

State of Arkansas Office of State Procurement P-Card Overview



Class Objectives

- **What are P-Cards**
- **Benefits of P-Cards**
- **Cardholder Responsibilities**
- **Compliance/Review**
- **Non-Allowed Charges**
- **Declining Charges**
- **What is a MCC**
- **Sales & Use Tax**
- **Activating Your P-Card**

- **Online Demonstration**
 - Register your P-Card**
 - How to re-allocate transactions**
 - How to run reports and monthly statements**



What are P-Cards

- **Visa cards provided by US Bank. These cards allow delegated employees to purchase goods, services for state entities, colleges and universities.**
- **Cards are issued in the employee's name and the employee is responsible for the security of the card(s) and the transactions on the card.**
- **All state agency employees MUST attend P-Card training before receiving a P-Card.**
- **The Purchasing Cards are for Official State Business Only.**

Benefits of using a P-Card

Time Savings

- Receive goods faster
- Online reporting capability
- State agencies issue one payment to US Bank at the end of the monthly billing cycle.

Increased Vendor Selection

- NO purchase order required
- Vendors get their money within 24-48 hours

Purchasing Control

- Per month spending limit
- Per transaction spending limit
- Access to account via the internet
- Specific categories of MCC (Merchant Category Code) are blocked



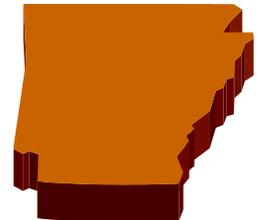
Cardholder Responsibilities

- **Activate card**
- **Register your card on <https://access.usbank.com>**
- **Re-allocate charges to proper cost centers, general ledger codes and add comments on transactions weekly.**
- **Obtain all original receipts and submit them in accordance with the Purchasing Card Guidelines.**
- **Monitor your account on a regular basis for any fraudulent charges.**
- **Lost or stolen card - the cardholder MUST contact US Bank immediately at 1-800-344-5696 and contact your agency liaison.**

Cardholder Responsibilities (cont.)

- Arkansas State Procurement Laws and Office of Accounting Laws that apply to the requisition to purchase order process also apply to the use of the P-Card. If there are specific rules and regulations for your state entity, you **MUST** also follow those.
- Any violation of Arkansas P-Card Program policies is considered an “occurrence” which may result in disciplinary action (i.e. written warning, suspend, revoke, terminate P-Card privileges, criminal charges filed).

The P-Card is a privilege granted to you by the State of Arkansas, and is EXPECTED that you will use it responsibly.





Compliance Review

The purpose of a compliance review is to examine the P-Card accounts.

Some of the attributes that are evaluated:

- **Adequacy and quality of receipts**
- **Current status of the cardholder**
- **Supporting documentation for transactions**
- **Transaction review and approval process**



Non-Allowed Charges on the P-Card

NO PERSONAL PURCHASES

- Employee travel related charges
- Alcoholic beverages
- Vehicle rentals
- Printing - Amendment 54
- ATM - cash advances
- Gift cards
- Rebates, coupons, rewards or gift points can not be received and used for personal gain
- Automated or recurring monthly charges are not allowed (i.e. phone, internet bills, etc)
- SPLIT PURCHASES – (a single purchase is broken up into multiple transactions with the express purpose of circumventing state bid requirements)
- Any purchase without your agency approval

Circumstances for a P-Card to **Decline**

- **Exceeded** – the designated monthly limit - default monthly limit is set at \$2,000 (unless the agency has requested in writing a lower or higher limit)
- **Exceeded** – one-time transaction limit
- **Blocked MCC** – attempt to use the card for a blocked merchant category code
- **Not Activated** – cardholder did not call the 1-800-344-5696 number and activate the card.



➤ **Credit Card Resources:**

<http://www.dfa.arkansas.gov/offices/procurement/Pages/creditCards.aspx>

➤ **State Contracts:**

<http://www.dfa.arkansas.gov/offices/procurement/contracts/Pages/default.aspx>

What is a Merchant (MCC) Code?

- **A Merchant Category Code (MCC) is:** a four-digit number used by the bankcard industry to classify suppliers into market segments.
- There are approximately 600 MCCs that denote various types of businesses (e.g., 5111 Office Supplies, 7299 Dog Grooming Services, 5722 Household Appliance Stores).
- The MCC is assigned by the acquiring financial institution when a supplier first begins accepting Visa payment cards.



Sales and Use Tax

- **Arkansas State Government and political subdivisions are not tax exempt.**
- **Taxes must be collected on internet and telephone purchases.**
- **Use Tax must be paid to the state if sales tax is not charged at the time of the purchase.**

If additional information is needed call Taxpayer Services Unit at (501) 682-7104.

How to Activate Your P-Card

1. Dial 1-800-344-5696
2. Listen to each prompt and respond
 - a. Enter your 16-digit account number
 - b. Enter your five digit zip code (business address)
 - c. To activate your account, PRESS 1
 - d. Key in the last four digits of your social security number
 - e. Enter your business telephone number, beginning with the area code
3. Your account has been successfully activated.

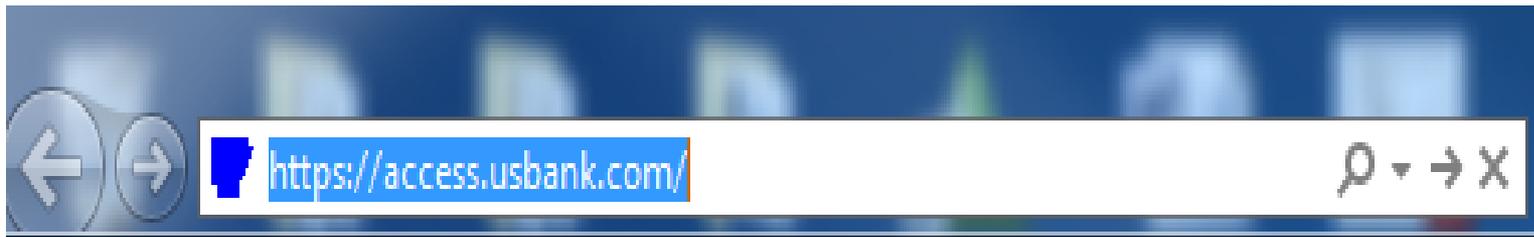


Note:

If you have any problems activating your account you will be transferred to a customer service representative for personal assistance.

US Bank Web Address

Type <https://access.usbank.com> directly into the address bar area and click enter



How to Register Your P-Card Online

U.S. Bank Access® Online

Our Payment Products



Welcome to Access Online!

[Contact Us](#)

[Login](#)

Please enter the information below and login to begin.

Organization Short Name:

STAR

Step 1:

Type the word STAR in the Organization Short Name Box

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

Step 2:

Click on Register Online

[Website/Browser Requirements](#)

All of  serving you™

Registering Your P-Card Online



Online Registration Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

* = required

Organization Short Name: *

star

Step 1:
Type in 16 digit card number

Account Number: *

Account Expiration Date:

Month*

Jan ▼

Year*

2014 ▼

Step 2:
Choose the month and year the card expires

Register This Account

Additional Account

[<<Back to Login Page](#)

Step 3:
Click on Register this account

NOTE:
If you have more than one card to register, you will need to click on Additional Account

Licensing Agreement

Licensing Agreement

Please read and accept the Licensing Agreement to continue.

Access Online Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESS ONLINE

Access Online, owned and operated by Bank, is provided to the customer under the terms and conditions of this Access Online Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be applicable to the use of the system.

Please read and click on the I Accept icon button at the bottom of the page to accept the terms of the licensing agreement to continue the Online Registration process.

9. Type a user ID between 7 – 12 alphanumeric characters in the *User ID* field.
10. Type a password in the Password field. Tip! Your password must be 8 – 20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.
11. Confirm your new password by typing it a second time in the Re-enter New Password field.
12. Select a question from the Authentication Question 1 drop-down list.
13. Type your answer in the Authentication Response 1 field.
14. Repeat Steps 12 – 13 to specify your remaining authentication questions and answers.
15. Complete the contact information fields:
 - a. Type your name in the First Name, Last Name, (optional) MI (middle initial) fields.
 - b. Specify address information in the Address 1, Address 2, City, State/Province, Zip/Postal Code, and Country fields.
 - c. Type contact information in the Phone Number, Fax Number, and Email Address fields, as needed.
16. Click the Continue button.

Online Registration

Password and Contact Information

Organization Short Name: CMEA

User ID & Password

* = required

Please enter an ID between 7-12 alphanumeric characters and 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.

User ID: *

Password: *

Re-enter New Password: *

Authentication

Please select three unique authentication questions and responses. This information will be used in the event that you forget your password.

Authentication Question 1:

Authentication Response 1: *

Authentication Question 2:

Authentication Response 2: *

Authentication Question 3:

Authentication Response 3: *

Contact Information

First Name: * Last Name: * MI:

Address 1: * Address 2:

City: * State/Province: * Zip/Postal Code: *

Country: *

Phone Number: * Fax Number:

Email Address:

You must complete all fields with an asterisk.

Once you have completed this page click on Continue

How to Re-allocate & View P-Card Transactions

U.S. Bank Access® Online

State of Arkansas

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Welcome to Access Online [REDACTED]

Your last login was 01/02/2014

Language Selection:

American English ▾

[Transaction Management](#)
[Account Information](#)
[Reporting](#)
[My Personal Information](#)

[Home](#)
[Contact Us](#)
[Training](#)

Message Center

[Message\(s\) from Access Online](#)

Purchasing

Acct#/Name: [REDACTED]

Account ID: [REDACTED]

Statement Balance: \$1,930.78

[View Current Statement](#)

Billing Cycle Close Date: 12/16/2013

Current Balance: ⓘ \$809.61

Credit Limit: ⓘ \$2,000.00

Available Credit: ⓘ \$1,190.39

Quick Links

[Manage Home Page Settings](#)
[Manage Contact Information](#)
[Manage Email Notifications](#)
[Run Transaction Detail Report](#)
[View All Statements](#)
[View Last Cycle Transactions](#)
[View Open Transactions](#)

Click on
Transaction
Management

Last 10 Transactions Posted

Posting Date	Merchant	Amount
01/07	COLEMAN'S OFFICE PRODU	\$41.24
12/19	USPS 04566105728430106	\$9.09
12/19	BATTERY OUTFITTERS LIT	\$174.28
12/18	GLOCK PROFESSIONAL INC	\$195.00
12/18	GLOCK PROFESSIONAL INC	\$195.00
12/18	GLOCK PROFESSIONAL INC	\$195.00
12/11	GLOCK PROFESSIONAL INC	\$195.00
12/11	GLOCK PROFESSIONAL INC	\$195.00
12/11	GLOCK PROFESSIONAL INC	\$195.00
12/11	GLOCK PROFESSIONAL INC	\$195.00

ⓘ Information

How to Re-allocate & View P-Card Transactions (cont.)



U.S. Bank Access® Online State of Arkansas
Our Payment Products Logout

usbank Transaction Management

[Transaction Management](#)
• [Transaction List](#)

[Account Information](#)
[Reporting](#)
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[Transaction List](#)
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

Click on Transaction List

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How to Re-allocate & View P-Card Transactions (cont.)



Transaction Management Card Account Summary with Transaction List

Product: Purchasing Card
 Card Account Number: [REDACTED]
 Card Account ID: [REDACTED]

Managing Acct List | Card Acct List | Trans List

Switch Products
Switch Accounts

To select a previous cycle
Click on the drop down arrow.

Open Cycle means the current cycle.

To re-allocate the transactions
Click on an underlined area

[-] Card Account Summary

Account Number: [REDACTED]
 Account Name: [REDACTED]

Billing Cycle Close Date: Open

Search Print Account Activity

Total Transactions: \$809.61 6
 Reallocated Transactions: \$0.00 0
 % Reallocated Transactions: 0.0% 0.0%

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	<u>01/06</u>	01/07		COLEMAN'S OFFICE PRODU	5013298314, AR	\$41.24	II	000000000000000000	[REDACTED]
<input type="checkbox"/>	<u>12/18</u>	12/19		USPS 04566105728430106	MAYFLOWER, AR	\$9.09	II	000000000000000000	[REDACTED]
<input type="checkbox"/>	<u>12/17</u>	12/19		BATTERY OUTFITTERS LIT	NORTH LITTLE, AR	\$174.28			[REDACTED]
<input type="checkbox"/>	<u>12/17</u>	12/18		GLOCK PROFESSIONAL INC	770-319-4794, GA	\$195.00	II	33180005	[REDACTED]
<input type="checkbox"/>	<u>12/17</u>	12/18		GLOCK PROFESSIONAL INC	770-319-4794, GA	\$195.00	II	33180004	[REDACTED]
<input type="checkbox"/>	<u>12/17</u>	12/18		GLOCK PROFESSIONAL INC	770-319-4794, GA	\$195.00	II	33180003	[REDACTED]

Reviewed Disputed Reallocated Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 6 of 6

Reallocate Mass Reallocate Change Review Status

First Tab is The Summary Tab

Once you have clicked on a transaction, you will see several tabs.

The Summary tab shows high-level transaction information

Summary Allocations Transaction Line Items Tax Data Comments

The Summary tab shows high-level transaction information.

ewed" button.

Total Amount: 6.53
Memo Post: Yes

Sales Tax: 0.54
Freight: 0.00

Merchant

Name: AUTOZONE #0025
City, State/Province: LITTLE ROCK, AR
Transaction Type: SALES DRAFT
MCC Code: 5533
MCC Description: AUTOMOTIVE PARTS,ACCESSO

Reference Information

Billing Cycle: Open
Posting Date: 12/23/2013
Reference Number: 24445003355000292919295
Authorization Number: 084363

Fleet Information

Purchase Time: 12:00 a.m.
Purchase Type:
Service Type:
Fuel Type:

Extract Date(s)

Most Recent Standard
Financial Extract:
General Ledger Extract:
Payment Extract:

Odometer: 0
Vehicle Number: 000000
Driver Number: 000000

Currency

Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 6.53

Product Summary

	<u>Qty</u>	<u>Unit Price</u>	<u>Gross Amount</u>	<u>Net Amount</u>
Fuel	0.0000	0.00	0.00	0.00
Non-Fuel			0.00	0.00

Mark as Reviewed

Print Transaction

Allocations Tab

Transaction Management

Transaction Detail

Card Account Number: [REDACTED]
Card Account ID: [REDACTED]
[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	01/06	01/07	COLEMAN'S OFFICE PRODU	5013298314, AR	41.24	Ⓜ	00000000000000000000	1140075 5020007000 [REDACTED]

Ⓜ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

Summary Allocations User Line Items Tax Detail

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes. Allocation Source: Default Acct Code Last C

The Allocations Tab is where the default general ledger number **5020007000** MUST be changed on every transaction.

Remove	Amount	Percent	Accounting Code - Segment Name (Length)		INTERNAL ORDER (12)	WBS (24)	FUNDS RES. # (10)	LINE ITEM # (3)	TAX ON SALES (2)	Favorite
			BUSINESS AREA (4)	COST CENTER (10)	GENERAL LEDGER (17)					
<input type="checkbox"/>	\$ 41.24 OR	100.00 %	[REDACTED]	140075	5020007000		[REDACTED]	140075_3EAZ		Add as Favorite

Remove

Total Allocated: \$ 41.24 100.00 % Apply Accounting Code: [dropdown] **Apply**
Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

[<< Back to Transaction List](#)

User Line Items Tab

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	01/06	01/07	COLEMAN'S OFFICE PRODU	5013298314, AR	41.24	II	000000000000000000	

Ⓧ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

Summary Allocations **User Line Items** Tax Data Comments

The User Line Items and Line Item Allocation are no longer available for editing because of one or more of the following reasons:

User Line Items Line Item

The User Line Item Allocation is no longer available to enter the details of the line items within a transaction.

When you click on the User Line Items tab, you will see the following information:

* The User Line Item Allocation is no longer available to enter the details of the line items within a transaction.

Number of items to add: **Add**

Unit Cost	Line Item Total	% of Trans Amount	Item Commodity Code
0.00	0.00	0.00 %	
Tax:	0.00	0.00 %	
Freight:	0.00	0.00 %	
Total:	0.00	0.00 %	
Amount Remaining:	41.24	100.00 %	
Total Transaction Tax:	0.00	0.00 %	

Save Line Items & Line Item Allocations

This specific tab contains fields for you to add your own information about line items, including tax dollar values. If the merchant provides level III (line item data) then you could use that data to automatically populate the line items fields on the User Line Items tab.

Tax Data Tab

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	01/06	01/07	COLEMAN'S OFFICE PRODU	5013298314, AR	41.24	Ⓜ	000000000000000000	

Ⓧ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

- Summary
- Allocations
- User Line Items
- Tax Data**
- Comments

The Tax Data tab displays the tax data on this transaction. This tab can be used as a source of data for your tax application.

Shipping from
Ship to State: [redacted] & SCHOOL PROD
Ship from Post [redacted]
Ship from Sou [redacted]

Shipping to
Ship to State: [redacted]
Ship to Postal Code: 722031972 Source: [redacted]
Ship to Source: visa

Freight
Freight Implied: No
Amount Reported: [redacted]
Source: [redacted]

Tax
Tax Implied: Yes
Amount Reported: [redacted]
Source: visa

Destination
Destination Code: [redacted]
Source: [redacted]

Usage
Usage Code: [redacted]
Source: [redacted]

This specific tab contains any tax information (e.g., shipping information, usage codes) the merchant sent in.

[<< Back to Transaction List](#)

Comment Tab

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	01/06	01/07	COLEMAN'S OFFICE PRODU	5013298314, AR	41.24	Ⓜ	000000000000000000	5020007000

Ⓜ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

Summary Allocations User Line Items Tax Data **Comments**

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

Additional Comments

Internal Audit

Save Comments

[<< Back to Transaction List](#)

This tab displays fields for you to add comments on each transaction.

Description of Transaction Detail Tabs

Transaction Management

Transaction Detail

Card Account Number: [REDACTED]
Card Account ID: [REDACTED]
[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	Province	Am	ating Code
	01/06	01/07	COLEMA	AR	41.2	

Step 7:
Click on the
Comments tab

Step 2:
Click in the General
Ledger box
The default general
ledger number
5020007000 MUST be
changed to a correct GL
number.

Step 4:
If your agency uses
WBS numbers the
formatting has to
be entered
correctly or it will
error out in AASIS

**Leave Funds Res
box and Line Items
box empty. These
fields will be
populated in AASIS**

Disputed Trans Detail Level Reallocated

[Summary](#) [Allocations](#) [User Line Items](#) [Tax Data](#) [Comments](#)

Step 1:
Click on the
Allocations tab, this
screen will appear

The Allocations allocate an amount by changing the accounting information can be one or to multiple accounts. You can allocate total allocation amounts must equal the total amount. After adding, more Allocations* button to save changes. Allocation Source: Default Account

Remove	Amount	Percent	Accounting Code - Segment Name (Length)				INTERNAL ORDER (12)	WBS (24)	FUNDS RES. # (10)	LINE ITEM # (3)	TAX ON SALES (2)	Favorite
			BUSINESS AREA (4)	COST CENTER (10)	GENERAL LEDGER (17)							
<input type="checkbox"/>	\$ 41.24	OR 100.00 %	[REDACTED]	[REDACTED]	5020007000		[REDACTED]					Add as Favorite

Total Allocated: \$ 41.24 100.00 % Apply Accounting Code: [REDACTED]

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Step 6:
After you have finished re-allocating
your transaction.
Click on Save Allocations

Step 3:
If your agency uses
Internal Order
numbers they
MUST be entered in
the box correctly.

Step 5:
If sales tax was not
charged on your
purchase you
must type U1 in
the Tax on Sales
box

[<< Back to Transaction List](#)

Comments Tab

Transaction Management

Transaction Detail

Product: Purchasing Card
Card Account Number
Card Account ID:

[Managing Acct List](#) [Card Acct List](#) [Trans List](#)

The cardholder and/or designated reviewer **MUST** enter a description of the items purchased on each transaction.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	12/20	12/23	AUTOZONE #0025	LITTLE ROCK, AR	6.53	III	000177	

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Tax Data **Comments**

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional info

Comments
oil filter wrench - vehicle

Additional Comments

Internal Audit
oil filter wrench - vehicle

Save Comments

Enter brief information about the transaction as shown below in the Internal Audit box.

When completed with comments **Click on Save Comments**

If you have other transactions that need to be verified and reallocated **Click on Back to Transaction List**

[<< Back to Transaction List](#)

How to Run a Report

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

usbank. **Reporting**

Transaction Management
Account Information
Reporting
• Financial Management
My Personal Information

Home
Contact Us
Training

Financial Management
Monitor expenditures, track variances and manage account allocations.

Click on reporting

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How to Run a Report (cont.)

U.S. Bank Access® Online State of Arkansas

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usbank. **Financial Management**

Step 1:
Click on Transaction Management

[Order Management](#)
[Full Expenditure Detail](#)
Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

Step 2:
Click on Transaction Detail

[Transaction Management](#)
[Transaction Detail](#)
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.
[Transaction Summary](#)
Transaction summary information.

Transaction Management
Account Information
Reporting
• Financial Management
My Personal Information

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How to Run a Report (cont.)

U.S. Bank Access® Online State of Arkansas
Our Payment Products Logout

usbank **Financial Management**
Transaction Detail

By default this report will return all results associated with blank fields. To limit results, enter specific criteria in blank fields.

* = required

Date

Cycle Close Date Range: Calendar Month Range: Posting Date Range: Transaction Date Range:

Enable Cycle Day

Start Date: 01/01/2014 to End Date: 01/01/2014

Transactions Included

Transaction Status:

Reviewed Status: All

Approval Status: Hold down the Ctrl key to make multiple selections.
All
Pending Approval
Approved
Final Approved

Disputed Status: All

Transaction Amount: < or = \$

Posting Type: All

Payments: Exclude Include

Fees: Exclude Include

Step 1:
Click on Posting Date Range

Step 2:
Type in a Start Date and End Date

Scroll down page to Additional Detail

How to Run a Report (cont.)

Additional Detail

Display Transaction Comments Display Allocation Detail

Merchants

Merchant Category Code Group:

Note: Hold down the Ctrl key to make multiple selections.

All
**1099 MCC
*Bus Lines
*DHS - JW/Grad

Merchant Category Codes:

To limit the results from the default of "all," enter a MCC or merchant name and no spaces.

[Search for Codes](#)

Merchant Names:

To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.

[Add >>](#)

[<< Remove](#)

Step 3:

Click on Display Transaction Comments and Display Allocation Detail

Select By

To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code (characters).

Step 4:

This report output type can be done in PDF, Browser or Excel by clicking the drop down arrow

Code Name *

Trans Date

Ascending Order
 Descending Order

No Sort

Ascending Order
 Descending Order

No Sort

Ascending Order
 Descending Order

Report Output

Output Type:

PDF

Scroll down page and click on Run Report

How to Run a Report (cont.)

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details on the report output.

End

Group Report By

Account Number:

[REDACTED]

Break/Subtotal Level

- No Break/Subtotal -

Page Break:

Yes

No

Step 5:
Click on
Run Report

Note: Page Break only if a Break/Subtotal Level is chosen.

Run Report

Reset

[<< Back to Financial Management](#)

Example of PDF Report

State of Arkansas
Report Date: 01/09/2014

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount	Posting Type	Purchase ID	Trans Status	Disputed Status	
Name: [REDACTED] Account Number: [REDACTED] Optional 1: [REDACTED] Optional 2: [REDACTED] Lost/Stolen Account: [REDACTED] Replacement Account: [REDACTED]													
01/25/2013	01/25/2013	70985	8299	SCHOOLS/EDUCATIONA L SCHL	INT LAW ENF TRAINING	WI	[REDACTED]	\$ 407.00	Memo	new-membership-&-20 13-	Reviewed	No	
Allocation Accounting Code Amount:		\$407.00		Allocation Accounting Code Value:		[REDACTED]	[REDACTED]						
Allocation Source: USER		Allocation Last Changed By:		[REDACTED]									
Comments :		Conference Fee and Membership Due For [REDACTED]											
Internal Audit :		[REDACTED]											
01/30/2013	01/31/2013	76371	7399	BUSINESS SERVICES -OTHER	ACT*TRAINING FORCE USA	CA	[REDACTED]	390.00	Memo	mlrJikO63832825	Reviewed	No	
Allocation Accounting Code Amount:		\$390.00		Allocation Accounting Code Value:		[REDACTED]	[REDACTED]						
Allocation Source: USER		Allocation Last Changed By:		[REDACTED]									
Comments :		Registration For Jake Dunn and Matt Guthrie, Investigating Using Social Media											
Internal Audit :		[REDACTED]											
03/26/2013	03/28/2013	1684	5943	STATIONERY STORE/SUPPLIES	STAPLES	00118893	AR	[REDACTED]	521.69	Memo	000156433	Reviewed	No
Allocation Accounting Code Amount:		\$324.73		Allocation Accounting Code Value:		[REDACTED]	[REDACTED]						
Allocation Source: USER		Allocation Last Changed By:		[REDACTED]									
Allocation Accounting Code Amount:		\$196.96		Allocation Accounting Code Value:		[REDACTED]	[REDACTED]						
Allocation Source: USER		Allocation Last Changed By:		[REDACTED]									
Comments :		2 Scanner/Printer along with Ink Cartridge											
Internal Audit :		[REDACTED]											

Printing Statements

The screenshot shows the U.S. Bank Access Online interface. At the top, it says "U.S. Bank Access® Online" on the left and "State of Arkansas" on the right. Below this is a navigation bar with "Our Payment Products" and "Logout". The main content area is titled "Account Information" and includes sections for "Statement" and "Account Profile". A left sidebar contains navigation links like "Transaction Management", "Account Information", "Reports", "Contact Us", and "Training".

Step 1: Click on Account Information

Step 2: Click on Cardholder Account Statement

Note: The monthly billing cycle runs from the 16th of one month until the 15th of the next month, unless the 15th falls on the weekend. Monthly statements are ready the day after the billing cycle ends.

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4:42:30 CST

Printing Statements (cont.)

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

usbank. **Account Information**
Cardholder Account Statement

Transaction Management
Account Information
• Statement
• Account Profile
Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number: [REDACTED]
Card Account ID: [REDACTED]

To view a statement, select a cycle and click on the View Statement button. If the cycle you select is not the current cycle, it is for display only and cannot be used for remittance of payment.

Select Billing Cycle:
12/16/2013 ▾

View Statement

Step 3:
Select the billing cycle for the statement you wish to view from the drop down list

Step 4:
Click on the View Statement Button. Your statement displays in a new Adobe Acrobat window.

All of **us** serving you™
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R044.00b20.0 col 5 01-09-2014 12:43:12 CST



Example of Cardholder Monthly Statement



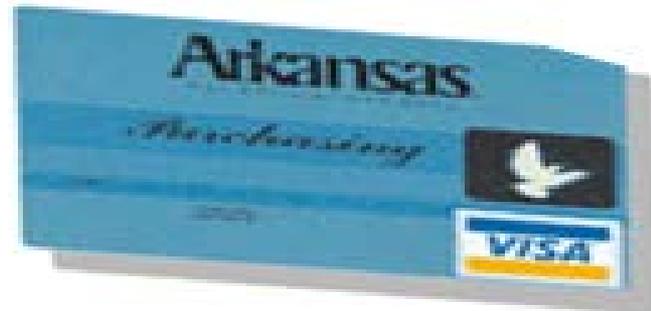
**"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT**

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-22	11-20	STAPLES 00118893 CONWAY AR PUR ID: 000113678 TAX: 9.19		5943	114.17
11-22	11-20	THE HOME DEPOT #1407 CONWAY AR PUR ID: 1462 TAX: 20.65		5200	256.61
12-11	12-10	GLOCK PROFESSIONAL INC 770-319-4794 GA PUR ID: 33110007 TAX: 0.00		5941	195.00
12-11	12-10	GLOCK PROFESSIONAL INC 770-319-4794 GA PUR ID: 33110012 TAX: 0.00		5941	195.00
12-11	12-10	GLOCK PROFESSIONAL INC 770-319-4794 GA PUR ID: 33110013 TAX: 0.00		5941	195.00
12-11	12-10	GLOCK PROFESSIONAL INC 770-319-4794 GA PUR ID: 33110014 TAX: 0.00		5941	195.00
12-11	12-10	GLOCK PROFESSIONAL INC 770-319-4794 GA PUR ID: 33110015 TAX: 0.00		5941	195.00
12-11	12-10	GLOCK PROFESSIONAL INC 770-319-4794 GA PUR ID: 33110016 TAX: 0.00		5941	195.00



P-Card Overview

How Do I Obtain a Purchasing Card?



Answer: Contact Your Agency Liaison