**Coding USBank Charges**

**Information you will need:**

Organization Short Name (THESCA), URL: <http://access.usbank.com>

User ID, Password, Short name of team/card

* You will create your own login account name and password.
* User IDS must be 7-12 characters in length (alpha/numeric) and must be unique.
* Passwords must be 8-20 characters in length and must have at least one letter and one number.

**Login Instructions**

* Log in to <http://access.usbank.com>
* Click on Transaction Management on left side of screen.
* Click Transaction List.
* In the “Billing Cycle Close Date,” select appropriate month and click Search.

You should now show a list of transactions to be coded

* On the far right, click on the first line under accounting code.

You can click on the summary tab to see more information about the transaction if needed.

Some account numbers (department, subsidiary, MDA code and position) may already be filled in for you as default settings.

* If applicable, confirm that they are correct for this charge.
* Fill in any blank account numbers – DEPARTMENT – ACCOUNT – SUBSIDIARY-MDA CODE – POSITION
  + Click on the magnifying glass button to find the code you are looking for.
* Click Save Allocations
* Click Back to Transactions List
* You can also save codes as “favorites” by clicking “Add as Favorite” on the far right and filling in the necessary information. You can save a number of frequently-used codes to your favorites by creating a shorthand name for the finance code/PO/MDA code combination such as “Eldo food.”

**To Code More Than One Transaction at a Time**

* On the transaction list screen, check all the transactions you want to code together.
* Click the MASS REALLOCATE button at the bottom
* Type 100 in the Alloc% box, along with all the necessary allocation info
* Click Save Allocations
* You’ll be brought to a confirmation page where you’ll have to confirm this mass allocation

**Frequently Used Codes for Teams**

* Corps teams use their specific MDA code (format: FY\_TEAM\_AGENCY, ex. 16\_VFCNM\_FWS)
* Leader teams use the MDA code “ADMIN\_LT”

**Department and Account Codes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Departments** | | **Account Codes** | |
| **210** | National | **5260** | Field Supplies |
| **215** | Work Skills | **5370** | Office Supplies |
| **275** | Corps | **5400** | Postage |
| **285** | Leader Teams | **5460** | Risk Management Equipment |
| **307** | Field School | **5470** | Staff Education/Training |
| **330** | AmeriCorps Direct | **5490** | Field Based Meals |
| **340** | Veterans Fire AmeriCorps | **5520** | Training Participants |
|  |  | **5530** | Transportation/Fuel |
|  |  | **5560** | Travel Staff |
|  |  | **5565** | Field Leader Travel |

**Reporting**

* Navigate to appropriate account coding cycle in Transaction Management page.
* Click “Print Account Activity.” You will need to disable the pop-up blocker for this to work.
* Print report and label transactions in order (e.g. 1, 2, 3, and so forth).
* On your receipts, circle or highlight the transaction total as well as the date of the transaction.
* Match the receipts to the order on the report and number accordingly. *See example report below.*
* *Leaders:* Fold and organize neatly and staple or use a binder clip to assemble receipts. Send to your manager **monthly.**
* *Managers:* Scan Account Activity Report and receipts in order into one pdf file. Send to Finance and save hard copy.
  + Save in a consistent format, e.g.: Last 4 digits of card\_cardholdername\_MonthYear (i.e.“1234\_AMajor\_Jun16”).

**Report Sample:**

* + 
  + 