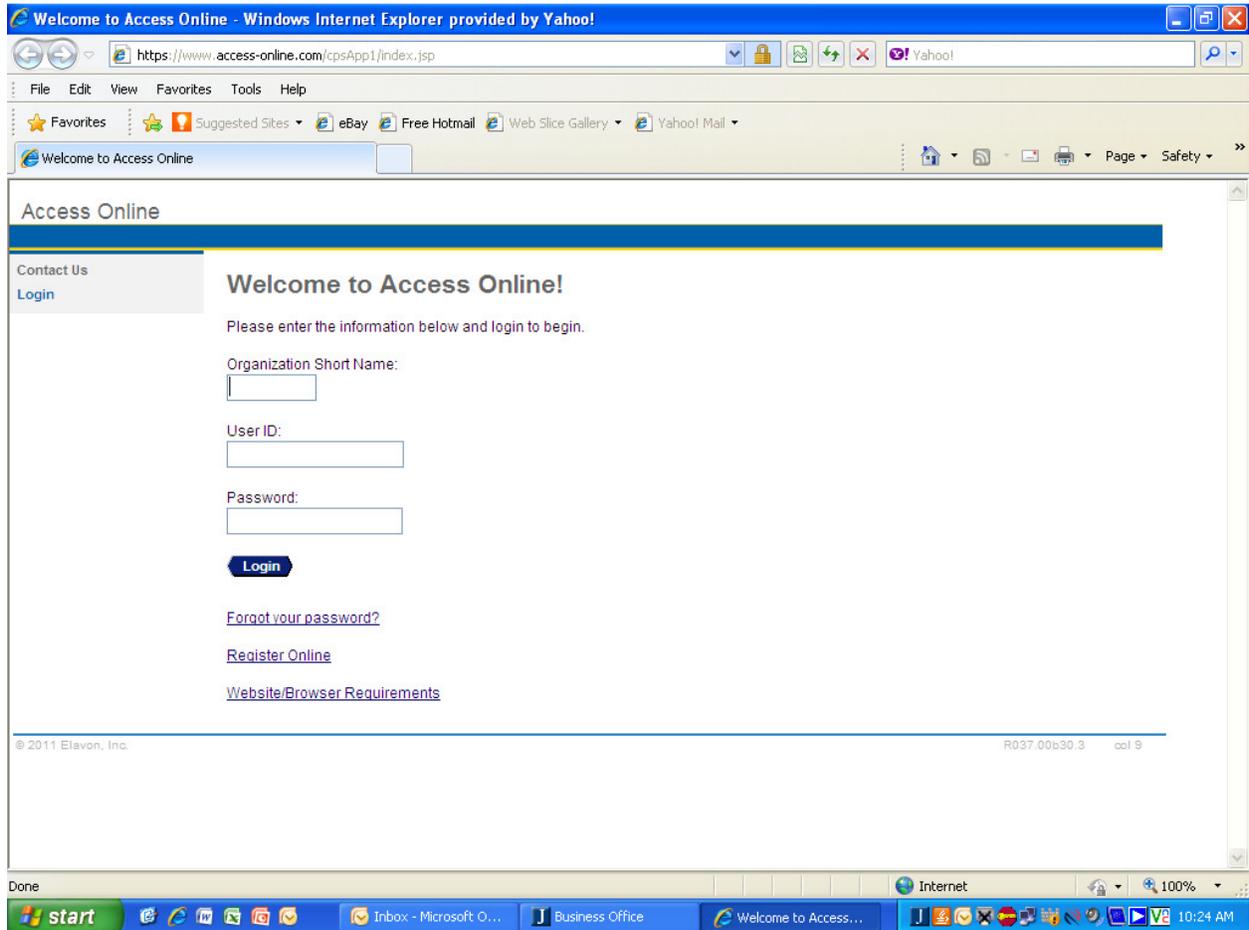


Please go to the link <https://www.access-online.com>



Organization Short Name:

User ID:

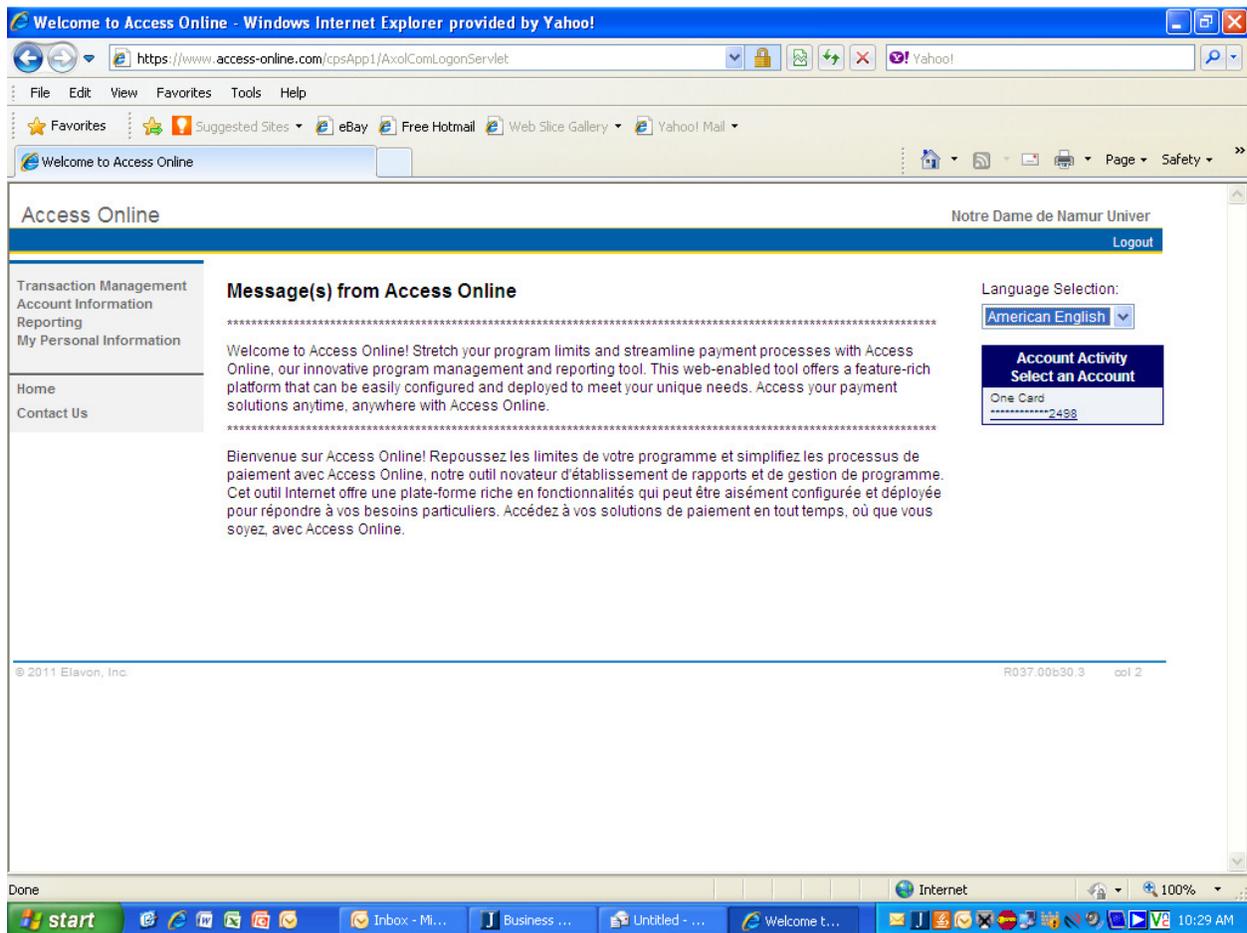
Password:

Note – This is a one- time use password. You will be asked to reset your password.

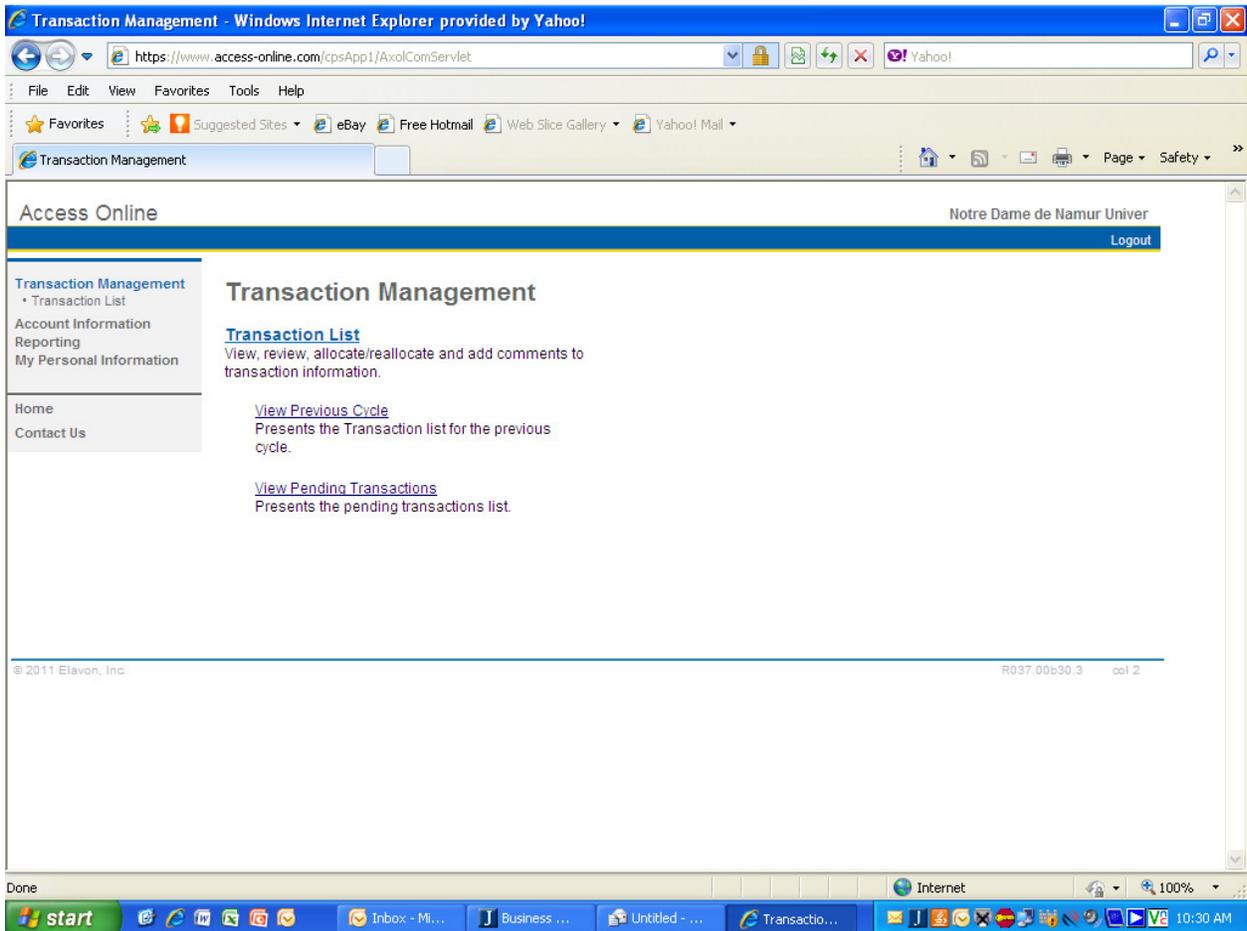
Note – The system may ask you an Authentication Question.

Question: Favorite Sports Team?

Answer: **49ers**



Please select : **Transaction Management**



Then select : **Transaction List**

Card Account Summary with Transaction List

Card Account Number: *****2498, FINANCE AND ACCT

Account Information
Reporting
My Personal Information

Home
Contact Us

Account Number: ...2498
Account Name: FINANCE AND ACCT

Billing Cycle Close Date:

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purch
<input type="checkbox"/>		Pending	10/27	10/28	STAPLS7078975085000001	800-3333330, NJ	\$71.98	(i)	00000
<input type="checkbox"/>		Pending	10/27	10/27	ANNUAL MEMBERSHIP FEE		\$10.00		
<input type="checkbox"/>		Pending	10/19	10/20	STAPLS7078656073000001	800-3333330, NJ	\$167.77	(i)	00000
<input type="checkbox"/>		Pending	10/14	10/17	JENSEN'S PALMSRING	PALM SPRINGS, CA	\$90.81	(i)	11101
<input type="checkbox"/>		Pending	10/13	10/14	STAPLS7078499840000001	800-3333330, NJ	\$188.59	(i)	00000

(D) Disputed (A) Reallocated (i) (ii) Trans Detail Level

Select the date from the **Billing Cycle Close Date** : **09/30/11**
Then click **Search**.

Card Account Summary with Transaction List - Windows Internet Explorer provided by Yahoo!

Account Number: ...2498
Account Name: FINANCE AND ACCT
Billing Cycle Close Date: 09/30/2011 [Search] [Print Account Activity]

[+] Search Criteria [Return to top]
[-] Transaction List [Return to top]

Records 1 - 4 of 4
[Check All Shown] | [Uncheck All Shown]

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		Final Approved	09/28	09/29	STAPLS7077968487000001	800-3333330, NJ	\$83.88	II	000000000000000000
<input type="checkbox"/>		Final Approved	09/27	09/28	STAPLS7077914390000001	800-3333330, NJ	\$42.13	II	000000000000000000
<input type="checkbox"/>		Final Approved	09/16	09/19	STAPLS7077620118000001	800-3333330, NJ	\$99.45	II	000000000000000000
<input type="checkbox"/>		Final Approved	09/07	09/08	STAPLS7076575519000001	800-3333330, NJ	\$129.89	II	000000000000000000

[Disputed] [Reallocated] [Trans Detail Level] [Reallocation Locked]

[Check All Shown] | [Uncheck All Shown]

Records 1 - 4 of 4
[Reallocate] [Mass Reallocate] [Approve] [Pull Back]

In order to reconcile or reallocate your transactions, you have to select the box next to the transaction.

To select all the boxes please click on [Check All Shown](#).

Then click on **Reallocate**

Notre Dame de Namur Univer
Logout

Transaction Management Reallocation Worksheet

Card Account Number: *****2498, FINANCE AND ACCT [Switch Accounts](#)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

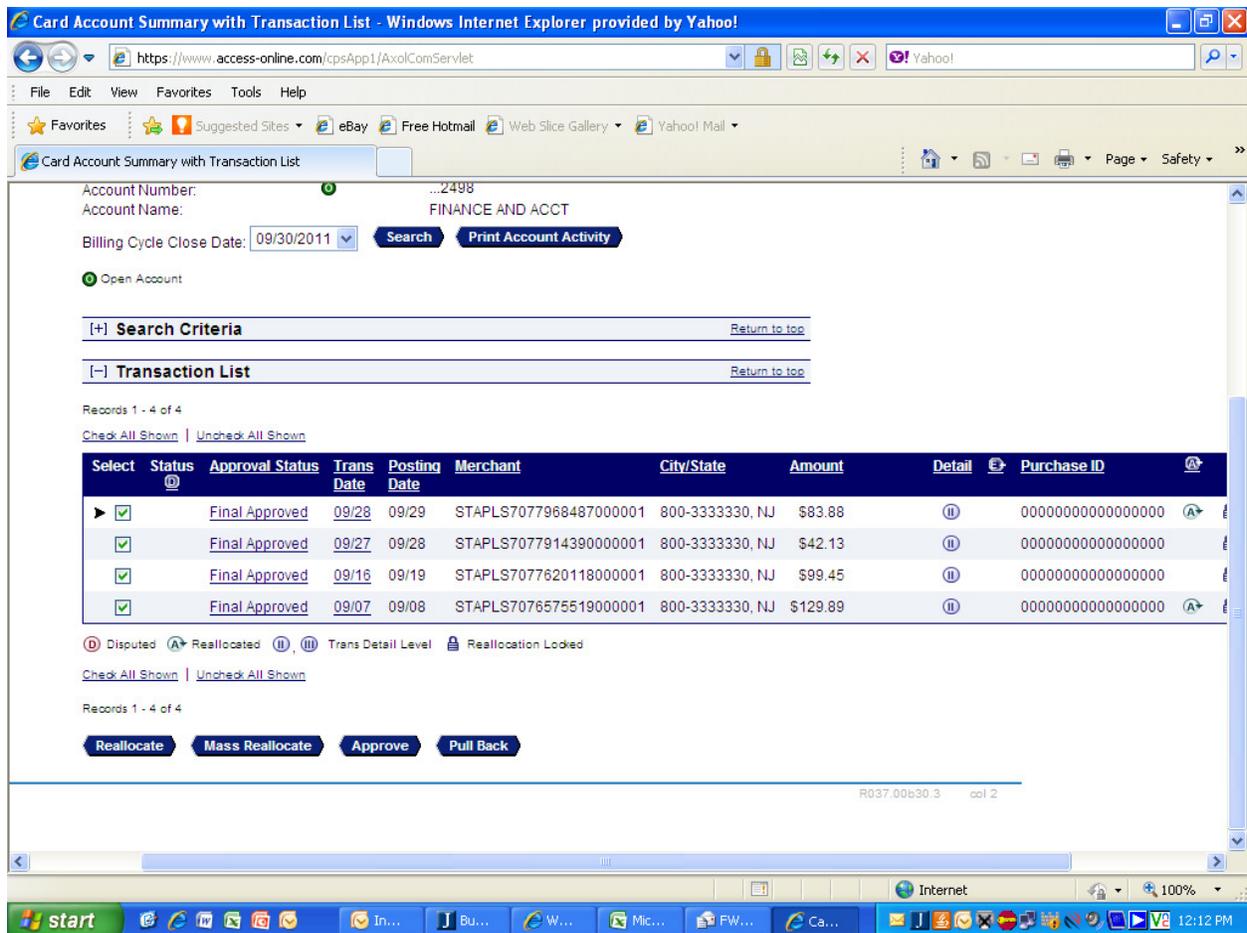
None required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)			
					FUND (3)	FUNCTION (2)	DEPARTMENT (5)	OBJECT CODES (5)
<input type="checkbox"/>	10/27/2011	STAPLS7078975085000001	\$71.98	Add Alloc	110 * Q	50 * Q	60100 * Q	53830 Q
<input type="checkbox"/>	10/27/2011	ANNUAL MEMBERSHIP FEE	\$10.00	Add Alloc	110 * Q	50 * Q	60100 * Q	Q
<input type="checkbox"/>	10/19/2011	STAPLS7078656073000001	\$167.77	Add Alloc	110 * Q	50 * Q	60100 * Q	53830 Q
<input type="checkbox"/>	10/14/2011	JENSEN'S PALMSRING	\$90.81	Add Alloc	110 * Q	50 * Q	60100 * Q	53830 Q
<input type="checkbox"/>	10/13/2011	STAPLS7078499840000001	\$188.59	Add Alloc	110 * Q	50 * Q	60100 * Q	53830 Q

Search

[Remove Trans](#) [Save Allocations](#)

Then change the GL Account Number as needed and click **Save Allocations**



After you have saved your allocations, you will have to send it to your approval to approve the transactions.

Please click on **Approve**. (This action will send your transactions to your approval)

Please click on **Print Account Activity** to have your Cardholder Activity sheet.

Then attach all the original receipts to your CA sheet, sign and forward it to your approval.