

MSU Moorhead Purchasing Card Cardholder Monthly Quick-Step Guide

Cardholders are responsible to complete the electronic reconciliation process, print the paper statement, attach original documentation for each purchase transaction, and submit it to their approval manager. Failure to complete the following steps by the established deadlines will result in suspension of cardholder privileges.

Step 1: Find the transactions for the *current billing cycle*.

Using Internet Explorer, log into <https://access.usbank.com>

- Short Name: *mnsu*
- **User Name:** _____
- **Password:** _____
- Select **Transaction Management** in the column to the left.
- Select **Transaction List** in the column to the left.
- Change **Open** to appropriate **Billing Cycle Close Date** (sent out with reminder email).
- Click **Search**.

Step 2: Enter detailed purchase descriptions and reallocate transactions to the appropriate cost center & object code.

- **Check** the **box** beside each transaction.
- Select **Reallocate** at the bottom of the screen.
- If the **cost center** needs to be different than the default, enter the appropriate cost center.
- To split transactions between more than one cost center, use the **Add Alloc** option under **Alloc %**.
- If the **object code** needs to be different than the default:
 - **Delete** the default object code 3000.
 - Select the magnifying glass and choose the appropriate object code.
- For each transaction, delete **DESCRIPTION** and enter a detailed purchase description.
- Select **Save Allocations**.

Step 3: US Bank Access Online electronic approval.

- **Check** the **box** beside each transaction and select **Approve**.
- The first time you do this, you will need to set your approval manager as your **Default Approver**. It will then pre-populate and you will not need to do this again unless your approval manager changes.
- Click **Select Approver**.
- Click **Approve**. Each transaction is now in **Approved** status.

Step 4: Print a paper statement and attach all required documentation.

- Select **Print Account Activity** and choose **landscape** view.
- **Attach required documentation** for each transaction **in the same order as the transactions** appear on the statement. *Please do not forward an incomplete statement to your Approval Manager.*
- **Original itemized receipts**. 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.
- **Approved Travel Authorization** forms for all **out-of-state, international, or student travel expenses**.
- **Approved Special Expense forms**, if necessary.
- **Approved rental car justification**, if necessary.

Step 5: Sign the paper statement and submit to your Approval Manager no later than the 5th of each month.

Contact Alison Fraase (477-2240 or alison.fraase@mnstate.edu) for assistance with US Bank training needs or account maintenance. Contact Deanne Drummond (477-2222 or drummond@mnstate.edu) for any other information or questions regarding the University purchasing card program, policies and procedures which are located at the following URL: <http://www.mnstate.edu/business-services/purchasing/purchasing-card-procedures.aspx>