MSU Moorhead Purchasing Card
Cardholder Monthly Quickstep Guide

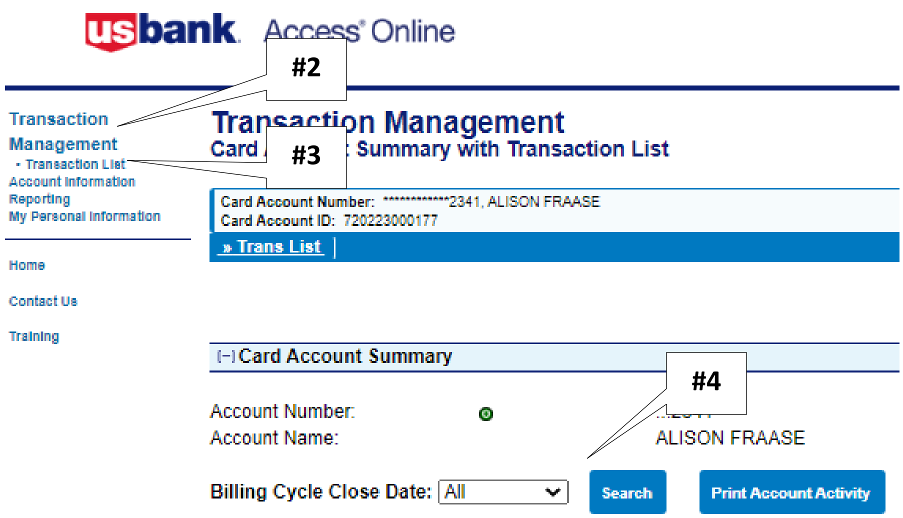
Cardholders are responsible for completing the electronic reconciliation of each transaction on their purchasing card. Failure to complete the following steps by the established deadlines will result in suspension of cardholder privileges.

Part 1: Find the transactions for the current billing cycle

1. **Log in** to US Bank (http://access.usbank.com)

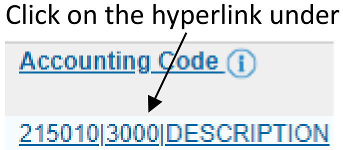
   Organization Short Name: MNSCU
   User ID: (Star ID)
   Password: ______________________

2. Select **Transaction Management**
3. Select **Transaction List**
4. Change the **Open** drop down option to **All** and click **Search**
   a. You can also select the appropriate Billing Cycle Close Date if a cardholder wants to work within a specific cycle.

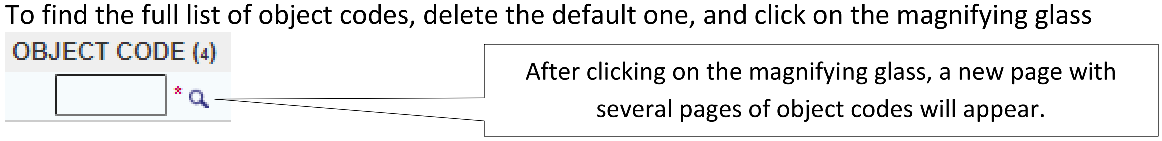


Part 2: Cost centers, object codes, and descriptions

1. There are two ways to get to the reallocation page:
   a. Check the boxes by each transaction to reallocate multiple transactions at one time and select Reallocate
      OR
   b. Click on the hyperlink under "Accounting Code" to reallocate individually



2. Once on the reallocation page, change the **cost center** and **object code**
   a. To find the full list of object codes, delete the default one, and click on the magnifying glass



3. Delete **DESCRIPTION**, and enter a detailed purchase description
4. Select **Save Allocations**
   a. Click on **Back to Transaction List** at the bottom of the page to return to your transaction list

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Part 3. Uploading receipts

1. On the transaction line, click on the **paper clip**
2. Click on **Add Attachment**
3. Open the folder where you have your receipts
4. Double click the file(s) that you wish to attach
    a. Regardless of how you attach documents for a transaction, the end result will show as one pdf
5. Click **Save** when you are complete
6. Repeat these steps for each transaction

Part 4: Electronic Approval

1. **Check** the box beside each transaction and select **Approve**
2. Your Approval Manager's name should be listed on the new page
    a. If this is your first time, you will need to set up your approval manager as your **Default Approver**
3. Click Select Approver
4. Click Approve
5. You should see that each transaction is now in Approved status

Select	Status	Approval Status	Trans Date
	Ⓡ Ⓓ		
▶ ☐		Approved	12/29

Part 5: Types of Documentation

1. Original itemized receipts
    a. Verify that MN and ND vendors **did not charge sales tax** on any purchases other than lodging, rental vehicles, and prepared food. If sales tax was charged, contact the vendor to have it removed or remit personal payment for the sales tax amount to Business Services.

2. The following forms need to be attached to ALL transactions they are associated with:
    a. Travel Authorizations
        - Out-of-State, International, and student travel expenses
    b. Approved Special Expense forms
    c. Approved Rental Car Justification
    d. Gift Card reconciliation

    Example: If you used your purchasing card to pay for a hotel room, a rental car, and gas for the same trip, an approved Travel Authorization needs to be attached to each transaction.

Please email purchasingcard@mnstate.edu for assistance with US Bank training needs or account maintenance. Information regarding the University purchasing card program, policies and procedures are located on the Business Services website.