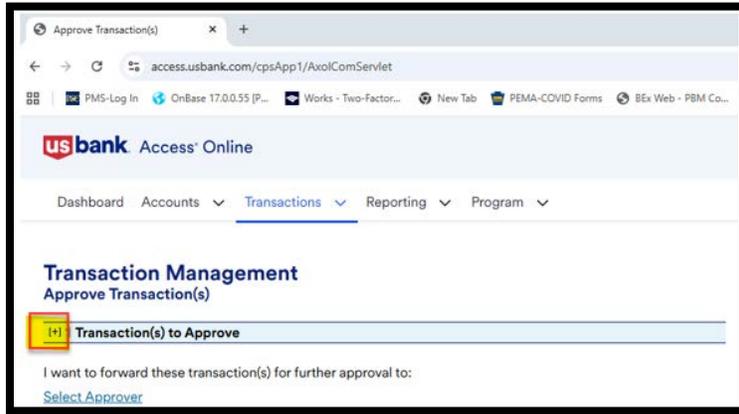
Number of Transactions: 10
Total Dollar Amount: \$5,944.97

Records 1-10 of 10

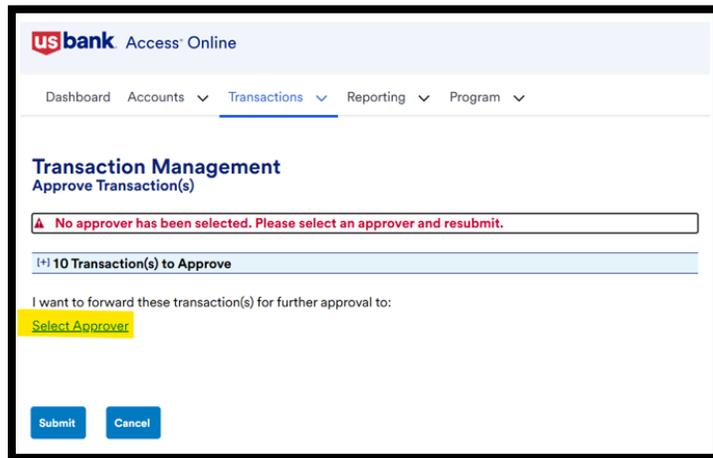
Trans Date	Merchant	Amount
02/26	NHA	\$1000.00
02/25	NHA	\$954.00
02/25	CORPORATE CARD ANNUAL FEE	\$12.00
02/25	CORPORATE CARD ANNUAL FEE	\$12.00
02/25	CORPORATE CARD ANNUAL FEE	\$12.00
02/17	NHA	\$1924.00
02/16	CCI*CONSTANT-CONTACT	\$294.00
02/14	CALAMARI S SQUID ROW	\$546.04
02/12	HARTMAN PUBLISHING, IN	\$1155.93
02/11	CCI*CONSTANT-CONTACT	\$35.00

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

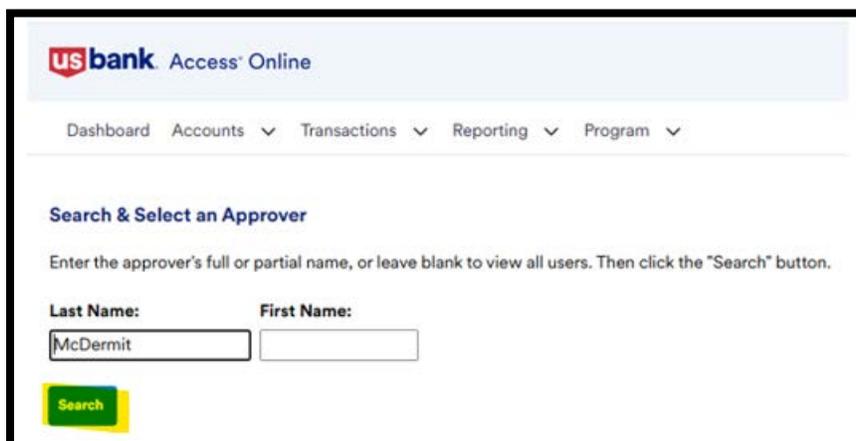
If you only selected one transaction to approve from the Transaction Management screen, the following page opens and you need to click the “[+]” icon on the Transactions to Approve in the blue bar



Now you need to send these approved transactions to the final approver. Click the Select Approver link:



From the “Search & Select an Approver” screen, type in McDermit or Neill in the Last Name column (as Meisha McDermit and Dana Neill are the final approvers and will audit and close the transactions). Click Search.



The final approver will now be listed to select:

usbank Access Online

Dashboard Accounts Transactions Reporting Program

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: First Name:

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input type="radio"/>	MCDERMIT, MEISHA	MMCDERMI@COMMONWEALTHU.EDU

Records 1 - 1 of 1

Set selection as your default approver

[<< Back to Approve Transaction\(s\)](#)

Click the circle next to the Approver Name.

- You can also set McDermitt or Neill as your default approver by checking the box next to "Set selection as your default approver".

Click the 'Select Approver' button to open the submit screen:

usbank Access Online

Dashboard Accounts Transactions Reporting Program

Transaction Management

Approve Transaction(s)

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

[Select Approver](#)

Now, click the Submit button to send this approved transaction for final approval. The transaction will no longer be in your Manager Queue.

Tip:

If you need to see additional details on a specific transaction or want to add comments to a transaction, from the Transaction Management screen, find the specific transaction, click the Pending link under the 'Approval Status' column or click the date link in the 'Transaction Date' column (highlighted in screen shot).

the transaction's approval status, date or accounting code link.

Records 1 - 3 of 3

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail
<input type="checkbox"/>	Pending	02/17	WM SUPERCENTER #1945	MANSFIELD, PA	\$24.14	
<input type="checkbox"/>	Pending	02/17	USPS PO 4175470387	TAYLOR, PA	\$106.70	
<input type="checkbox"/>	Pending	02/14	VZWRLSS*APOCC VISB	LAKE MARY, FL	\$40.01	

Trans Detail Level Reallocated Upload Attachment

This will open the Transaction summary.

Click on the Comments tab to enter notes and then click the 'Save Comments' button:

Transaction Management

Transaction Detail Guide

Product: Purchasing Card
Card Account Number: *****935
Card Account ID: 220005010355

[Managing Acct List](#) | [Trans List](#) | [Manager's Queue](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount
	02/17	02/18	WM SUPERCENTER #1945	MANSFIELD, PA	24.14

Disputed Trans Detail Level Reallocated Upload Attachments Attachment

Summary | **Allocations** | **Comments** | Approval History

The Comments tab provides the ability to enter comments specific to your organization that enable gathering of additional information about a transaction.

Comments

[Save Comments](#)

[<< Back to Manager Approval Queue](#)

To go back Manager Approval Queue, click Save Comments and then click the "Back to Manager Approval Queue" link.

You can approve (or reject) a transaction from this Transaction Detail page.

Be sure to click on the Allocations tab to verify cost center, GL account, description, if the purchase has been split between cost centers, etc..

Also, click the Attachment icon to view correct documentation has been attached to the transaction.

Click the Summary tab to approve:

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	02/26	02/27	NHA	8004999092, KS	1000.00				8213179260 - 660300 - X - SP26 C

Disputed Reallocated Upload Attachments Attachment

Summary Allocations Comments Approval History

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.
To approve and forward the transaction, click "Approve." To not approve a transaction and send it back, click "Reject."
To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	02/26/2026	Billing Cycle:	Open
Purchase ID:		Posting Date:	02/27/2026
Total Amount:	1000.00	Reference Number:	57540246057742589948327
Memo Post:	Yes	Authorization Number:	08955Z
Sales Tax:	0.00	Most Recent Extract Dates	
Freight:		Financial Extract:	
		General Ledger Extract:	
		Payment Extract:	
Merchant		Currency	
Name:	NHA	Billing Currency:	U.S. Dollar
City, State/Province:	8004999092, KS	Source Currency:	U.S. Dollar
Transaction Type:	MASTERCARD MC PURCHASE	Source Currency Amt:	1,000.00
Merchant Category Code			
(MCC):	8299		
MCC Description:	SCHOOLS/EDUCATIONAL SCHL		

Approve Reject Print Transaction

Reviewing and Rejecting Cardholder Allocated Transactions

If the transaction cannot be approved due to missing documentation, wrong cost center or GL account was selected, sales tax is on the purchase, etc., you need to reject this transaction back to the cardholder.

Check the box in the “Select” column for the transaction that cannot be approved and click the “Reject” button:

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
<input checked="" type="checkbox"/>	Pending	02/18	PARTITION PLUS ONLINE	FOREST HILL, MD	\$94.52		...2256						8221101000 :66040
<input type="checkbox"/>	Pending	02/16	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$37.72		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/12	QUALIFIED HARDWARE	BROOKLYN, NY	\$568.00		...2256						8221101000 :66040
<input type="checkbox"/>	Pending	02/13	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$103.73		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/13	CUSTOMSIGNS.COM	9043962291, FL	\$33.18		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/11	HOMEDEPOT.COM	800-430-3376, GA	\$330.55		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/10	LARRYS LUMBER	BLOOMSBURG, PA	\$3,768.00		...2256						8221101000 :66040
<input type="checkbox"/>	Pending	02/05	THE HOME DEPOT #4171	BLOOMSBURG, PA	\$18.30		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/06	SHERWIN-WILLIAMS705641	BLOOMSBURG, PA	\$98.63		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/03	THE HOME DEPOT #4171	BLOOMSBURG, PA	\$136.88		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/03	RENCO ACE HARDWARE	BLOOMSBURG, PA	\$39.54		...2256						8211123304 :66040
<input type="checkbox"/>	Pending	02/03	AMERICAN LOCKSETS	MONROE, NY	\$418.82		...2256						8221101000 :66040

Select a reject reason and send the transaction back to the cardholder. You can also click the “Other” option and type in details of why you are rejecting the transaction – for example, sales tax is on the invoice/receipt and details are needed from the cardholder on how the sales tax is to be refunded/credited.

Click the Reject button:

Transaction Management

Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of Transactions: 1
Total Dollar Amount: \$94.52

Reject Reason*

Please select at least one reason why you are rejecting these transactions.

- Incorrect accounting code allocation (Request for user to change allocation)
- Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)
- Incorrect or insufficient transaction comment information
- Incorrect or not enough user line item data
- Unauthorized / non-preferred vendor
- Incorrect match
- Other:

Reject Destination*

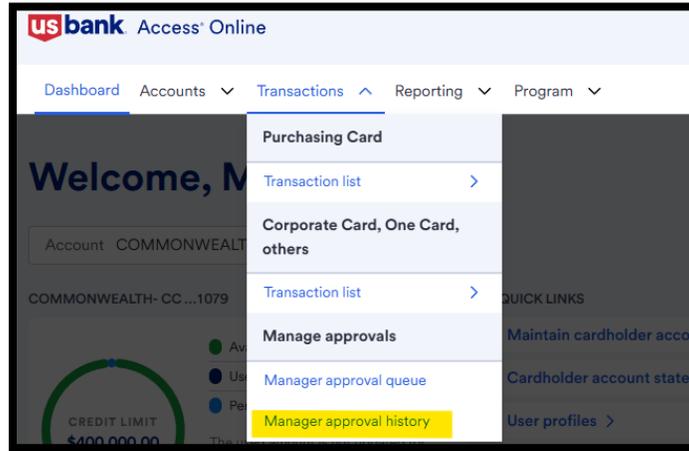
Please select the person you would like to reject (send) these transactions to.

- Reject each transaction to its cardholder account
- Reject each transaction to its previous approver
- Reject all transactions to an approver: [Select Approver](#)

This transaction will now be removed from your Manager’s queue and back to the cardholder to correct and go through the approval process again.

To View Transactions You Have Approved or Rejected

To view transactions you have approved or rejected for cardholders, go to the Transactions Menu and under Manage approvals, select the Manager approval history:



This opens your Transaction Management page to see if transactions are final approved, if rejected and pending cardholder review/approval:

Transaction Management

Manager Approval History

[Managing Acct List](#) | [Trans List](#) | **[Manager's Queue](#)**

Transactions

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle Close Date:
 Last Approval Action:
 Pull Back Eligibility:

Cardholder Approver:
 Last Approver:
 Pending Approver:

Display Transactions per page

If you would like to view or modify specific transaction data, please click on the transaction's approval status or date link.

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Records 1 - 25 of 52
Page: 1 | 2 | 3

[Check All Shown](#) | [Uncheck All Shown](#)

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	03/02	WM SUPERCENTER #1945	\$38.04				Rejected	Cardholder
	02/26	SUPPLYHOUSE.COM	\$324.70				Final Approved	
	02/26	SUPPLYHOUSE.COM	\$319.53				Final Approved	
<input type="checkbox"/>	02/25	OLIVE GARDEN 0024449	\$334.77				Rejected	Cardholder

Additional Notes:

- If you realize that a change is needed to a transaction that you have approved and sent to the final approval manager, you can “pull back” a transaction – as long as the final approval manager has not approved, rejected or modified (e.g., reallocated) the transaction.
- After you approve or reject the transaction, you can no longer modify the transaction unless you pull the transaction back.
- You can set up email notifications about the approval process by opening the **Profile** menu and selecting **Notifications** and then **Email notifications**.

PLEASE NOTE:

When final approval managers are auditing transactions, if there is missing documentation (detailed receipts, food approval forms, etc.) or sales tax is included on the purchase without a comment addressing how the sales tax is being refunded/credited back to the university, these transactions will be rejected back to the cardholder to correct. This corrected transaction will then need to go back through the approval process in order to be closed.