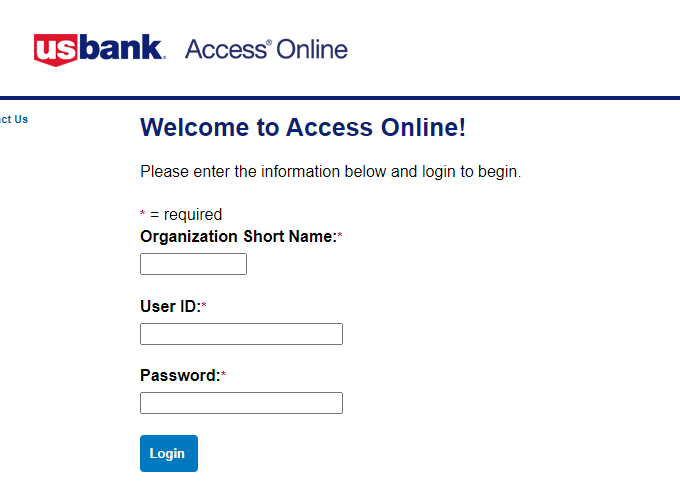
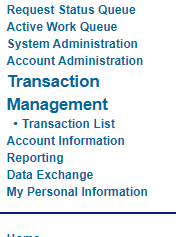
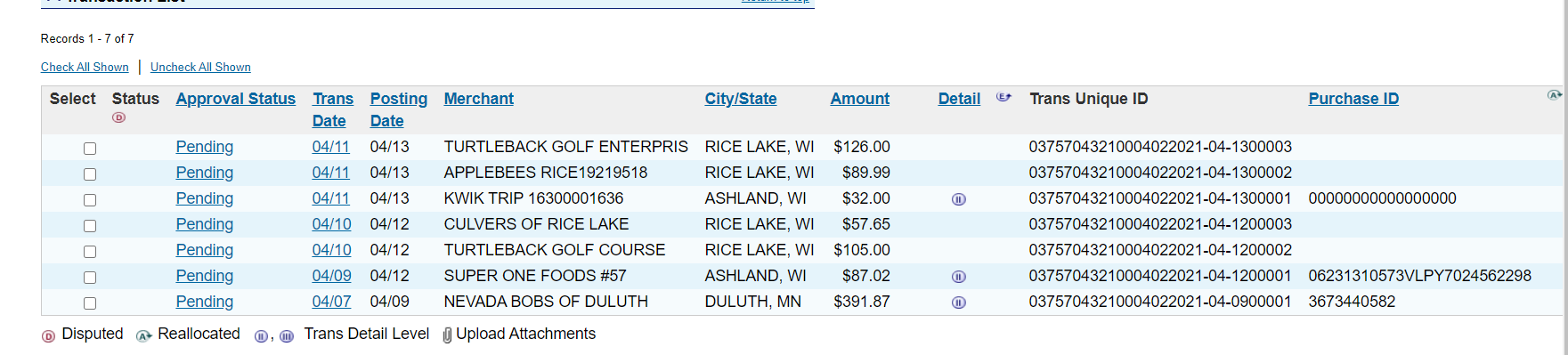
**Go to the website:** [**https://access.usbank.com**](https://access.usbank.com) **and log in.**

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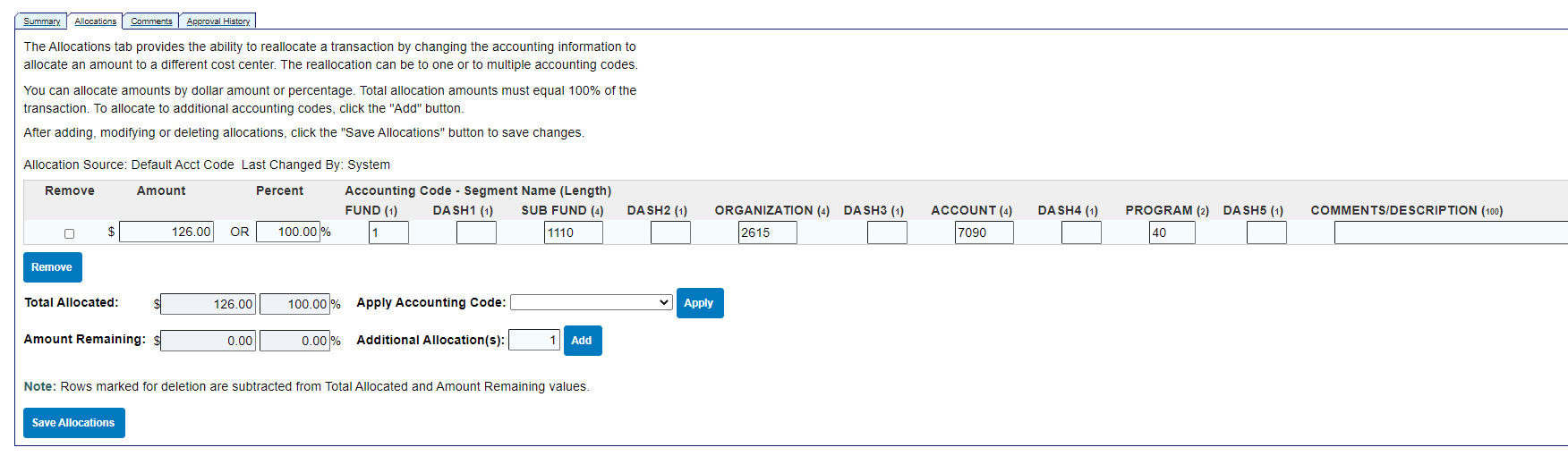
Click on “Transaction Management” and then “Transaction List”



Click on each transaction where it says “pending” and it will have you allocate the charge to another account code If it is different from the default.

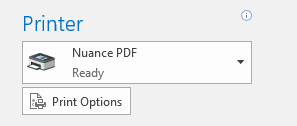


Make sure you are on the “allocations” tab and the account number is accurate. Then you’ll want to put comments in to describe what this transaction is for. Then click save allocations.



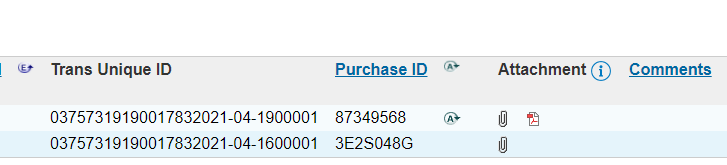
Next, add receipts as attachments.

First, print receipts to PDF(you may need to scan some printed receipts that can not be delivered electronically)



Label with Vendor Name-Amount-Invoice or Order # 

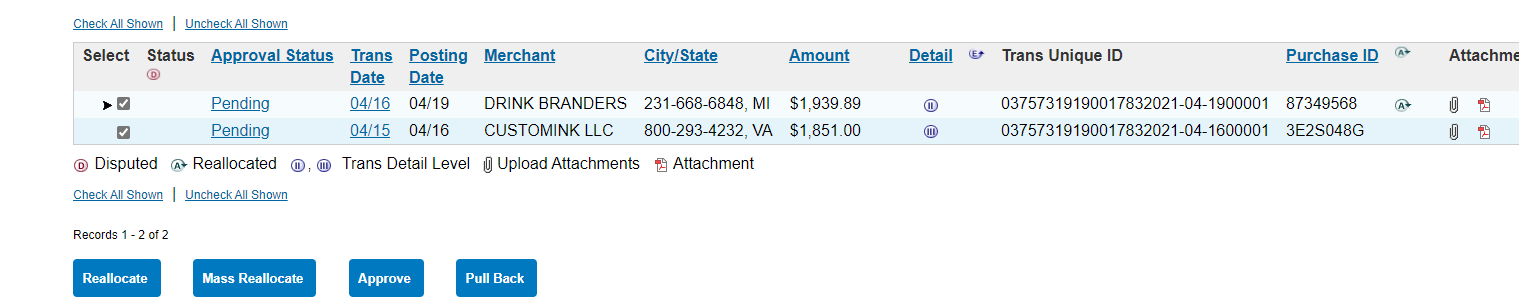
Under “attachments” click on the paperclip to add an attachment.



Indicates attachment has been added

Click on Add Attachment, and add your receipt for this transaction, then save.

To change transactions from “pending” to “approved” select all approved transactions (none should be unapproved unless fraudulent) and click “Approve” at the bottom of the transaction list.



**NOTE:** Each transaction has a receipt attached!

Comments or attachments for food purchases should include who was present, their relationship with Northland if they are not an employee, and what the purpose of the meal is.

IF YOU DO NOT RECEIVE A RECIEPT:

For each transaction there should be a receipt, if it is questionable if one will be provided please **request one.** In the event you can not get a receipt, make note of that in the comments or attachments and remember to include the vendor name etc.