Purchase Cards

US Bank Access Online Instructional Manual

Created by:
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11/25/2013

ATTENTION
Access Online Training Videos
Several video tutorials are available on the Accounting Department’s website.
Go to www.canyonsdistrict.org and click on Departments, then Accounting, then Purchase Cards.

A copy of this Instructional Manual and the Access Online Memo in PDF format are also available on the Accounting Department’s website.
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Create Your Online Account
(First Time Only)

If this is your **first time** logging into Access Online **AND** you DO NOT have a username and password, please follow these steps to register online.

If you have logged in to Access Online before or were previously assigned a username and password by please proceed to the “Login to US Bank Access Online” section of this manual.

1. Navigate to https://access.usbank.com and then click the **Register Online** link.
2. Enter “csdut” in the organization short name box, your full purchase card number in the account number box, your card’s expiration date, and your account zip code.

3. Click the **Register This Account** button.

2. Enter “csdut” in the organization short name box, your full purchase card number in the account number box, your card’s expiration date, and your account zip code.

3. Click the **Register This Account** button.

4. Review the license agreement and then click the **I Accept** hyperlink.
5. Specify your user ID, password, authentication and contact information.

6. Click the **Continue** button to complete the process. Your account will now be created and you will be automatically logged in.

**NOTE:** You only need to complete the registration process ONCE. From now on please follow the normal login process detailed in the “Login to US Bank Access Online” section of this manual.
Login to US Bank Access Online

US Bank Access Online website:

https://access.usbank.com

Organization Short Name: csdut
Change Your Password

You must change your password the first time you login to Access Online and every 60 days thereafter. However, you can use the following steps to change your password at any time.

To change your password:

1. Click the My Personal Information high-level task. The My Personal Information screen displays.
2. Click the Password link in the Left-Column Navigation Bar or on the screen. The My Personal Information: Change Password and Authentication screen displays.
3. Type your current password in the Current Password field.
4. Type a new password in the Enter New Password field.

*Tip! Your password must be 8 – 20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.

5. Confirm your new password by typing it a second time in the Re-enter New Password field.
6. Click the Save button.
Change Your Authentication

If you forget your password, you can use your authentication to reset your password and login to Access Online. Refer to the Access Online: Getting Started user guide for detailed steps on how to log in when you have forgotten your password.

To change your authentication question and response:

1. Click the My Personal Information high-level task. The My Personal Information screen displays.

2. Click the Password link in the Left-Column Navigation Bar or on the screen. The My Personal Information: Change Password and Authentication screen displays, with your current authentication question and response.
3. Select an authentication question from the Authentication Question drop-down list (e.g. mother’s maiden name, pet’s name)

4. Type your response to the authentication question in the Authentication Response field.

5. Click the Save button.

Tip! Select an authentication question and answers that are easy to remember because you will need to provide both if you forget your password.

Account Lockout and Password Reset

If you are locked out or forget both your password and authentication, please contact US Bank Access Online Customer Service at 1-877-887-9260. This line is operated 24/7 so you can reach an agent at any time of the day or night. They will be able to assist you with account lockouts or password resets.
Update Your Contact Information

You can change your contact information in the system. Program administrators use this information to contact cardholders. In addition, we may use the contact information (especially the email address) to send you updates regarding Access Online.

Tip! Changing your contact information in Access Online does not change your statement contact information or how your name displays in Access Online. To change your statement address or how your name displays in Access Online, please contact your Program Administrator.

To update your contact information and language:

1. Select the My Personal Information high-level task. The My Personal Information screen displays.

2. Click the Contact Information link in the Left-Column Navigation Bar or on the screen. The My Personal Information: Change Your Contact Information screen displays with your current information.
3. Review and update any fields that are not correct.
4. Click the **Save** button.

**Tip!** If you make changes and then wish to go back to the original contact information, click the **Reset** button.
Account Information

You can easily navigate to the accounts you have access to.

To select an account:

1. Select the Account Information high-level task from the Left-Column Navigation Bar. The Account Information screen displays.

2. Click the Cardholder Account Profile link. The Cardholder Account Profile: Select an Account screen displays a list of accounts that you have access to.
From the *Cardholder Account Profile: Account Summary* screen, you can view your demographic information, authorization limits, account information, financial history, and default accounting code.

To view information:

1. To view demographic information, click the **Demographic Information** link. The *Cardholder Account Profile: Demographic Information* screen displays.
• Your program may not use all the available fields (e.g., social security number). The optional fields are unique to your organization.

2. Click the Back to Cardholder Account Summary link to return to the Cardholder Account Profile: Account Summary screen.

Tip! Any comments that your Program Administrator has typed during the setup or modification of your account display on this screen.
3. To view authorization limits, click the **Authorization Limits** link. The *Cardholder Account Profile: Authorization Limits* screen displays.
1. If your program includes merchant authorization controls, they display here. Merchant authorization controls enable your Program Administrator to block or permit transactions at specific types of merchants (e.g., pawn shops, liquor stores).

4. Click the Back to Cardholder Account Summary link to return to the Cardholder Account Profile: Account Summary screen.
5. To view account information, click the **Account Information** link. The *Cardholder Account Profile: Account Information* screen displays.

You may not have access to the information on this screen depending on the viewing rights associated with your user ID.
6. Click the **Back to Cardholder Account Summary** link to return to the **Cardholder Account Profile: Account Summary** screen.

![Cardholder Account Profile](image)

7. To view financial history information, click the **Financial History** link.
8. Select the 7 Year History Analysis tab. The 7 Year History Analysis tab displays.

The 12 Month History tab contains financial history data for the past 12 months.
9. Select the 7 Year History tab to review a yes/no indication of listed events by month/year. The 7 Year History tab displays.

10. Click the Back to Cardholder Account Summary link when you are done.
11. To view default accounting code information, click the Default Accounting Code link. The Cardholder Account Profile: Default Accounting Code screen displays. This screen lists the default accounting code assigned to the account, including the segment name(s) and segment value(s). The default accounting code is the accounting code the system assigns to your transactions when your transactions enter Access Online. The segment name, length, and values are entirely custom to your organization.
12. Click the **Back to Cardholder Account Summary** link to return to the **Cardholder Account Profile: Account Summary** screen.
View Your Statement

To view your statement:

1. On the Left-Column Navigation Bar on any screen, click the Account Information

2. Click the Statement link on the Left-Column Navigation Bar or the Cardholder Statement link on the screen.
3. Select the billing cycle for the statement you wish to view from the Select Billing Cycle drop-down list.

**Tip!** You can view 18 months of data. Your statement is available the day after the cycle end.

4. Click the View Statement button. Your statement displays in a new window.
### Account Summary

- **Previous Balance:** $0
- **Statement Date:** 01/01/07
- **Disbursed Amount:** $30
- **Purchase & Other Charges:** $64
- **Cash Advances:** $0
- **Cash Advance Fee:** $0
- **Credits:** $0
- **Total Activity:** $144.20

### Account Number

- 478-2640-368-4755

### Customer Service Call

- 1-800-000-0000

### Statement Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
<th>Reference Number</th>
<th>Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-19</td>
<td>12.00</td>
<td>AT &amp; T Johnson Printing Boston MA</td>
<td>47826403688591111419</td>
<td></td>
</tr>
<tr>
<td>02-08</td>
<td>27.00</td>
<td>R. C. P. Office Furniture</td>
<td>47826403688591111419</td>
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</tr>
<tr>
<td>02-15</td>
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<td>Johnsons Printing Boston MA</td>
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<td></td>
</tr>
<tr>
<td>02-26</td>
<td>35.00</td>
<td>Office Furniture</td>
<td>47826403688591111419</td>
<td></td>
</tr>
</tbody>
</table>

### Memo Statement

- **Account Number:** 478-2640-368-4755
- **Statement Date:** 01/01/07
- **Total Activity:** $144.20
- **Amount Due:** $0.00
- **Do Not Remit:**

### Receipt Address

- **Catherine Mason**
  - 2222 3 7th St
  - EDNA, MN 55454
  - MNAPOLIS, MN 55464-1305

**Default Accounting Code:** 5656

P.O. Box 344

P.O. BOX 644

PAID: NO 31 JAN 2007
View, Allocate & Add a Description to Your Transactions

To view and filter a list of your transactions:

1. Select the **Transaction Management** high-level task. The **Transaction Management** screen displays.

2. Click the **Transaction List** link. The **Transaction Management: Card Account Summary with Transaction List** screen displays.

Click this link to go directly to your account.

Click a link to view transactions for the previous cycle, transactions that are not yet approved, or transactions that are not yet matched to an order, payment request, or payment instruction.
To reallocate a transaction:

3. On the Transaction Management: Card Account Summary with Transaction List screen, click the Accounting Code link next to the transaction you wish to reallocate. The Transaction Management: Detail screen displays with the Allocations tab open.
4. To divide the transaction among two or more accounting codes:
   a. Type the number accounting codes you need to add in the *Additional Allocation(s)* field.
   b. Click the **Add** button. The system adds an additional row to the transaction.
Depending on how your program is set up, you can type a new code, or select a favorite.

c. Type the amount (e.g., 20.75) that should be allocated to the first accounting code in the first line’s Amount field or type the percentage (50 percent) that should be allocated to the in the first line’s Percent field.

d. Verify and change the accounting code for the first allocation, if needed.
Depending on how your program is set up, you can type a new code, or select a favorite.

When you change an allocation amount or percentage, Access Online recalculates all other values automatically. Total reallocation amounts must equal 100 percent of the transaction amount.

e. Type the amount or percentage to allocate to the additional portions.

f. Specify the accounting codes for the additional portions.

**Tip!** You may be able to click the Magnifying Glass icon to search and select a valid value. You may also be able to select from a drop-down list of alternate accounting codes or select from a list of favorites as described in **Favorites** section.

g. Scroll to the right of the account code and add a description for the transaction in the **Description** box.

h. Click the **Save Allocations** button. A confirmation message displays and an **A** icon displays next to the transaction. If you reallocate the transaction among two or more accounting codes, then the word **Multiple** also displays next to the transaction.
Learn More: You may also have the option to revert to a previous version of the allocation.

Once you finish and save your allocation, you can revert to a previous version of the allocation. Simply select an option from the Apply Accounting Code drop-down list and then click the Apply button. Your options are:

- **Default Accounting Code**—Changes the allocation back to your default accounting code.
- **Previous Allocation**—Changes the allocation to the allocation you saved before you made and saved your current changes. For example, if you divide a transaction among two accounting codes, save the reallocation, and then determine that you should not have divided the transaction, you can select this option to revert to the undivided allocation.
- **Initial Allocation**—Changes the allocation back to the transaction’s original allocation (either your default accounting code or an allocation based on an allocation rule).
Reallocation a Group of Transactions with the Reallocation Worksheet

You can also use the reallocation worksheet to reallocate up to 25 transactions to multiple accounting codes on a single screen. The process works the same as using the Reallocation tab except that you have the convenience of reallocating several transactions on the same screen instead of just one at a time.

To use the reallocation worksheet:

1. On the list of transactions, select the check box in the Select column for each transaction you want to reallocate.
2. Click the Reallocate button. The Transaction Management: Reallocation Worksheet displays.
3. Type a new account code, search, or select a favorite.

To reallocate one of the transactions among two or more accounting codes:

4. Click the Add Allocation link next to the transaction. New rows display under the transaction.
a. Type the dollar amount or percentage for each portion in the $ or % field.

b. Type a new code. The available accounting code segments vary by user and depend on your access rights.

**Tip!** When you enter a new dollar amount, Access Online automatically recalculates the percentage and amount for the *Amount Remaining* values. When you enter a percentage, Access Online automatically recalculates the dollar amount and *Amount Remaining* values. Total reallocation amounts must equal 100 percent of the transaction amount with zero percent listed in the *Amount Remaining* field.

5. Repeat Steps 3 – 4 to reallocate the remaining selected transactions.
6. Scroll to the right of the account code and add a description for the transaction in the Description box (refer to the orange arrow in the screenshot above).

7. Click the Save Allocations button. A confirmation message displays.
Mass Reallocation Tool

The mass reallocation function enables you to specify common reallocation parameters to a group of up to 25 transactions. You can:

- Reallocate all the transactions to a single accounting code
- Divide the group by percentage to multiple accounting codes
- Leave a portion of each transaction with its existing allocation, but add a common allocation to a portion of all the transactions

Unlike the reallocation worksheet, you cannot specify different accounting codes to specific transactions. For example, if you know that all office supplies should be divided evenly between two divisions in your company, you can select all office supply purchases and divide them 50/50 between each division.

To perform a mass reallocation:

1. On the list of transactions, select the check box in the Select column for each transaction you want to reallocate.
2. Click the Mass Reallocate button. The Transaction Management: Mass Reallocation window displays.
3. Specify which mass reallocation action you want to complete:
   a. Select the *Replace Existing Allocation* radio button to reallocate all the transactions to common accounting code(s).

   --Or--

   a. Select *Add Common Allocations* radio button to leave the existing allocations, but reallocate a portion of each transaction to the same code(s).

4. To reallocate the entire group to a single accounting code:
   a. Type 100 in the % field.
   b. Type a new code, select an AAC, or search and select from a VVL. The available accounting code segments vary by user and depend on your access rights.

   --Or--

5. To divide the group’s allocation or to add a common allocation:
   a. Type the number of additional allocations to add in the *Additional Allocation(s)* field.
   b. Click the **Add** button. New rows display.
When you add a common allocation, the amount remaining must be at least 1 percent, since you are instructing the system to keep at least a part of the transactions’ existing allocations intact.

Note the summary information.

Select transactions and click Remove Transaction to remove transactions from the mass reallocation.

c. Type a percentage in each % field until the transactions are 100 percent allocated (if you are reallocating the entire group [Step 4a]) or have at least 1 percent remaining (if you are adding common allocations, but leaving a portion set at the original allocation [Step 4b]).

d. Type a new code. The available accounting code segments vary by user and depend on your access rights.
6. Scroll to the right of the account code and add a description for the transaction in the **Description** box (refer to the orange arrow in the screenshot above).

7. Click the **Save Allocations** button. A confirmation window displays.
8. Click the **Yes, Save Allocations** button. The system saves your reallocations to all the selected transactions.

**Tip!** When you work with multiple transactions, the system displays an **Arrow** icon next to each transaction you were working with.
Build a List of Favorites as You Reallocate Transactions

When you reallocate a transaction, you can select one or more values to create a favorite. You can:

- Use the transaction’s existing allocation value (e.g., your default accounting code)
- Type new values in one or more segments
- Click the Magnifying Glass icon to search and select a valid value (if your organization uses VVLs).

Keep in mind that when you create a favorite while you are working with a specific transaction, then the favorite pre-populates with the transaction’s existing allocation (e.g., your default accounting code).

To create a favorite during transaction reallocation:

1. Repeat the steps in Reallocate a Single Transaction on page 59 to navigate to the Allocations tab for the transaction you want to reallocate.

2. In the Accounting Code - Segment Name (Length) field, type a new value, keep an already-displayed value, or search and select a valid value, as described in Reallocate a Single Transaction on page 59.

3. Click the Add as Favorite link. The Transaction Management: Manage Accounting Code Favorites screen displays with the value you specified in Step 2 displayed in the lowest favorites row.
4. Review the accounting code in the Accounting Code - Segment Name (Length) field.

5. Type a name for the favorite in the Favorite Name field.

6. Specify the favorite’s status:
   a. Select **Active** to make the favorite available to you for transaction or order reallocation as soon as you save the favorite.
   
   –Or–
   b. Select **Inactive** to create the favorite, but not make the favorite available right away. You can select to make the favorite active at any time. Keep in mind that you can create 25 favorites and select to have up to 25 active at a time.

7. Click the **Save** button. You return to the Transaction Management: Transaction Detail screen and a confirmation message displays. The value is now available for you to use as a favorite to reallocate the transaction.
Create a List of Favorites at the Same Time Using the *My Personal Information* Function

To build your personal favorites list all at once:


2. Click the *Manage Accounting Code Favorites* link. The *My Personal Information: Manage Accounting Code Favorites* screen displays.

3. Type the number of favorites you want to create in the *Additional Favorites* field.

4. Click the *Add* button. Fields display in the table for you to use to create your favorites.
5. Type a name for the first favorite you want to create in the Favorite Name field.

6. Specify the favorite’s status:
   a. Select Active to make the favorite available to you for transaction or order reallocation as soon as you save it.
   
   —Or—

   b. Select Inactive to create the favorite, but not make it available right away. You can select to make the favorite active at any time. Keep in mind that you can create 25 favorites and select to have up to 25 active at a time.

7. Type the code in the Accounting Code - Segment Name (Length) field.

**Tip!** If you can view and reallocate to multiple segments, then you should specify a value for each segment you want to reallocate using your favorite. If you leave any segment without a value, then that segment will be blank when you apply the favorite to a transaction. You can always specify values after applying a favorite, but you save time when your favorite is complete.
8. Repeat Steps 5 – 7 to create additional favorites.

9. When you are done, click the Save button. A confirmation message displays and your favorites are now available for you to use when you reallocate transactions and orders.

Tip! After you create your list of favorites, you can modify the list at any time. Simply repeat the steps in this section to create additional favorites or modify your existing favorites. To delete a favorite, select the favorite’s check box in the Delete column and click Save.
Reallocate a Transaction Using Your List of Favorites

Once you build your favorites, you can easily use them to reallocate a transaction including reallocating a single transaction, using the reallocation worksheet, or using the mass reallocation function.

To reallocate a transaction using your favorites list:
1. Repeat the steps in *Reallocate a Single Transaction* to navigate to the *Allocations* tab for the transaction you want to reallocate.
2. Select the favorite from the *Change to* drop-down list. The favorite name displays in the *Prepopulated Accounting Code Selection: Current Name* field and the *Change to* drop-down reverts to list the *Change Current Value* option (so that you can select another favorite if you selected the wrong one). The favorite’s value also displays in the *Accounting Code - Segment Name (Length)* field.

**Tip!** You will always have your default accounting code available as an option in the *Change to* drop-down list. Favorites display with a pound sign (#) designation before the favorite name, for example, #Subscriptions, #Training.
Your selected favorite displays here with a pound sign (#) designation.
Learn More: Your list of favorites is available to you when you use any of the reallocation options. The screen below shows favorites listed when you use the reallocation worksheet.

The screen below shows the favorites listed when you use mass reallocation function.
Generating Your Monthly P-Card Log
(Account Activity Report)

To Print Your Account Activity Report (Monthly P-Card Log)

1. **DO NOT** attempt to print your Account Activity Report until the close of the respective billing cycle. Billing cycles close at midnight on the 10th of each month unless the 10th falls on a weekend.

2. It is recommended that you use the latest version of Microsoft Internet Explorer as your browser when using US Bank’s Access Online.

3. If you do not have the latest version of Adobe Reader installed on your computer please visit [www.adobe.com](http://www.adobe.com) and install Adobe Reader (a free program). Adobe Reader will be utilized when you generate your monthly p-card log.


5. Select the appropriate cycle from the **Billing Cycle Close Date** drop-down list (refer to the orange arrow in the screenshot below). **DO NOT** select “Open” from the drop-down list.

6. Click the **Search** button to display the billing cycle you selected in Step 1 (refer to the green arrow in the screenshot above).

7. Click the **Print Account Activity** button (refer to the blue arrow in the screenshot above). Your Account Activity Report will now open as a PDF document in a new window.
   
a. Be sure to allow pop-ups in your browser or else the report will not open.

8. **Account Activity Reports must be printed in landscape.** Reports printed in portrait will be rejected. Please check your printer settings if you experience
9. Account Activity Reports must only include transactions for the appropriate billing cycle. **If your Account Activity Report displays “Open” at the top it will be rejected.** Please refer to Step 2 above and select the appropriate billing cycle close date before generating your Account Activity Report.

10. Print and sign your name at the bottom of the Account Activity Report and submit it to your supervisor with supporting documentation attached (original invoices & receipts) by the 15th of each month for their review and approval.

---

**Cardholder Activity**

<table>
<thead>
<tr>
<th>Name: STEVEN G REESE</th>
<th>Account Number: **9978</th>
<th>Cycle End Date: Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans Date</td>
<td>Merchant Name</td>
<td>Transaction Total</td>
</tr>
<tr>
<td>Posting Date</td>
<td>City, StateProv.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allocation Amount</td>
</tr>
</tbody>
</table>

---

**Supervisor Review and Approval**

1. **Please carefully review your employees’ p-card logs on or before the 18th of every month.** Take care to review the accounting code, description and supporting documentation for each transaction. If you discover that a transaction has been miscoded, please instruct the cardholder to make corrections online and submit a revised p-card log.

2. **Please be aware that transactions from the previous billing cycle remain open for allocation and description corrections until midnight on the 20th of every month.** Therefore, it is imperative that you review p-card logs by the 18th so cardholders will have time to make the necessary corrections online.

3. Upon completion of your review, please sign each log indicating your approval and forward them along with the attached receipts to Cindee Clawson in Accounting by the 22nd of each month.
Generating Your Monthly P-Card Log – Mac Users
(Account Activity Report)

Print Your Account Activity Report – Special Instructions for the Safari Browser

1. **DO NOT** attempt to print your Account Activity Report until the close of the respective billing cycle. Billing cycles close at midnight on the 10th of each month unless the 10th falls on a weekend.

2. If you do not have the latest version of Adobe Reader installed on your computer please visit [www.adobe.com](http://www.adobe.com) and install Adobe Reader (a free program). Adobe Reader will be utilized when you generate your monthly p-card log.


4. Select the appropriate cycle from the **Billing Cycle Close Date** drop-down list (refer to the orange arrow in the screenshot below).

5. Click the **Search** button to display the billing cycle you selected in Step 1 (refer to the green arrow in the screenshot above).

6. Click the **Print Account Activity** button (refer to the blue arrow in the screenshot above).

7. The Account Activity Report will open in a new window labeled **WebFOCUS Report** (refer to the screenshot below)
   
   a. Be sure to allow pop-ups or else the report will not open in a new window.

   b. To allow pop-ups in Safari, click the **Safari** drop-down list and uncheck the **Block Pop-up Windows** option.
8. Right click anywhere on the report and select **Open PDF in a New Window**.
9. The Account Activity Report will open as a PDF document formatted to print in landscape.

   a. If your Account Activity Report does NOT print in landscape then you may have missed or performed a step incorrectly. Please return to Step 1 and try again. If you continue to experience issues, please check your printer settings.

10. Account Activity Reports **must** be printed in landscape. Reports printed in portrait will be rejected.

11. Print and sign your name at the bottom of the Account Activity Report and submit it to your supervisor with supporting documentation attached (original invoices & receipts) by the **15th of each month** for their review and approval.

**Supervisor Review and Approval**

1. Please carefully review your employees’ p-card logs on or before the **18th of every month**. Take care to review the accounting code, description and supporting documentation for each transaction. If you discover that a transaction has been miscoded, please instruct the cardholder to make corrections online and submit a revised p-card log.
2. **Please be aware that transactions from the previous billing cycle remain open for allocation and description corrections until midnight on the 20th of every month.** Therefore, it is imperative that you review p-card logs by the 18th so cardholders will have time to make the necessary corrections online.

3. Upon completion of your review, please sign each log indicating your approval and forward them along with the attached receipts to Cindee Clawson in Accounting by the 23rd of each month.