



UNIVERSITY *of*
Western States

**One Card
Cardholders and Approvers Training**

Cardholders and Approvers Training

The Approval manager requests issuance of the One Card by emailing Controller or Chief Business Officer. Credit card limit is set based on position or can be recommended by an Approval manager.

IMPORTANT: UWS One Card is not transferrable and cannot be issued under the department name. One Card should NOT be given and used by anyone else other than the Cardholder denoted on the card.

Cardholder is supposed to use One Card whenever possible for all business related purchases.

Cardholders and Approvers Training

If One Card is lost, stolen, misused or subject to fraud:

- Call 24-Hour Cardmember Service (number on the back of the card) 800-344-5696 or 701-461-2010 (outside the US)
- Notify Business Office immediately 503-847-2553 or businessoffice@uws.edu

For password resets & navigation call 877-887-9260 or 701-461-0339 (outside the US)

Cardholders and Approvers Training

Once One Card arrives, the Accounts payable specialist sets up a training with Cardholder to review:

- Account set up
- [Password](#)/Security questions
- [E-mail notifications](#)
- Due dates
- [Web-site navigation](#)
- Signing [Cardholder agreement](#)

After a training an Approval manager will receive a signed Cardholder agreement to review and sign.

Cardholders and Approvers Training

Once your account is created, please go to Access Online to set up e-mail notifications:

- Click on **Home** menu on the left
- of the screen
- Select **Manage Email Notifications**
- Scroll down to **Status Notifications**
- Check mark notifications you need

Status Notifications

Data Exchange ⓘ

- All
- Successful Upload
- Unsuccessful Upload
- Successful Download
- Unsuccessful Download

Dispute Status Email Notification

Send notification when the status of my dispute changes.

Password Expiration Email Notification

Send notification 10 days and 3 days prior to password expiration.

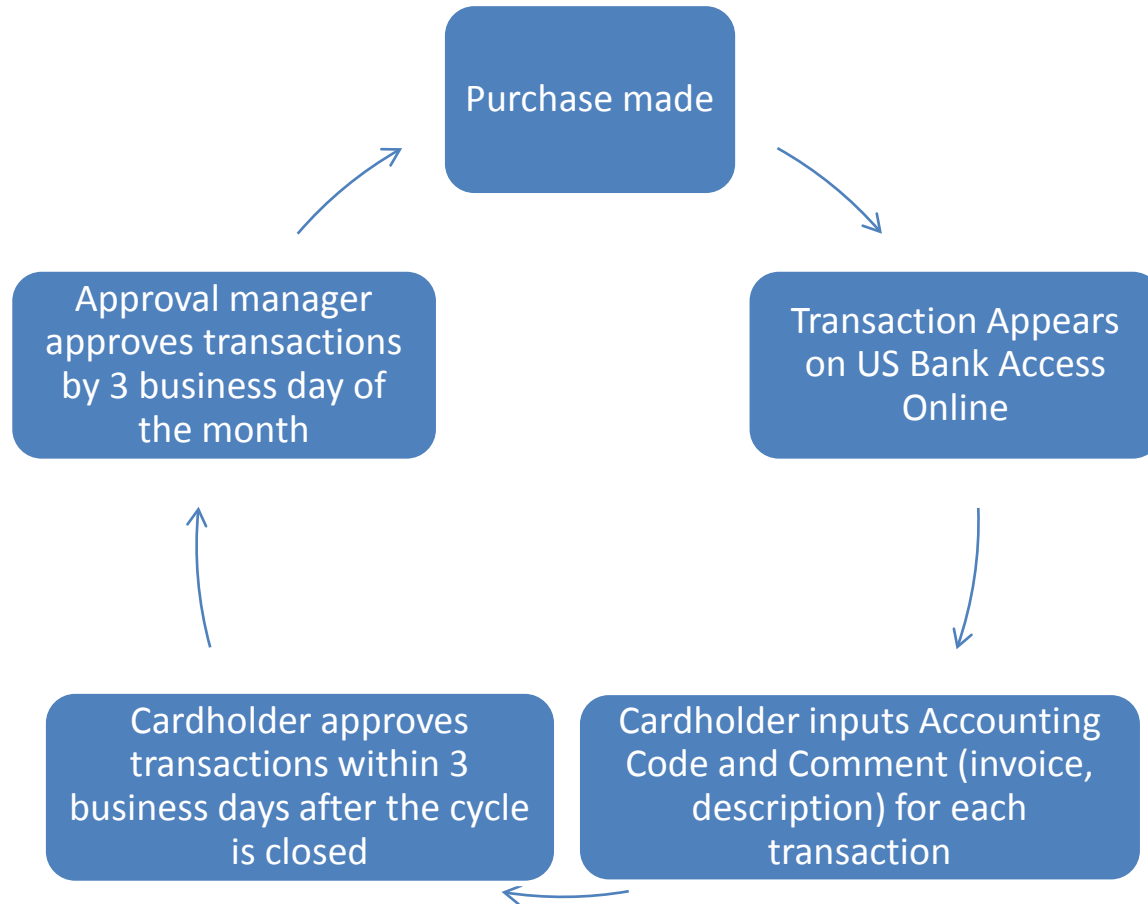
Pending Cardholder's Transaction Approval

- Daily
- Weekly:

Pending Approver's Transaction Approval

- Daily
- Weekly:

Cardholders and Approvers Training



Cardholders and Approvers Training

Any time from the date of purchase through the end of the cycle ... Go to <https://www.access.usbank.com/> to code it

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

Input here UOWS

User ID:*

Password:*

You created your User ID and Password upon setting up your account during a training with Business office

Login

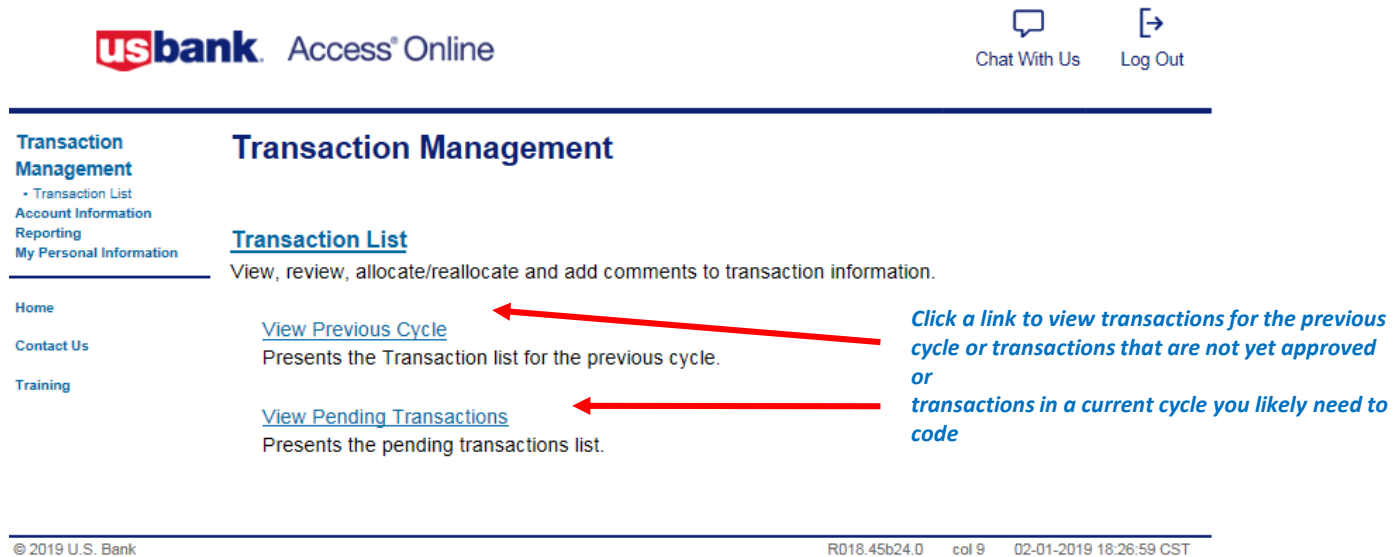
[Forgot your password?](#)

If you don't remember your password please use "Forget your password" link

[Register Online](#)

Cardholders and Approvers Training

To view transactions Select **Transaction Management**



usbank Access® Online

Chat With Us Log Out

Transaction Management

- Transaction List
- Account Information
- Reporting
- My Personal Information

Home

Contact Us

Training

Transaction Management

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

Click a link to view transactions for the previous cycle or transactions that are not yet approved or transactions in a current cycle you likely need to code

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Cardholders and Approvers Training

Transaction Management/Transaction List

Transaction Management Card Account Summary with Transaction List

Card Account Number: *****0032, VICTORIA INOGAMOVA [Switch Accounts](#)
Card Account ID: 417079000438

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

[-] Card Account Summary

A cycle closes on 25th or 26th each month. AP sends a reminder to submit the reconciled and signed statement

Account Number: ...0032
Account Name: VICTORIA INOGAMOVA
Billing Cycle Close Date:
 Open Account

Click here to print your statement when you have allocated all transactions down below

Transactions for the cycle appear below

[+] Search Criteria

[Return to top](#)

All transactions need codes and comments

[-] Transaction List

[Return to top](#)

Records 1 - 2 of 2

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State
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Cardholders and Approvers Training

Transaction Management/Transaction List

- Click on **Allocations** under **Accounting Code** and fill in the five digit accounting code, and comment (Note: the account, fund, division, department and project may be already entered as defaults)
- Click on **Save Allocations**
- Repeat steps with all subsequent transactions

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		04/05	04/08	COMCAST	866-511-6489, PA	\$8,261.38		03757472182213742019-04-0800001	284282906054	ENTER 10 007 74 000 COMMENT
<input type="checkbox"/>	Pending		04/02	04/04	PAYFLOW/PAYPAL	888-883-9770, NE	\$30.00		03757472182213742019-04-0400001	AR0AFE21D115	ENTER 10 007 74 000 COMMENT
<input type="checkbox"/>	Pending		03/31	04/01	CENTURYLINK/SPEEDPAY	800-244-1111, LA	\$47.39		03757472182213742019-04-0100003	MULTIPLE	ENTER 10 007 74 000 COMMENT
<input type="checkbox"/>	Pending		03/29	04/01	PATTY S OFF-CENTER CAFE L	SALEM, OR	\$33.60		03757472182213742019-04-0100002		ENTER 10 007 74 000 COMMENT
<input type="checkbox"/>	Pending		03/29	04/01	THE GRAND HOTEL SALEM	503-5407800, OR	\$165.09		03757472182213742019-04-0100001	00508834	ENTER 10 007 74 000 COMMENT

Accounting Code - Segment Name (Length)

ACCOUNT (6)	DASH (1)	FUND (2)	DASH2 (1)	DIVISION (2)	DASH3 (1)	DEPARTMENT (2)	DASH4 (1)	PROJECT (2)	DASH5 (1)	COMMENT (14)	Favorite
ENTER		10		007		74		000		COMMENT	Add as Favorite

Note: Rows marked for dele

Save Allocations

Cardholders and Approvers Training

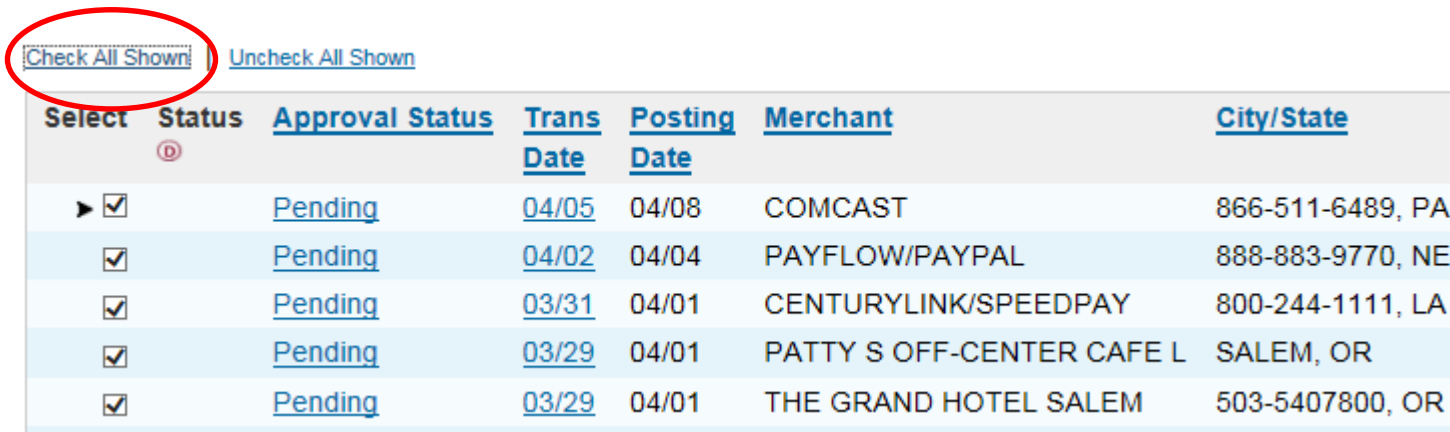
Transaction Allocation


- Account – [expense](#) and [asset](#) accounting codes are available in Udocs
- Fund
- Division is set up by default upon creating an account
- Department is set up by default upon creating an account
- Project
- Comment – detailed description of invoice up to 14 characters.

Cardholders and Approvers Training

Transaction Approval

- Select all transactions by checking **Check All Shown** box above the boxes
- Click **Approve**



Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State
<input checked="" type="checkbox"/>		Pending	04/05	04/08	COMCAST	866-511-6489, PA
<input checked="" type="checkbox"/>		Pending	04/02	04/04	PAYFLOW/PAYPAL	888-883-9770, NE
<input checked="" type="checkbox"/>		Pending	03/31	04/01	CENTURYLINK/SPEEDPAY	800-244-1111, LA
<input checked="" type="checkbox"/>		Pending	03/29	04/01	PATTY S OFF-CENTER CAFE L	SALEM, OR
<input checked="" type="checkbox"/>		Pending	03/29	04/01	THE GRAND HOTEL SALEM	503-5407800, OR

Cardholders and Approvers Training

Transaction Approval

- Click **Approve**
- Select **Approver's** name on the next screen

Transaction Management

Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

BLUMENTHAL, ERIC ▾ [Switch Approver](#)

Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$464.96

Approve

Cancel

Cardholders and Approvers Training

Cardholder Statement Submission

- Print **Account Activity**
- Please organize receipts in order of the report
- Sign and submit to approver with receipts attached within 3 days after the cycle is closed

Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****0032, VICTORIA INOGAMOVA
Card Account ID: 417079000438

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

[-] Card Account Summary

Account Number: ...0032
Account Name: VICTORIA INOGAMOVA

Billing Cycle Close Date:

Open Account

Cardholders and Approvers Training

Approvers

To approve Transactions

- Click on the **Transaction Management**
- Click on **Manager Approval Queue**

<p>System Administration Account Administration Transaction Management Transaction List • Manager Approval Queue • Manager Approval History Account Information Reporting Dashboard Data Exchange My Personal Information</p> <hr/> <p>Home Email Center Contact Us Training</p>	<h3>Transaction Management</h3> <h4><u>Transaction List</u></h4> <p>View, review, allocate/reallocate and add comments to transaction information.</p> <p>View Previous Cycle Presents the Transaction list for the previous cycle.</p> <p>View Pending Transactions Presents the pending transactions list.</p> <h4><u>Manager Approval Queue</u></h4> <p>View, approve, reject, and reallocate transactions in your approval queue.</p> <h4><u>Manager Approval History</u></h4> <p>View and pull back transactions previously approved by you.</p>
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Cardholders and Approvers Training

Cardholders:

- Are able to **Pull Back** their own transactions prior to approval

Approval managers:

- Are able to **Reject** transactions for further clarifications/coding issues

Cardholders and Approvers Training

Guidelines for business travelers:

Please make sure to refer to the [Policy 3008 Travel, Meals and Entertainment Expenses](#).

Proper **travel documentation** includes but not limited to:

- detailed receipts (originals preferred) showing the nature of the purchase, purchase date and proof of payment
- description of the business purpose; destination, dates and points departure/return; names and business relationships of individuals other than traveler for whom the expenditures were made

Cardholders and Approvers Training

Guidelines for business travelers:

- Travelers may choose to be reimbursed for meals using **actual expenses** incurred or **by using per diem** allowance. The two reimbursement methods may **NOT** be combined in the same trip. Meal expenses should always occur on the One Card
- **Gratuities** for the services should be reasonable and **not exceed 20 percent** of the cost of the service
- All business travel will be in **coach/economy class**. Business needs, safety and comfort should be the main considerations for hotel accommodation

Cardholders and Approvers Training

Guidelines for business travelers:

- **Rental cars** should be no greater than **intermediate class**. Loss or collision damage waiver is **NOT** to be purchased when One Card is used. Employees travelling for business purposes should use their One Card for car rentals and put both their name and UWS on the rental agreement
- **Business mileage** will be reimbursed from the UWS work location to the business purpose destination or from the actual origination point to the business purpose destination, whichever results in the least cost to the university

Cardholders and Approvers Training

Guidelines for business travelers:

Non-Reimbursable Expenses include but are not limited to:

- optional travel insurance
- meals if an event includes them
- airline class upgrade
- airline baggage in excess of 1 bag
- gratuities in excess of 20%
- fines
- alcoholic beverages unless the Policy allows exceptions

Travel advances are processed by submitting a Cash advance request 3 days before the trip.

Cardholders and Approvers Training

If you have questions or need additional information or training, please contact:

Controller Tim Gwynn 503-251-5769

tgwynn@uws.edu

CBO Lisa Lopez 503-251-5703

llopez@uws.edu

Business Office 503-847-2553

businessoffice@uws.edu

Accounts payable Tabita Magda 503-251-5701

accountspayable@uws.edu

