U.S. Bank Access® Online

Starting with the January 17, 2011 Billing Cycle we will be processing VISA transactions through a new software program Access Online. Although your transactions from December 16, 2010 can be seen on Access Direct, you will have to process them on Access Online.

**Access**

The link you will need to use, and which you should add to your favourites is

<https://access.usbank.com/cpsApp1/index.jsp>

The Organization Short Name is CESD73

Your User ID will be the usually be the same as for Access Direct. In a few cases where your User ID had less than 7 characters we have had to create a new one.

Please note that these three fields are not case sensitive.

When you log on initially you will be prompted to change your password. Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess. At this time you should access My Personal Information and select

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

This will allow you to change your authentication response which has initially been set to Pet’s Name with an answer of Fido.

Passwords need to be updated every 45 days. If you are experiencing difficulties the Log On screen has a link Forgot your password? or you can contact

Password Resets & General Navigation: 800-588-8065/416-306-3630

**Please note that Access Online will want to close down after 15 minutes of inactivity. You will be prompted to respond if you want to continue the session but if you do not respond you may have to log on again.**

**Processing Transactions**

**ANYTIME THAT YOU ARE MOVING BETWEEN SCREENS – DO NOT USE THE LEFT ARROW BUTTON ON THE TOP LEFT CORNER OF YOUR INTERNET BROWSER**. If you do hit it by mistake, press the “F5” on your keyboard and it should take you back to the last screen that you were working on.

**TO MOVE BACK AND FORTH BETWEEN SCREENS when reconciling transactions**– click on the “Transaction List” words in the upper left side of your transactions screen, click on the “Back to Transactions List” in the lower left side of your transactions screen, or click on Transaction Management on the left side menu bar.

There are different ways that you can access transactions. We suggest you try them and decide what works best for you.

Start by selecting **Transaction Management.**

**Transaction List** will allow you to enter part a cardholder’s name and **Search.** % will bring up all your cardholders. If there is only one answer a page of Open transactions for that cardholder will be displayed. If there is more than one option a list will appear. Click on **Purchasing Card** for the selection you want. This option is best if you want to work with current (open) items. You can navigate to previous periods by using the drop down option beside **Billing Cycle Close Date.**

**View Previous Cycle** works in the same manner but goes to the last completed billing cycle.

The transactions are listed in with the most recent at the top. If you select **Print Account Activity** you will print a Cardholder Activity report that will list them in date order with the most recent at the bottom (similar to the report in Access Direct). This is the report that you will print when all of the transactions are reconciled and you are ready for the supervisor’s approval.

**Working with transactions**.

If you select a transaction date you will go to a transaction detail page on which you will have to select the **Tax and Allocations** tab. Selecting the Accounting Code will take you directly to the Tax and Allocation page.

This allows you to work with one transaction. You can select more than one transaction by checking the **Select** box on the left and then **Reallocate**, or you can select all transactions by selecting **Check All Shown** followed by **Reallocate**.

**Reviewing a transaction.**

Before you proceed you will need to consider whether changes are required to the National Tax (GST), the Accounting Code, Project Costing and Activity Code and the Tax Code. You will also need to consider whether the transaction needs to be split.

**National Tax** This is a calculated field. In most cases it will agree with the actual GST but you need to check and correct the GST if the invoiced amount is different from the calculated amount. This will occur when:

There is a tip on a meal charge.

The purchase includes food supplies that are GST exempt.

The purchase is for gift certificates that are GST exempt.

Hotel or airline charges that include other taxes or charges that affect the GST calculation.

Charges from suppliers including some educational invoices for PD that do not include GST.

For charges to 2-000-200-130-006-00-01 A/P - VISA SUSPENSE ACCT SCHLS where payment is coming from SGF or some other reimbursement or credit the National Tax should then be changed to zero “0”. The GST rebate will be applied when the SGF cheque is submitted for re-imbursement.

To change the National Tax click on the amount displayed and change it.

**Accounting Code** The accounting code field will display your default accounting code. If this is not the code for the transaction you can search using the Magnifying Glass beside the accounting code. This will take you to Search and Select Valid Value List. Enter the start of the GL code with dashes (e.g. 5-165-300-6 ) and select Search. When you have located the accounting code you want Select it. If you know that accounting code you want you can change the displayed code with searching the valid values list.

**Project Costing and Activity code** The same procedure applies with these two fields. If the accounting code does not require project costing (and most GLs do not) just enter a zero “0” in both of these fields.

Project costing is usually required on:

School PD using a TD-XXX-XXX project costing code and Activity code 1

School Administrators’ PD using a 5-104-300- GL, a PD-XXX-XXX project costing code and Activity code 1.

One Time (Evergreen) funding using a 5-114-300-6 GL, a PA-XXX-XXX project costing code and Activity code 1. Also BA-, MU-, FE- etc.

School PUF expenses charged to 5-XXX-250- The project costing code will be PU-XXX-XXX indicating the specific school and student. The activity code will generally match the expense object code e.g. charges to supplies 5-XXX-250-610 will have a 610 Activity Code

Some FSW Expenses charged to 5-740- require project costing to EX-740-XXX with an Activity code matching the expense object code

Some Division Office expenses (PD , Dues and Fees, Travel and Mileage) require project costing EX-XXX-XXX with Activity code 1.

Maintenance has their own project costing codes and requirements for Equipment, Capital Project, Work Order and General Units.

If the accounting code requires project costing you can either search and select from the Valid Values List or, if you know the code, enter it directly into the field. The same applies to the Activity code. If entering directly please remember to capitalize the prefix e.g. “TD” not “td” as the Visa program is not cases sensitive but a lower case ‘td’ creates an error when uploading to FIDO.

**Tax Code** the tax code defaults to a blank field which indicates the normal 68% rebate. The only other option is a “B” for Book purchases that qualify for a 100% rebate. This would also apply to those magazines which qualify as books. If you are changing this to a “B” please make sure you enter a Capital “B”. The Visa program is not cases sensitive but a lower case ‘b’ creates an error when uploading to FIDO.

Please note that the Visa program only requires that the Project Costing and Activity code be populated with a code from the Valid Values List, so it will accept incorrect entries that will cause errors on the upload to Fido. So please enter “0” and “0” if the accounting code does not require project costing and be careful with your entries when project costing is required.

**Allocation Comment** Onthe left is a field where you can enter any comment or description. This field is not required but may be very useful to the supervisor approving the expenses, especially if they are not self evident such as Home Ec. Expenses. Comments on a principal’s Visa make it much easier for Kurt to see what he is approving.

If you have checked and made any necessary corrections to the National Tax, Accounting Code, Project Costing, Activity and Tax and have entered any allocation Comment you can now **Save Allocations.** If there is an error you will see a warning triangle on the left of the transaction and beside the Segment that is invalid.

If this is the only transaction you are working with you can enter **Back to Transaction List** at the bottom of the screen. There you will see an @ to the left of the Accounting Code if you have made a reallocation, and to the right of the Accounting Code you will see the project costing and activity code you have entered. You can now click on the Select box to the left of the transaction and once it is selected click on **Change Review Status**. The  will now appear in the Status column..

If you are clicked on **Check All Shown** and **Reallocate** you may have a number of transactions to work through. The procedure will be the same unless you either have entries that require to be split or a transaction for which you want to **Add as Favorite** (yes, the Americans are not good at spelling!) Or select a previously added Favorite.

**Split Transactions** The most common causes for split transactions are:

Part of the purchase needs to be charged to a different accounting code.

Part of the purchase needs to be charged to a different project costing code.

Part of the purchase needs to be charged to a different tax code as when a book purchase includes shipping and handling charges. Only the Book portion plus GST can be coded “B”, the shipping portion plus GST must be split out and code blank “ “ under Tax. This would also apply if there was a mixed purchase of books and other items such as DVDs.

Below the transaction is an **Additional Allocation(s)** with a box for selecting the number of lines to be added. Enter the required number and select **Add.**  The transaction field will give the number of extra limes required but with 100% of the transaction still in the first line.

On the first line enter in **Allocation Amt** the amount plus GST to be allocated the program will automatically populate the Net Allocation Amt and National tax and the percentage being reallocated. Below there are fields showing the Total Allocated and Amount Remaining both in Dollars and percentage. You can now enter the Allocation Amt in the second line either buy inserting an amount or using the **Alloc %** **field**. You can continue to populate re-allocation lines until the Total Allocated is 100% and the Amount Remaining 0%.

You can now work with the Accounting Code, Project Costing, Activity code and Tax fields. There is also to the immediate right of the amounts a **Change to**: column that has drop down options that include the default accounting code and the suspense account. If you choose the suspense account as part of a re-allocation you will also have to zero the National Tax and make adjustments to the National Tax for the entire invoice and the other allocation lines in order to balance the National Tax. Once you have completed your changes to all the fields you can select **Save Allocations.**  If any fields are invalid a warning will appear on the screen.

If you want to remove an allocation line you need to select it and chose **Remove**. You will then have to change your allocations to balance with the total invoice amount and choose **Save Allocations**.

 **Add a Favorite** This you will like! You can save up to 25 favourites. Once you have entered a valid accounting code, project costing, activity and Tax e.g. 5-XXX-300-641-143-00-00 0 0 B, or 5-104-300-424-300-00-00 PD-XXX-XXX 1 you can save it and name it. From there you can re-call it by selecting the **Change Current Value** Drop Down. Once you select **Add a Favorite** you can select and add more favourites and name them. Just use the **Additional Favorites** field, enter the number you wish to add and select **Add.** Having your 25 most used account combinations saved as favourites will save you lots of entry time down the road!

Again, once you have reviewed and re-allocated all your transactions you will need to go back to the transaction list and mark them as reviewed. If the billing cycle is complete you can select the appropriate period from the drop down beside the **Billing Cycle Close Date** and **Search**. Once the proper billing cycle is displayed you can select **Print Account Activity** to print the report that you will submit to Division Office.

**Switching Accounts** in order to switch to a different cardholder you do not need to return to Transaction Management. There is a **Switch Accounts** in the top right of the screen. Click on it and you will be directed to the Cardholder Account Search screen where you can enter the beginning letters of the surname of the next person you want to deal with.

If you find accounting codes or project costing codes missing from your valid values lists please contact Michael. Access Online was populated over the summer and not all of the new accounts and codes added to Access Direct since then have been added to access Online.