

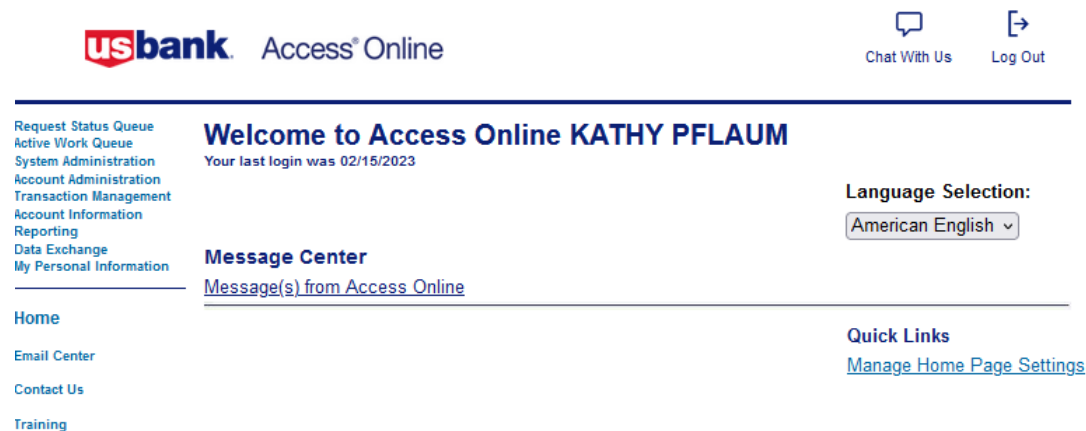
ARE YOU CHECKING YOUR “P” CARD TRANSACTIONS REGULARLY?



UNDERSTANDING A QUICK LOOK WEEKLY CAN HELP US CATCH
FRAUDSTERS AND SAVE YOUR CARD FROM BEING INACTIVATED.

IN A FEW EASY STEPS YOU CAN VALIDATE THE CHARGES ARE YOURS

- SIGN IN TO YOUR US BANK ACCOUNT



The screenshot shows the US Bank Access Online dashboard. At the top left is the US Bank logo and "Access Online". At the top right are "Chat With Us" and "Log Out" links. The main content area is divided into three sections: a left sidebar with navigation links, a central welcome message, and a right section for language selection and quick links.

usbank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Welcome to Access Online KATHY PFLAUM
Your last login was 02/15/2023

Message Center
[Message\(s\) from Access Online](#)

Language Selection:
American English ▾

Home
Email Center
Contact Us
Training

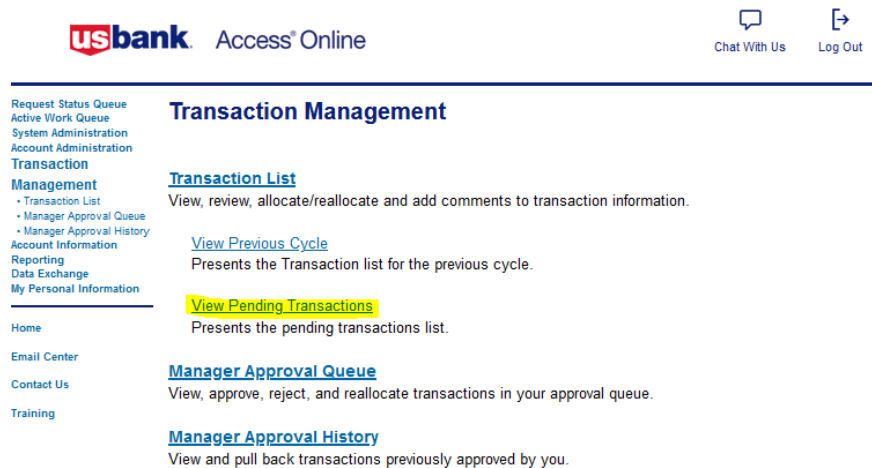
Quick Links
[Manage Home Page Settings](#)

- Click on the Transaction Management selection on the left:



The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and "Access Online". At the top right are "Chat With Us" and "Log Out" links. The main header area includes a navigation menu on the left with "Transaction Management" highlighted in yellow. The main content area displays a welcome message for "KATHY PFLAUM" with the last login date of 02/15/2023. Below this is a "Message Center" section with a link to "Message(s) from Access Online". On the right side, there is a "Language Selection" dropdown menu set to "American English" and a "Quick Links" section with a link to "Manage Home Page Settings". The bottom left navigation menu includes "Home", "Email Center", "Contact Us", and "Training".

- CLICK ON VIEW PENDING TRANSACTIONS



The screenshot shows the US Bank Access Online "Transaction Management" page. The top navigation and header are identical to the previous screenshot. The main content area is titled "Transaction Management" and contains three sections: "Transaction List" (with a description: "View, review, allocate/reallocate and add comments to transaction information."), "View Pending Transactions" (highlighted in yellow, with a description: "Presents the pending transactions list."), "Manager Approval Queue" (with a description: "View, approve, reject, and reallocate transactions in your approval queue."), and "Manager Approval History" (with a description: "View and pull back transactions previously approved by you."). The left navigation menu is also visible, with "Transaction Management" expanded to show sub-items like "Transaction List", "Manager Approval Queue", and "Manager Approval History".

- Put in your last name & then hit Search

usbank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration

Transaction Management
Search & Select an Account

Request Status Queue
Active Work Queue
System Administration
Account Administration

Transaction Management
• Transaction List
• Manager Approval Queue
• Manager Approval History

Account Information
Reporting
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training

Cardholder Account Search
Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number.
You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4 digits):

Account Unique ID: ⓘ
OR

Last Name: PFLAUM First Name:

Social Security Number:
OR

Search

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Accessibility Policy | Terms of Use

R023.02.00b20230206-1716 col 2 02-15-2023 10:54:52 CST

- Once you have hit SEARCH, you should see something similar to this:

usbank Access Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration

Transaction Management
Card Account Summary with Transaction List

Request Status Queue
Active Work Queue
System Administration
Account Administration

Transaction Management
• Transaction List
• Manager Approval Queue
• Manager Approval History

Account Information
Reporting
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training

Card Account Number: PFLAUM [Switch Account](#)

Card Account ID:

Trans List | [Transaction Details](#)

Card Account Summary

Name:

Account Number:

Account Name: PFLAUM

Billing Cycle Close Date: All [Search](#) [Print Account Activity](#)

Open Account

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

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

Records 1 - 4 of 4
[Check All Status](#) | [Uncheck All Status](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment
<input type="checkbox"/>	Pending		02/21	02/02		801-8775491, KS	\$3,097.49		03767291210023232023-02-0200001	1550366204	Download
<input type="checkbox"/>	Pending		01/27	01/30		801-8775491, KS	\$848.87		03767291210023232023-01-3000001	1548261732	Download
<input type="checkbox"/>	Pending		01/26	01/27		801-8775491, KS	\$52.00		03767291210023232023-01-2700001	1549199670	Download
<input type="checkbox"/>	Pending		11/28	11/28	CORPORATE CARD ANNUAL FEE		\$12.00		03767291210023232022-11-2800001		

Disputed [Reallocated](#) [Trans Detail Level](#) [Upload Attachments](#) [Attachment](#)

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

Records 1 - 4 of 4

[Reallocate](#) [Mark Reallocated](#) [Approve](#) [Put Back](#)

- Should you see charges that do not belong on your account, you should immediately notify
 - US Bank Fraud Department at 800.523.9078 and report the fraudulent activity.
 - Notify purchasing@Washburn.edu that you have reported the fraud and what the outcome was from calling US Bank. Many times they will close the current account and issue a new card. That new card will come to Morgan 214A and we will notify the cardholder when the card arrives. ALL cards come to Purchasing first.