

MATC Credit Card Program

Access Online Quick
Reference Sheets

Verifying Email Notification is enabled

1. Sign on to Access Online
2. Click on “My Personal Information”
3. Click on “Email Notification”
4. Verify that your email address is correct. If it is incorrect, please make changes.
5. Verify that statement notification is enabled. If it is disabled, please enable.
6. Verify that the account number listed is correct. If it is incorrect, please contact the Credit Card Coordinator.

Retrieving and printing your bi-weekly statement

1. Sign on to Access Online
2. Click on “Account Information”
3. Click on “Cardholder Statement”
4. Select “Statement Date”, if you do not see a statement for the current billing cycle, you did not have any charges. To verify this, you can look at your transactions under “transaction management”.
5. Click “View Statement”
6. A new window will open with your statement.
7. Click on the printed icon to print copy of statement.

Reallocating a transaction to a different chartfield

Example: If you have 1 or more transactions that need to be reallocated to different chartfields, you should use this method.

1. Open web browser (internet explorer)
2. Enter <https://access.usbank.com> in the address line. Remember to create a favorite.
3. Click on Transaction Management
4. Click on Transaction List
5. Change billing cycle to "all"
6. Click "Search"
7. Scroll down to transaction list
8. Select the transaction(s) you want to reallocate.
9. Click "reallocate"
10. Make any necessary changes to the chartfield(s) by entering the correct number or searching the valid value list for each segment.
11. Click "Save Allocations" - Screen will refresh back transaction management screen, transactions that you just reallocated should be selected. If transaction(s) is not selected, reselect the transaction(s).
12. Click "Approve"
13. Select your approver (see page 46), if Linda Geier did not default in.
14. Click "Approve"

Splitting a transaction between 2 or more chartfields

Example: If you have 1 or more transactions that need to be split between 2 or more different chartfields, part of the transaction is a supply and should be reallocated to 5231 and the other part is a repair and should be reallocated to 5281, you should use this method.

1. Open web browser (internet explorer)
2. Enter <https://access.usbank.com> in the address line. Remember to create a favorite.
3. Click on Transaction Management
4. Click on Transaction List
5. Change billing cycle to "all"
6. Click "Search"
7. Scroll down to transaction list
8. Select the transaction(s) you want to reallocate.
9. Click "reallocate"
10. Click "add split"
11. Enter dollar amount or percentage of split for each split
12. Make necessary changes to the chartfields by entering the correct number or searching the valid value list for each segment.
13. Click "Save Allocations" - Screen will refresh back transaction management screen, transactions that you just reallocated should be selected. If transaction(s) is not selected, reselect the transaction(s).
14. Click "Approve"
15. Select your approver (see page 46), if Linda Geier did not default in.
16. Click "Approve"

Reallocating multiple transactions to the same chartfield

Example: If you have 2 transactions that need to be reallocated and both of them are supplies and should be reallocated to 5231, you should use this method.

1. Open web browser (internet explorer)
2. Enter <https://access.usbank.com> in the address line. Remember to create a favorite.
3. Click on Transaction Management
4. Click on Transaction List
5. Change billing cycle to "all"
6. Click "Search"
7. Scroll down to transaction list
8. Select the transactions you want to reallocate.
9. Click "mass reallocate"
10. Make sure you have "Replace Existing Allocations" checked
11. Make any necessary changes to chartfield by entering the correct number or searching the valid value list for each segment. If you scroll down you can review the transactions that you have selected. If you need to remove one of the transactions, just select the transaction and click "remove trans".
12. Enter in split percentage – should equal 100 if not splitting between multiple chartfields.
13. Click "Save Allocations"
14. New screen will pop up. Click "Yes, Save Allocations" - Screen will refresh back transaction management screen; transactions that you just reallocated should be selected. If transaction(s) is not selected, reselect the transaction(s).
15. Click "Approve"
16. Select your approver (see page 46), if Linda Geier did not default in.
17. Click "Approve"

Splitting multiple transactions to the same chartfield

Example: If you have 2 transactions that need to be split and both of them are to be split between supplies and repairs, you should use this method.

1. Open web browser (internet explorer)
2. Enter <https://access.usbank.com> in the address line. Remember to create a favorite.
3. Click on Transaction Management
4. Click on Transaction List
5. Change billing cycle to "all"
6. Click "Search"
7. Scroll down to transaction list
8. Select the transactions you want to reallocate.
9. Click "mass reallocate"
10. Make sure you have "Replace Existing Allocations" checked
11. Enter number of **additional** lines you want to add (if you enter 2, that would be a 3 way split)
12. Click "add"
13. Enter percentage of split for each split
14. Make necessary changes to the chartfields by entering the correct number or searching the valid value list for each segment.
15. New screen will pop up. Click "Yes, Save Allocations" - Screen will refresh back transaction management screen; transactions that you just reallocated should be selected.
16. Click "Save Allocations" - Screen will refresh back transaction management screen, transactions that you just reallocated should be selected. If transaction(s) is not selected, reselect the transaction(s).
17. Click "Approve"
18. Select your approver (see page 46), if Linda Geier did not default in.
19. Click "Approve"

Removing a split

1. Open web browser (internet explorer)
2. Enter <https://access.usbank.com> in the address line. Remember to create a favorite.
3. Click on Transaction Management
4. Click on Transaction List
5. Change billing cycle to "all"
6. Click "Search"
7. Scroll down to transaction list
8. Select the transaction(s) that has a split you want to remove.
9. Click "reallocate"
10. Click in the "remove split" box for each split you want to remove.
11. Click "remove split" button.
12. Make necessary changes to the chartfields by entering the correct number or searching the valid value list for each segment.
13. Click "Save Allocations" - Screen will refresh back transaction management screen, transactions that you just reallocated should be selected. If transaction(s) is not selected, reselect the transaction(s).
14. Click "Approve"
15. Select your approver (see page 46), if Linda Geier did not default in.
16. Click "Approve"

Disputing a Transaction

1. Sign on to Access Online
2. Click on "Transaction Management"
3. Click on "Transaction List"
4. Change billing cycle to "all"
5. Click "Search"
6. Scroll down the transaction list to find the transaction you want to dispute
7. Click on the "Transaction Date" of the transaction (the transaction summary screen will open)
8. Scroll down to the bottom of the screen
9. Click on the "Dispute Transaction" link
10. Select the dispute reason
11. Click "Select"
12. Fill out required information
13. Click "Dispute" (new window will pop up and confirm dispute has been successfully completed, you may need to print that screen (to print – click printer icon or click on file and then click print), sign it and fax it to US Bank)
14. Click the "transaction detail" link to get back to Access Online. This is the only way back to Access Online.