



Purchasing Card Reallocate & Approve Quick Step Guide

Guides users through US Bank's website to reconcile and reallocate charges for each month's purchasing card activity. Cardholder statements are cut on the 8th of each month.

1 – Log on to "<https://access.usbank.com>"

- Organization short name is "**minnesota state**" type in your user name and

password 2 – Click on "**Transaction Management**"

3 – Click on "**Transaction List**"

- **Select "Billing Cycle Close Date" (MM/DD/YY)**

4 – Click on "**Select**" check box to the left of the transaction(s) to be reallocated

- You may "check all shown" in this step and reallocate all transactions shown to save time. If you are missing any receipts, contact the vendor and get them as quickly as possible.

5 – Click on "**Reallocate**" box at bottom of your screen.

- Default cost center and object code may appear for each transaction. Cost centers may be changed by deleting and entering the correct one. If you need to change the object code, delete and input the correct one.
- To Split a transaction between 2 or more cost centers or object codes, click on the words "**Add Split**" (each time you click "**Add Split**" it adds another line). This adds a second transaction line which allows you to divide the transaction expenditure by dollar amount or by percentage.
- Enter a description for each transaction by "double clicking" in the description box. The box will turn blue or black. Up to 50 characters are available to describe the purchase.

6 – Click on "**Save Allocations**" -- You will return the "**Transaction List**" screen.

7 – Click on "**Print Account Activity**" -- The *Cardholder Activity Report* prints.

8 – Click on "**Log Out**" -- The upper right corner of your screen.

9 – Attach **original** receipts to Cardholder Activity Report.

- Each receipt must be detailed and should be checked, making sure the description for each purchase is correct and sales tax is not charged. Sales tax is paid on prepared food and lodging only.

10 – Forward approved and signed Cardholder Activity Report and original receipts to Business Services – Leslie Bellig on or before the 15th of the month.

Questions?? – Contact Leslie Bellig 507-537-6263 or leslie.bellig@smsu.edu in Business Services