



Quick Guide to P-Card Reconciliation

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Cardholder Responsibilities

As a card holder, it is your responsibility to reconcile your P-Card statement on a monthly basis. You are responsible for verifying the completeness and accuracy of the statement as follows:

- Verify all transactions listed on the statement are valid
- Enter the name of clients for restaurant charges in the Allocation Comment section
- Code all transactions to the proper account code
- Print the reconciled statement and attach all receipts and support documents for each transaction
- Sign the statement and obtain approval from your Manager or Director

The billing cycle cut-off date for P-Card reconciliation is between the 10th and 12th of each month. Shortly after the cut-off date, the P-Card Administrator and/or your area coordinator will send out notice to have any outstanding transactions reconciled. Transactions made will appear in your transaction list within 3 to 5 business days of the transaction.... so you don't have to wait until the end of the billing cycle to reconcile.

The reconciliation process is completed using a program provided by US Bank called **Access Online**.

Reconciliation Process

Accessing Access Online

Access Online is available through Internet Explorer.

1. Open Internet Explorer.
2. In the address bar type <https://access.usbank.com> and press enter.



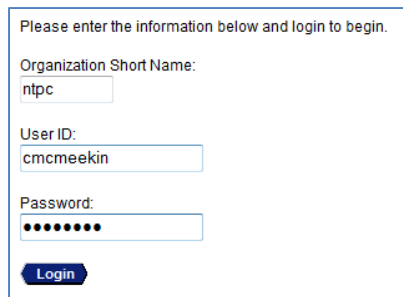
3. The login page for Access Online opens.

Login – First Time

When you were given your new P-Card, the P-Card administrator will have provided you with a unique userID and password for accessing Access Online.

1. On the login page enter the following information:
 - a. Organization Short Name: **ntpc**
 - b. User ID: unique **userID** provided by P-Card administrator
 - c. Password: unique **password** provided by P-Card administrator

Click **Login**.



Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Login](#)

2. The **New Password** page opens. Enter your current password and then enter a new password and re-enter it for verification.

Your new password must meet the following criteria:

- 8-20 characters in length
- At least 1 alpha character
- At least 1 numeric character

Remember that the password is not case sensitive so ntpc1234 is the same as NTPC1234.

Click **Save**.



U.S. Bank Access® Online Northwest Territories Pwr Corp
Our Payment Products

usbank Login
New Password

Your password has expired. Please enter a new password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

CMCMEEKIN

User ID: DDELOREY
Organization Short Name: NTPC

Current Password:

Enter New Password:

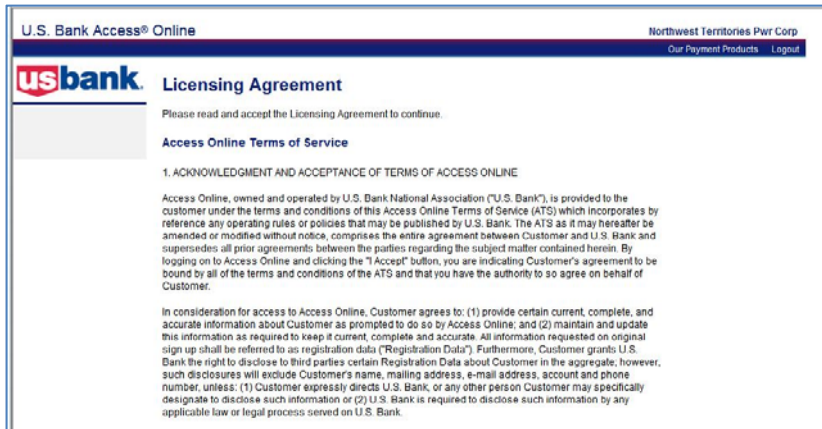
Re-enter New Password:

[Save](#)

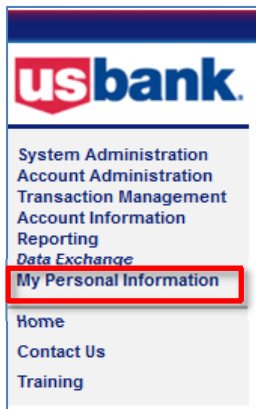
[<< Back to Authentication](#)

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© 2011 U.S. Bancorp R035.00b20.0 usb ool 8

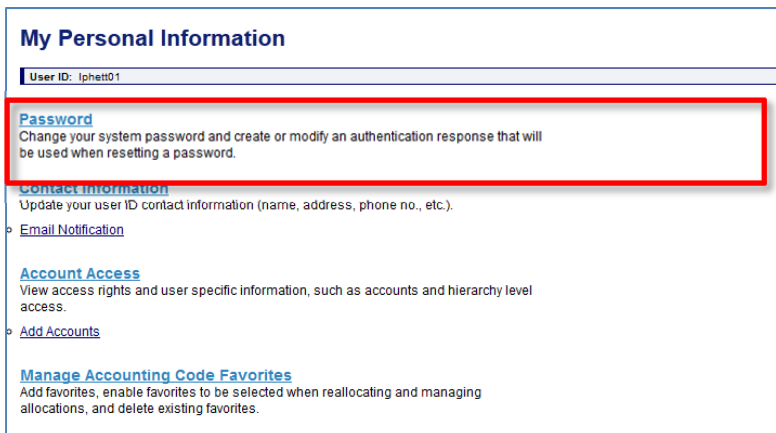
3. The **Licensing Agreement** page opens. Scroll to the bottom of the page and click **I Accept**.



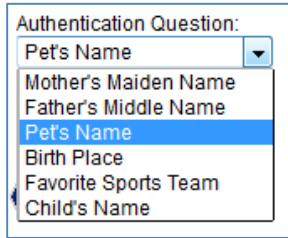
4. Access Online **Home** page opens.
5. Click on **My Personal Information**.



6. Click on **Password**.

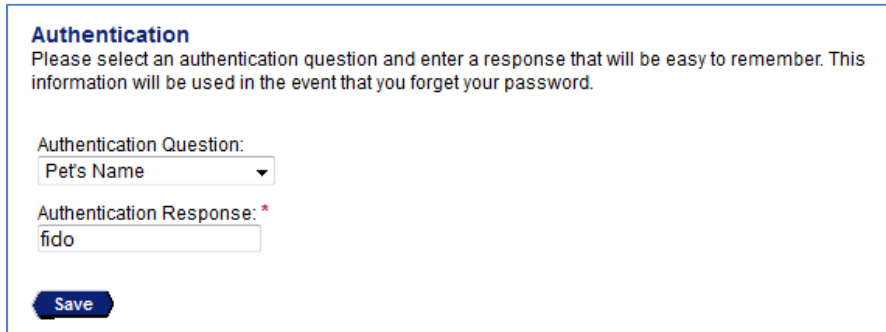


- Click the drop down and select an **Authentication question**. This question and response is used if you ever forget your password.



Authentication Question:
Pet's Name
Mother's Maiden Name
Father's Middle Name
Pet's Name
Birth Place
Favorite Sports Team
Child's Name

- Enter your response to the question. Click **Save**.



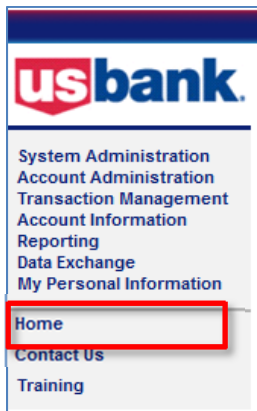
Authentication
Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:
Pet's Name

Authentication Response: *
fido

Save

- Click the **Home** button to return to the Access Online **Home** screen.



usbank.

System Administration
Account Administration
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information
Home
Contact Us
Training

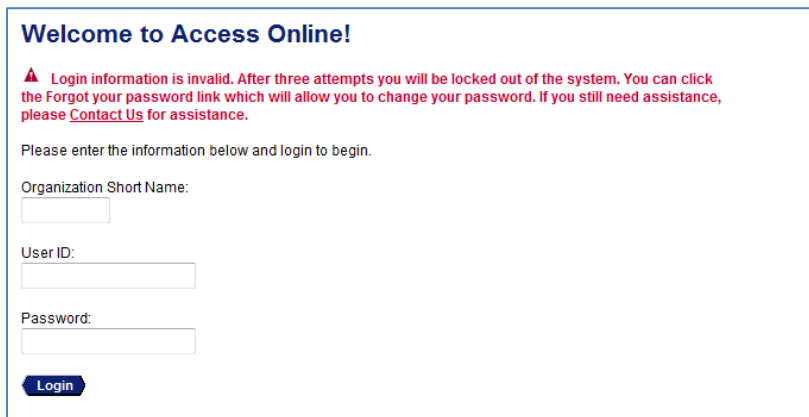
Login – Return User

After the first time you've signed into Access Online, subsequent logins are simpler.

1. On the login page enter the following information:
 - a. Organization Short Name: **ntpc**
 - b. User ID: unique **userID** provided by P-Card administrator
 - c. Password: the one you created for yourself on first login
2. Click **Login**.
3. Access Online **Home** page opens.

Incorrect Login Information

If you enter an incorrect username or incorrect password, you will receive the following error message.



Welcome to Access Online!

▲ Login information is invalid. After three attempts you will be locked out of the system. You can click the [Forgot your password](#) link which will allow you to change your password. If you still need assistance, please [Contact Us](#) for assistance.

Please enter the information below and login to begin.

Organization Short Name:

User ID:

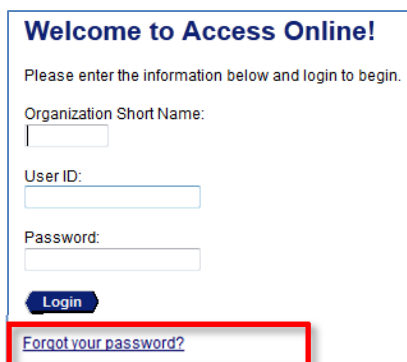
Password:

[Login](#)

You are given **3** attempts to enter your information correctly. If you are not successful your account will be locked out. Contact your P-Card Administrator to confirm your userID or reset your password.

If you have forgotten your password:

1. Enter the Organization Short Name, userID and then click on the **[Forgot your password?](#)** link under the password box.



Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Login](#)

[Forgot your password?](#)

2. You will be prompted for the answer to your authentication question. Enter the correct response and click **Continue**.

Login

Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

User ID: lphett01
Organization Short Name: ntpc

Authentication Question: Pet's Name

Enter the response to your Authentication Question:

Continue

3. The New Password window will open. Enter a new password and re-enter to verify. Click **Save**.

Viewing Transactions

Once you are successfully logged in you are directed to the Access Online **Home** page.

To view open transactions in the current billing cycle:

1. Click on your P-Card listed under **Account Activity**.

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Language Selection: Canadian English

Account Activity
Select an Account
Purchasing Card *****9279

Message(s) from Access Online

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

On April 15, 2012, account numbers that appear in Access® Online reporting will be masked except for the last four digits. Currently within Access Online reporting, the last ten digits are visible. For example, account number 4000 1234 5678 9010 is currently seen as *****3456789010. Beginning April 15, it will appear as **9010. The new account number masking will be applied to all reporting within Access Online, except for Global Reports, and impact all report types – standard, flex data and scheduled – and formats, including PDF, browser and Excel. It does not affect how the account number displays within the user interface of Access Online. If you are using Access Online reporting to feed other systems, please update your systems accordingly.

Le 15 avril 2012, les numéros de compte qui apparaissent sur les rapports créés en Access® Online seront masqués à l'exception de leurs quatre derniers chiffres. Les dix derniers chiffres des numéros de compte sont actuellement visibles sur les rapports créés en Access Online. Par exemple, le numéro de compte 4000 1234 5678 9010 apparaît aujourd'hui sur les rapports créés en Access Online comme *****3456789010. À compter du 15 avril, ce numéro de compte apparaîtra comme **9010. Cette nouvelle mesure de masquage du numéro de compte sera appliquée à l'ensemble du système de création de rapports d'Access Online, à l'exception des rapports globaux, et tous les types de rapports – normalisés, données de flex et programmés – et de formats incluant PDF, navigateur et Excel, seront affectés par ce changement. Ce changement n'affectera pas cependant le numéro de compte tel qu'il apparaît dans l'interface utilisateur d'Access Online. Si vous utilisez le système de création de rapports d'Access Online pour alimenter d'autres systèmes, veuillez mettre à jour vos systèmes conformément.

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2. The **Transaction Management** window will open.

- In **Card Account Summary**, select **Open** for current transactions or the **Billing Cycle Close Date** for the period you wish to reconcile. Click **Search**.

[-] Card Account Summary

Account Number: ...0270
 Account Name: CHERYL J MCMEEKIN

Billing Cycle Close Date: Open **Search** **Print Account Activity**

Open Account

[+] Search Criteria

[-] Transaction List

- All transactions in the cycle selected are displayed in the **Transaction List** below. Click on the **transaction date** or the **account code** for a specific transaction to view its details.

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

Records 1 - 2 of 2
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		03-01	03-01	MYFAX.PROTUS IP SOLN	866-563-9212, ON	\$346.30	\$306.46	\$39.84	\$0.00	Ⓜ	29161280	3508160000000-5399.0009
<input type="checkbox"/>		02-16	02-17	G.B SUPERIOR SOUND LTD	HAY RIVER, NT	\$157.45	\$149.95	\$7.50	\$0.00	Ⓜ		3508160000000-5399.0009

Ⓜ Reviewed Ⓞ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level

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

Records 1 - 2 of 2

Reallocate **Mass Reallocate** **Change Review Status**

- The **Transaction Management Transaction Detail** window will open.

Transaction Management

Transaction Detail

Card Account Number: *****0270, CHERYL J MCMEEKIN

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	03-01	03-01	MYFAX PROTUS IP SOLN	866-563-9212, ON	\$346.30	Ⓜ	29161280	3508160000000 - 5399.0009

Ⓧ Disputed Ⓜ Trans Detail Level Ⓜ Reallocated

Summary Tax and Allocations

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To initiate a dispute, click the "Dispute" button.

Transaction

Date: 2012-03-01
Purchase ID: 29161280
Total Amount: 346.30
Memo Post: Yes

Regional Tax: 0.00
National Tax: 0.00
Freight:

Merchant

Name: MYFAX PROTUS IP SOLN
City, State/Province: 866-563-9212, ON
Transaction Type: SALES DRAFT
MCC Code: 5968
MCC Description: CONTINUITY SUBSCRIPTION

Reference Information

Billing Cycle: Open
Posting Date: 2012-03-01
Reference Number: 74537882061000881119048
Authorization Number: 056427

Extract Date(s)

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

Currency

Billing Currency: Canadian Dollar
Source Currency: Canadian Dollar
Source Currency Amt: 346.30

Mark as Reviewed

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute

Sales Draft Requests

none

[+] Dispute History

Verifying & Reconciling Transactions

1. Click on the **Tax and Allocations** tab.

By default, all transactions are coded to your home cost centre's P-Card clearing account. From this screen you will allocate your purchase to the correct accounting code and make comments describing each transaction.

Summary
Tax and Allocations

The Tax and Allocations tab provides the ability to view, add, or edit the tax and/or allocation information on a transaction.

Transaction Amount: \$346.30
 National Tax Amount: \$39.84 Source: Computed
 Regional Tax Amount: \$0.00 Source: Computed
 Net Amount: \$306.46

Allocations
 Allocations 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 transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Allocation Comment	Amount	Alloc %	Accounting Code - Segment Name (Length) PROJECT # & COST CAT (25)	Favorite
<input type="checkbox"/>		Allocation Amt: \$ 346.30	OR 100.00 %	3508160000000 - 5399.0009	Add as Favorite
		Net Allocation Amt: \$ 306.46			
		National Tax: \$ 39.84			
		Regional Tax: \$ 0.00			

Search

Total Allocated: \$ 346.30 100.00 %

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

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

2. Enter comments in the **Allocation Comment** section. **This is a required field.** Give plenty of detail. Include the names of clients for all restaurant charges.

Remove
Allocation Comment

Lunch Meeting - Joe Smith, Bob Brown, John White

- In the **Accounting Code** section, manually type in a code or click on the magnifying glass to search for a code.

Accounting Code - Segment Name (Length)
PROJECT # & COST CAT (25)

350816000000 - 5399.0009 *

If you know the beginning digits of the code, you can type them in and then click on the magnifying glass... this will narrow down your search.

For example, if you are coding to a capital project 1205752 you could enter those digits in the Accounting Code box and then click the magnifying glass.

Accounting Code - Segment Name (Length)
PROJECT # & COST CAT (25)

1205752 *

The **Search & Select Valid Value** window opens displaying all valid codes beginning with 1205752. Click the **Select** link beside the code you wish to use.

Select a valid value from the results list below.

Records 1 - 9 of 9

	<u>PROJECT # & COST CAT</u>	<u>Value Description</u>
Select	1205752000000 - 1932.0009	YK-EMDEngStudy&Install - Consultants Lum
Select	1205752000000 - 1951.0009	YK-EMDEngStudy&InstallJ - Transportation
Select	1205752000000 - 1952.0009	YK-EMDEngStudy&InstallJF - Accomodation
Select	1205752000000 - 1953.0009	YK-EMDEngStudy&InstallJF - Meals
Select	1205752000000 - 1961.0009	YK-EMDEngStudy&Install - Equipment Renta
Select	1205752000000 - 1963.0009	YK-EMDEngStudy&Install - Construction Ca
Select	1205752000000 - 1964.0009	YK-EMDEngStudy&InstallJF - Insurance
Select	1205752000000 - 1966.0009	YK-EMDEngStudy&Install - Permits/License
Select	1205752000000 - 1968.0009	YK-EMDEngStudy&Install - Freight - Other

Records 1 - 9 of 9

[<< Back to TM Allocations](#)

You can also search by description.

For example, you can search for any allocation codes that contain the word EMD. Enter EMD in the description field and select **Search Type Contains**. Click the **Search** button.

Transaction Detail

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

PROJECT # & COST CAT (25)	
Value:	<input type="text"/>
Description:	<input type="text" value="EMD"/>
Search Type:	<input type="button" value="Contains"/>


Display Values per page

Select a valid value from the results list below.

Records 1 - 25 of 37
Page: 1 | 2

	PROJECT # & COST CAT	Value Description
Select	1205752000000 - 1932.0009	YK-EMDEngStudy&Install - Consultants Lum
Select	1205752000000 - 1951.0009	YK-EMDEngStudy&InstallJ - Transportation
Select	1205752000000 - 1952.0009	YK-EMDEngStudy&InstallJF - Accomodation
Select	1205752000000 - 1953.0009	YK-EMDEngStudy&InstallJF - Meals
Select	1205752000000 - 1961.0009	YK-EMDEngStudy&Install - Equipment Renta
Select	1205752000000 - 1963.0009	YK-EMDEngStudy&Install - Construction Ca
Select	1205752000000 - 1964.0009	YK-EMDEngStudy&InstallJF - Insurance
Select	1205752000000 - 1966.0009	YK-EMDEngStudy&Install - Permits/License
Select	1205752000000 - 1968.0009	YK-EMDEngStudy&Install - Freight - Other
Select	1365727000000 - 1953.0009	Fast Start Conv. Inuvik EMD - Meals
Select	1365727000000 - 1964.0009	Fast Start Conv. Inuvik EMD - Insurance
Select	1365782000000 - 1953.0009	FuelPipUpp&RedntTnksRmvEMD - Meals

If you need a code that is not available please email AccountSetupPCard@ntpc.com. It will take **between 24 and 72 hours** for the requested code to appear in AccessOnline.

	To...	<input type="text" value="AccountSetupPCard"/>
	Cc...	<input type="text"/>
	Subject:	<input type="text" value="new pcard account code"/>

- If you need to split the cost of a transaction click **Add** beside Additional Allocations. Additional allocation lines will be added.

Split the dollar amounts manually or adjust the allocation percentage to let Access Online calculate the amounts for you.

Enter comments and different account codes for each allocation.

Remove	Allocation Comment	Amount	Alloc %	Accounting Code - Segment Name (Length) PROJECT # & COST CAT (25)	Favorite
<input type="checkbox"/>	Comment1	Allocation Amt: \$ 34.63 Net Allocation Amt: \$ 34.63 National Tax: \$ 0.00 Regional Tax: \$ 0.00	OR 10.00 %	120575200000 - 1932.0009	Add as Favorite
<input type="checkbox"/>	Comment2	Allocation Amt: \$ 311.67 Net Allocation Amt: \$ 275.81 National Tax: \$ 35.86 Regional Tax: \$ 0.00	OR 90.00 %	120305100000 - 1961.0009	Add as Favorite

Remove
 Total Allocated: \$ 346.30 100.00 % **Set All to Default Accounting Code**
 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

- Click **Save Allocations**. If you leave this window without clicking this button all your changes will be lost.

- Click on the **Summary** tab and click **Mark as Reviewed**.

Summary **Tax and Allocations**

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To initiate a dispute, click the "Dispute" button.

Transaction	Reference Information
Date: 2012-03-01	Billing Cycle: Open
Purchase ID: 29161280	Posting Date: 2012-03-01
Total Amount: 346.30	Reference Number: 7453788206100088119048
Memo Post: Yes	Authorization Number: 056427
Regional Tax: 0.00	Extract Date(s)
National Tax: 0.00	Most Recent Standard
Freight:	Financial Extract:
Merchant	General Ledger Extract:
Name: MYFAX PROTUS IP SOLN	Payment Extract:
City, State/Province: 866-563-9212, ON	Currency
Transaction Type: SALES DRAFT	Billing Currency: Canadian Dollar
MCC Code: 5968	Source Currency: Canadian Dollar
MCC Description: CONTINUITY SUBSCRIPTION	Source Currency Amt: 346.30

Mark as Reviewed

- Click [Back to Transaction List](#) at the bottom of the page to return to the Transaction List.

[<< Back to Transaction List](#)

The transaction has now been reconciled. It will display **R** for reviewed and **A** for allocated. You can return and modify your allocations at any time during the open billing cycle.

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Net Amount	National Tax	Regional Tax	Detail	Purchase ID	Accounting Code
▶	R	03-01	03-01	MYFAX PROTUS IP SOLN	866-563-9212, ON	\$346.30	\$306.46	\$39.84	\$0.00	Ⓜ	29161280	Multiple
▶		02-16	02-17	G.B SUPERIOR SOUND LTD	HAY RIVER, NT	\$157.45	\$149.95	\$7.50	\$0.00	Ⓜ		3508160000000-5399.0009

- Repeat for all transaction.

Printing your Statement

Once you have allocated and reviewed all your transactions, you must print your statement.

- In the **Card Account Summary** select the **Open** billing cycle and click [Print Account Activity](#).

Card Account Number: *****0270, CHERYL J MCMEEKIN

» Trans List

[-] Card Account Summary

Account Number: Ⓜ ...0270

Account Name: CHERYL J MCMEEKIN

Billing Cycle Close Date:

Ⓜ Open Account

- Your statement will open as a pdf in a new window.

WebFOCUS Report - Windows Internet Explorer
 https://access.usbank.com/cpsApp1/AxolComReportServlet

Cardholder Activity
 Name: CHERYL J MCMEEKIN Account Number: *****0000600270 Cycle End Date: Open

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Allocation Amounts		Source Currency Accounting Code	Currency Amount Allocation Comment
			National	Regional		
2012-02-16	G.B SUPERIOR SOUND LTD	\$167.46	\$7.50	\$0.00	CAD	157.45
2012-02-17	HAY RIVER, NT	\$157.45	\$7.50	\$0.00	3508160000000 - 5399.0009	
2012-03-01	MYFAX PROTUS IP	\$348.00	\$38.84	\$0.00	CAD	346.30
2012-03-01	SOLN 866-563-9212, ON	\$34.63 \$311.67	\$3.98 \$35.86	\$0.00 \$0.00	1205752000000 - 1932.0009 3508160000000 - 5399.0009	Comment1
Activity Totals						
	Purchases	\$503.75				
	Payments	\$0.00				
	National Taxes		\$47.34			
	Regional Taxes			\$0.00		

Cardholder Name: _____ Signature: _____
 Supervisor Name: _____ Signature: _____

- Print your statement.
- Sign your statement.
- Attach all receipts and supporting documents.
- Take to your manager or director for approval.