

User

- Log in to <https://access.usbank.com/cpsApp1/index.jsp>
- Click on Transaction Management (left column)
- Click on Transaction List
- Go to Billing Cycle Close Date (middle of page), and select the billing cycle date on the drop down menu
- Click on the Search button for the list to appear
- Click on the first Trans Date on the list
- Click on Allocations tab
- Fill in the five digit accounting code, PO#, vendor ID, and comment (Note: the account, fund, division, department and project may be already entered as defaults)
- Click on Save Allocations
- Click Back to Transaction List
- Repeat the steps with all subsequent transactions

(Note: if the system does not allow you to input any vendor, leave it blank and it will be added by Accounts Payable Specialist prior to next submission)

- Once all codes are assigned, click Print Account Activity at the top of the page
- Select all transactions by checking "Select" box next to them
- Click Approve
- Select Approver's name on the next screen
- Click Approve
- Print the Cardholder Activity that will appear on the screen
- Attach all receipts in the order of the report
- Submit to your approver

Approver

- Log in to <https://access.usbank.com/cpsApp1/index.jsp>
- Click on Transaction Management
- Click on Manager Approval Queue
- Verify receipts/report
- Select all transaction by checking "Select" box next to them
- Click Approve
- Select "No further approval needed for these transactions"
- Click Approve