

**From:** [Purchasing Card](#) on behalf of [De Vol, Marsha K](#)  
**To:** [PUR-PCARD@LISTSERV.INDIANA.EDU](mailto:PUR-PCARD@LISTSERV.INDIANA.EDU)  
**Subject:** Downloading P-card statements from Access Online  
**Date:** Thursday, September 16, 2010 10:00:32 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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## How To Download an Acceptable P-Card Statement

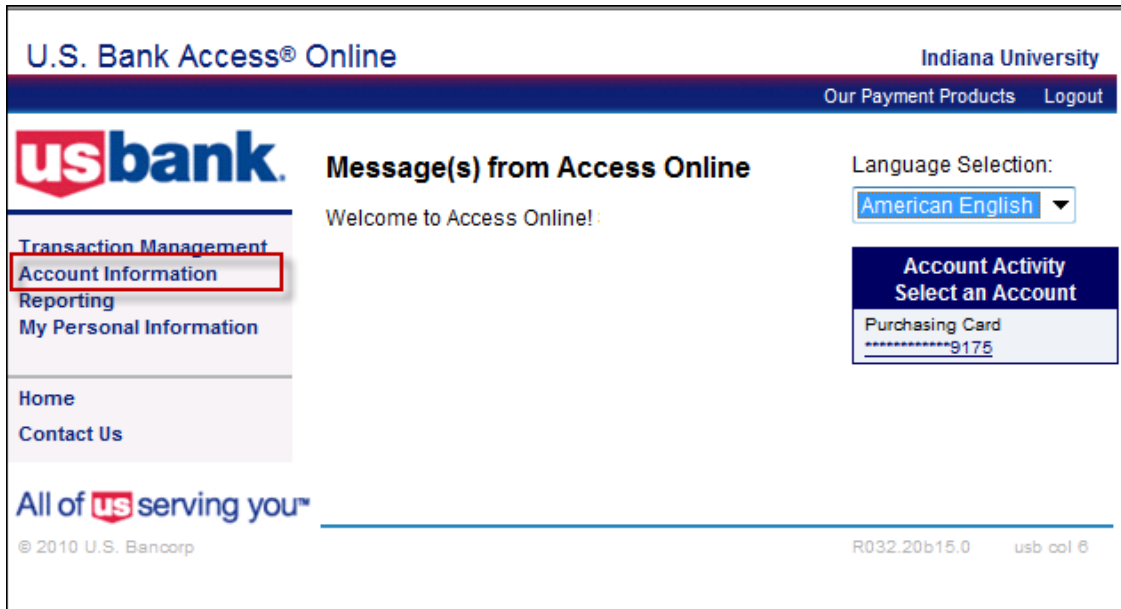
Some members of the IU community have not been submitting the proper documentation for their monthly P-Card audits. Remember, Accounts Payable requires a copy of the monthly statement associated with your account to reconcile your P-Card charges. This information is available online, but you must be sure to download and send your official credit card statement, not just a copy of your transaction history.

To download an acceptable copy of your P-Card Statement for any month, follow these steps:

1. Navigate to the [U.S. Bank Access Online](#) site.
1. Login using the **Organization Short Name**, **User ID**, and **Password** associated with your P-Card account. You may go to this link <http://www.indiana.edu/~purchase/pcard/service.shtml> for instructions on registering your account.

**RESULT:** Your Account Homepage appears.

2. Click on the **Account Information** link. (DO NOT click on the 'Transaction Management' link)



3. On the Account Information page, select the **Cardholder Account Statement** link.

U.S. Bank Access® Online Indiana University

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**usbank.** **Account Information**

**Transaction Management**

[Account Information](#)

- [Statement](#)
- [Account Profile](#)

**Reporting**

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**Statement**

[View account statement\(s\)](#)

- [Cardholder Account Statement](#)

**Account Profile**

View account demographics, limits, and other related information.

- [Cardholder Account Profile](#)

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**RESULT:** The **Cardholder Account Statement** page appears:

## Account Information

### Cardholder Account Statement

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**Card Account Number:** \*\*\*\*\*9175, PURCHASING DEPARTMENT

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To view a statement, select a cycle and click the "View Statement" button. **Please Note:** The statement cannot be used for remittance of payment; it is for display purposes only.

Select Billing Cycle:

09/10/2010 ▼

**View Statement**

4. Select the appropriate statement date from the **Select Billing Cycle** drop-down list.
5. Click **View Statement**.

**RESULT:** A copy of the selected statement opens in a .PDF printer window. You can save or print the statement as needed.