

Northland Community and Technical College

P-Card Reallocate and Approve Quick Step Guide

1. Receipts should be sent to your supervisor. Each receipt must be detailed and should be checked, making sure the description for each purchase is correct and that you were not charged sales tax. Sales tax is paid on prepared food and lodging only.
2. Log on to <https://access.usbank.com/> (the organization short name is “mnscu”)
3. Click on “Transaction Management”
4. Click on “Transaction List”
5. Click the drop down arrow next to “billing cycle end date”
Change from “Open” to “All”, and then click “Search”. You will see all of your transactions.
It takes 24-48 hours for a transaction to post to Access Online.
6. Click the “Select” box to the left of all transactions that you have receipts for. You may select numerous transactions in this step to save you time. If you are missing any receipts, contact the vendor and get them as quickly as possible.
7. Click the “Reallocate” box at the bottom of your screen.
8. On the reallocation screen, you will see your default cost center and object code for each transaction. Cost centers may be changed by deleting the cost center and entering the correct one. If you need to change the object code, delete the incorrect code and input the correct one. **If you need to reallocate a transaction to more than one cost center or object code, see step 11.**
9. Enter a comment for each transaction by “double clicking” in the comment field. The box will turn blue or black. You can enter up to 50 characters describing your purchase.
10. Click “Save Allocations”. You will return to the transaction list screen.
11. 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 where you can divide the transaction expenditure by dollar amount or by percentage. Now, follow steps 8, 9, and 10 for each line you are reallocating.
12. You will need to select each pending transaction again then click the green “Approve” box at the bottom of the screen. Do not change the review status of transactions. **If you have already selected a default approver, skip to step 14.**
13. The first time you come to the approval screen you will need to click on “Select an Approver”. Click “Search”. This will bring up a list of approvers for you to select from. Click on the **circle** in front of the name of the person who will approve your purchases. Click on the box below the list of names that states “Set selection as your default approver”. Click “Select Approver”.
14. Click “Approve”. Each transaction is now at a status of “Approved”.
15. Staple receipts for your reallocated purchases to the Procurement Card (P-Card) “Receipts Form” located at on Virtual Office and submit to your supervisor.
16. Log off of Access Online by clicking “Log Out” in the upper right corner of your screen.