

PCard Transaction Review and Allocation

<https://access.usbank.com>

This page is designed assist PCard Cardholders in the transaction Review and Allocation process.

Transaction Management
Card Account Summary with Transaction List

Product: Purchasing Card
Card Account Number: *****
Card Account ID: xxxxxxxxxx

Managing Acct List | Card Acct List | Trans List | Extract Queue

[-] Card Account Summary

Account Number: ...9572
Account Name: Marty McFly
Billing Cycle Close Date: Open [Search] [Print Account Activity]

Total Transactions: \$404.14 7 Final Approved Transactions:
Reallocated Transactions: \$0.00 0 % Final Approved Transactions
% Reallocated Transactions: 0.0% 0.0%

[+] Search Criteria

[-] Transaction List

Records 1 - 7 of 7
Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Allocation	Receipts	Allocated	Link
<input type="checkbox"/>	Approved		07/27	07/28	AMAZON	NASHVILLE, TN	\$44.80				60040 OFFICESUPPLIES/STRMDI-I680810000I-H
<input type="checkbox"/>	Pending		07/27	07/28	TARGET	06152593892, TN	\$79.70				60040 OFFICESUPPLIES/STRMDI-I680810000I-H
<input type="checkbox"/>	Pending		07/27	07/28	TARGET	06152593892, TN	\$111.91				60040 OFFICESUPPLIES/STRMDI-I680810000I-H

Transaction Management Navigation

- 1 The Transaction List shows the Transaction Management page
- 2 The drop-down menu allows you to select a Billing Cycle
- 3 The Account Activity Report used for monthly reconciliation
- 4 The total dollar amount and number of transactions posted
- 5 Approval Status indicating transactions that require approval
- 6 Merchant name and location
- 7 Amount of transaction
- 8 Indicates Itemized Receipts can be viewed
- 9 Indicates which transactions have been allocated
- 10 Displays transaction allocation

Important Note: Transactions will default to the allocation (Center/Account Number) indicated on your PCard application

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	07/27	07/28	TARGET	NASHVILLE, TN	44.80		H94766	60040 OFFICESUPPLIES/STRMDI-I680810000I-H

Disputed Trans Detail Level Reallocated

Summary | Allocations | Tax Data | Comments | Approval History

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 transaction. To allocate to additional accounting code 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	Amount	Percent	Accounting Code - Segment Name (Length)	D1 (1)	D2 (1)	BUSINESS PURPOSE (8)
<input type="checkbox"/>	\$ 44.80	OR 100.00 %	60040 OFFICE SUPPLIES *	1608100000 *		Binders used for

Total Allocated: \$ 44.80 100.00 % Apply Accounting Code:

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

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

Allocation Process

Select the hyperlink indicated in step 10 above.

- 1 Select the allocation percent or amount here
- 2 Search for Account Number here by using the
- 3 Search for Center Number here by using the
- 4 Always enter a Business Purpose and be as descriptive as possible





U.S. Bank
Access Online

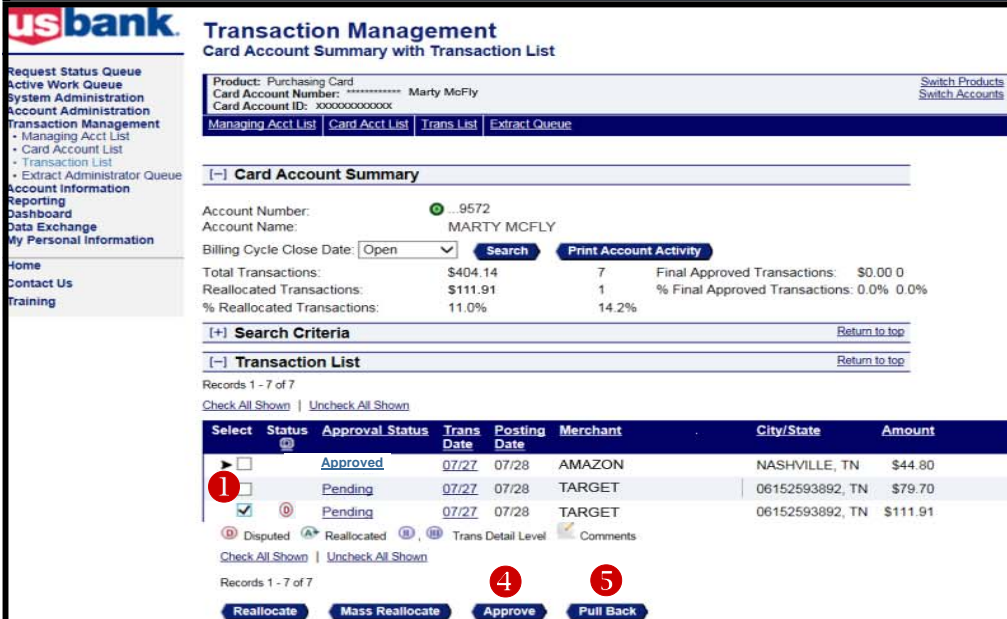
PCard Transaction Approval and Reporting

<https://access.usbank.com>

This page is designed to assist PCard Cardholders in the transaction approval and reporting process.

Transaction Approval Navigation

- 1 After reviewing allocation and business purpose you check this box to approve transactions
- 2  Indicates that the expense has hit the GL and the allocation can only be corrected with a Journal Entry
- 3  Indicates if allocation has changed from the default account or center number
- 4 After checking the boxes above you can approve each transaction by selecting this button. This will send the transaction to your PCard Manager for approval
- 5 Allows you to retrieve and revise a transaction that has not yet been final approved



Transaction Management
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Product: Purchasing Card
Card Account Number: ***** Marty McFly
Card Account ID: xxxxxxxxxxxx

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[-] Card Account Summary

Account Number: 9572
Account Name: MARTY MCFLY

Billing Cycle Close Date: Open

Total Transactions: \$404.14 7 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$111.91 1 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 11.0% 14.2%

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

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

Records 1 - 7 of 7
[Check All Show](#) | [Uncheck All Show](#)

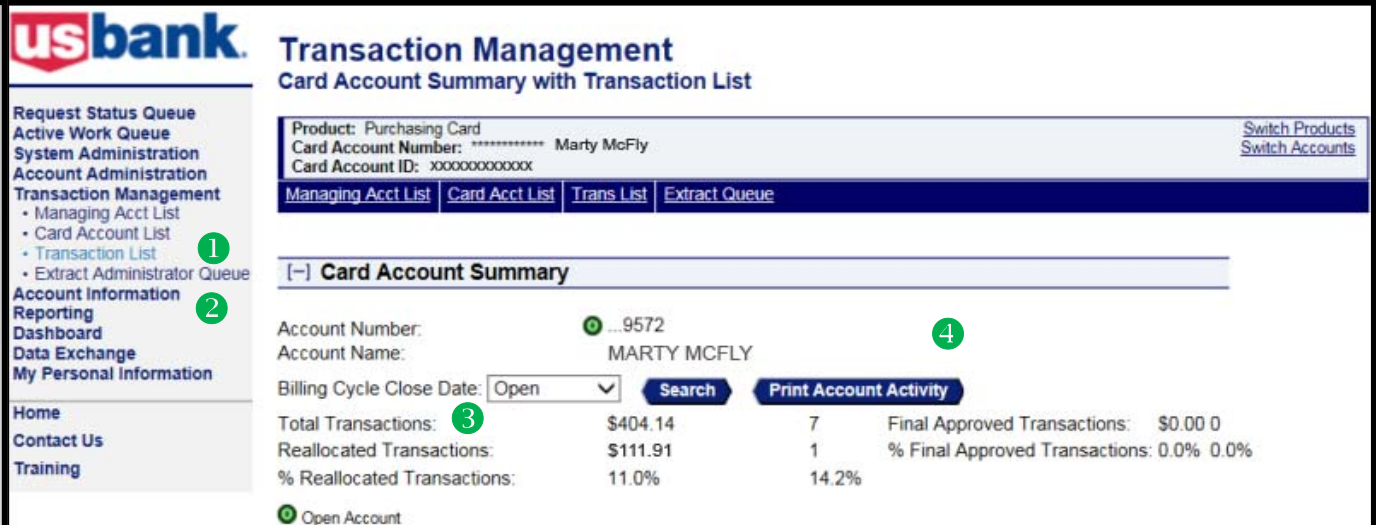
Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input type="checkbox"/>	Approved		07/27	07/28	AMAZON	NASHVILLE, TN	\$44.80		H94766		60145 BOOKS/PERIODICALS/MAGAZ
<input type="checkbox"/>	Pending		07/27	07/28	TARGET	06152593892, TN	\$79.70		896		60040 OFFICESUPPLIES/STRMDI-
<input checked="" type="checkbox"/>	Pending		07/27	07/28	TARGET	06152593892, TN	\$111.91		896		60040 OFFICESUPPLIES/STRMDI-

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

Records 1 - 7 of 7

Printing Required Reports

- 1 To run the PCard Cardholder Activity Report select Transaction Management—Transaction List
- 2 Access the PCard Monthly Statement that is required for monthly reconciliation. The path for obtaining this report is Account Information—Account Profile—Statement
- 3 Select the report period using the Billing Cycles Close dropdown
- 4 Run the report using the Print Account Activity button



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