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MEMO

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To: All Purchase Cardholders are instructed to use US Bank's Access Online

Subject: US Bank Access Online Instructions & Deadlines for Allocating Charges & Generating Monthly Logs

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As a purchase cardholder you are now required to manage your p-card using US Bank's Access Online. Please follow the instructions below in order to login, view your statement, allocate your p-card transactions and generate your monthly log. **Be sure to take note of the deadlines outlined below.**

Instructions and Important Deadlines
1. Using a web browser, navigate to https://access.usbank.com and login using the organization short name "csdut" as well as your unique username and password.
2. View your statement:
    a. Click the **Account Information** link on the left-column navigation bar.
    b. Click the **Statement** link on the left-column navigation bar *or* the **Cardholder Statement** link on the main screen.
    c. Select the billing cycle for the statement you wish to view from the *Select Billing Cycle* drop-down list. Your statement will be available the day after the billing cycle ends.
    d. Click the **View Statement** button. Your statement will display in a new window.
3. View your transactions:
    a. Click the **Transaction Management** link on the left-column navigation bar.
    b. Click the **Transaction List** link on the left-column navigation bar *or* the **Transaction List** link on the main screen. The *Transaction Management: Card Account Summary with Transaction List* screen displays.
4. Allocate and add a description to each transaction:
    a. **Cardholders are required to allocate <u>and</u> add a description for each transaction by the 15th of every month for the previous billing cycle.** Please note that billing cycles usually end at midnight on the 10th of every month.
    b. On the *Transaction Management: Card Account Summary with Transaction List* screen, click the **Accounting Code** link next to (on the right of) the transaction you wish to allocate. The *Transaction Management: Detail* screen displays with the *Allocations* tab open.
    c. Add a description for the transaction and verify or change the accounting code.
    d. If the transaction needs to be divided among two or more accounting codes:
        i. Type the number of accounting codes you need to add in the *Additional Allocation(s)* field.
        ii. Click the **Add** button. The system adds an additional row to the transaction.
        iii. Type the amount that should be allocated to the first accounting code in the first line's *Amount* field or type the percentage that should be allocated to the first accounting code in the first line's *Percent* field.
        iv. Type the amount or percentage to allocate to the additional portions.

        v.   Specify the accounting codes and descriptions for the additional portions.

    e. Click the **Save Allocations** button. A confirmation message displays and an **A** icon displays next to the transaction signifying that it has been successfully allocated. If you reallocate the transaction among two or more accounting codes, the world *Multiple* also displays next to the transaction.

    f. **Since transactions usually appear on Access Online within 24 hours of the charge, it is recommended that cardholders allocate and add descriptions to transactions several times throughout the billing period rather than waiting until the deadline on the 15th.**

5.   Generate your monthly p-card log:

    a. **Cardholders are required to generate, sign and deliver their p-card logs with original receipts attached for the previous billing cycle to their supervisor by the 15th of every month.**

    b. Your monthly p-card log can be generated once the billing cycle has closed (usually the 10th of every month) and each transaction has been allocated and given a description.

    c. On the *Transaction Management: Card Account Summary with Transaction List* screen **select the appropriate billing cycle from the *Billing Cycle Close Date* drop-down list**, click the **Search** button and then click the **Print Account Activity** button. Your p-card log for the billing period selected will display in a new window.

    d. Print a copy of your p-card log in **landscape**, attach the original copy of your receipts, sign and date it and deliver it to your supervisor by the 15th of every month.

6.   Supervisor Review and Approval

    a. **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.

    b. **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.

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

For more detailed step-by-step instructions and explanations, please refer to the Purchase Cards – US Bank Access Online Instructional Manual as well as the training videos available on the Accounting Department's website. Go to www.canyonsdistrict.org and click on Departments, then Accounting, then Purchase Cards.

For assistance with allocating and adding descriptions to transactions, viewing statements and generating monthly p-card logs please contact Steven Reese (6-5359) or Cindee Clawson (6-5341) in Accounting. For assistance with your login (username & password), account profile and account access please contact Gayle Christensen in Purchasing (6-5391).

Thank you