

# Purchase Cards

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## US Bank Access Online Instructional Manual

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**ATTENTION**

**Access Online Training Videos**

Several video tutorials are available on the Accounting Department's website. Go to [www.canyonsdistrict.org](http://www.canyonsdistrict.org) and click on Departments, then Accounting, then Purchase Cards.

A copy of this Instructional Manual and the Access Online Memo in PDF format are also available on the Accounting Department's website.



# CANYONS

School District

*"Celebrating the Highest  
Standards of Educational Excellence"*

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# CANYONS

School District

*"Celebrating the Highest  
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## Create Your Online Account (First Time Only)

If this is your **first time** logging into Access Online **AND** you DO NOT have a username and password, please follow these steps to register online.

**If you have logged in to Access Online before or were previously assigned a username and password by please proceed to the “Login to US Bank Access Online” section of this manual.**



**Welcome to Access Online!**

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Login](#)

[Forgot your password?](#)

[Register Online](#)

1. Navigate to <https://access.usbank.com> and then click the **Register Online** link.

## Online Registration

### Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register" will validate a single account. "Additional Account" will allow multiple accounts to be included in the process.

\* = required

Organization Short Name: \*

2

Account Number: \*

Account Expiration Date: \*

Account Zip Code: \*

[Register This Account](#)

[Additional Account](#)

[<<Back to Home Page](#)

3

2. Enter "csdut" in the organization short name box, your full purchase card number in the account number box, your card's expiration date, and your account zip code.
3. Click the **Register This Account** button.

## Licensing Agreement

Please read and accept the Licensing Agreement to continue.

### AccessOnline Terms of Service

#### 1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESSONLINE

Customer and U.S. Bank agree that any cause of action arising out of or related to this AccessOnline must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles **4** ATS are solely used for the convenience of the parties and have no legal or contractual significance.

[I Decline](#)

[I Accept](#)

4. Review the license agreement and then click the **I Accept** hyperlink.

## Online Registration

### Password and Contact Information

Organization Short Name: CMEA

#### User ID & Password

\* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: \*

Password: \*

Re-enter New Password: \*



#### 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: \*

Authentication Response: \*

#### Contact Information

First Name: \* Last Name: \* MI:

Address 1: \* Address 2:

City: \* State/Province: \* Zip/Postal Code: \*

Country: \*

Phone Number: \* Fax Number:

Email Address:



5. Specify your user ID, password, authentication and contact information.
6. Click the **Continue** button to complete the process. Your account will now be created and you will be automatically logged in.

**NOTE:** You only need to complete the registration process ONCE. From now on please follow the normal login process detailed in the "Login to US Bank Access Online" section of this manual.

# Login to US Bank Access Online

U.S. Bank Access® Online



## Welcome to Access Online!

Contact Us

Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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US Bank Access Online website:

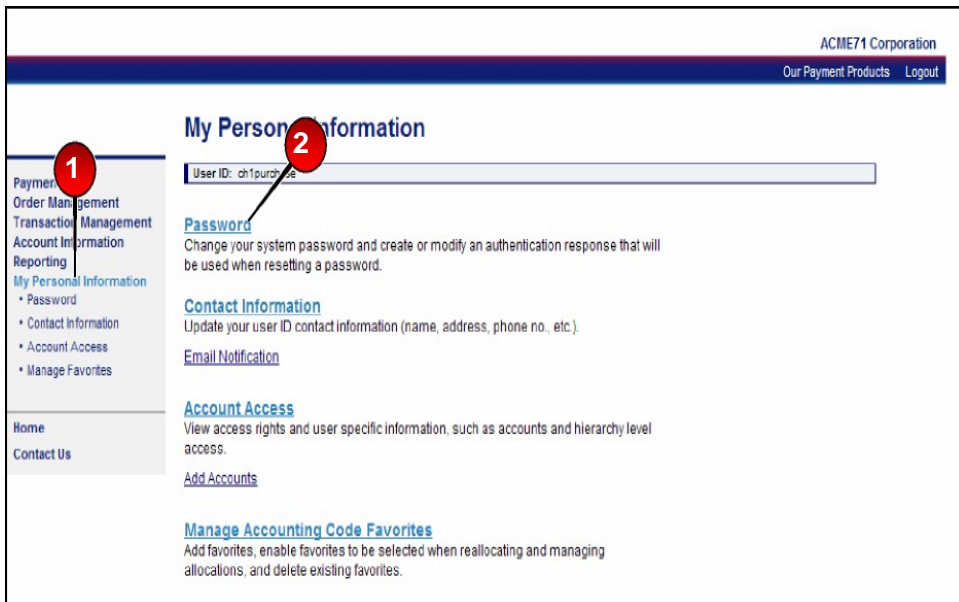
<https://access.usbank.com>

Organization Short Name: csdut



# Change Your Password

You must change your password the first time you login to Access Online and every 60 days thereafter. However, you can use the following steps to change your password at any time.



To change your password:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Password** link in the *Left-Column Navigation Bar* or on the screen. The *My Personal Information: Change Password and Authentication* screen displays.

**My Personal Information**  
Change Password and Authentication

User ID: ch1purchase

Organization Short Name: ACME71  
Functional Entitlement Group: CH Full

\* = required

**Change Password**  
Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*  3

Enter New Password: \*  4

Re-enter New Password: \*  5

**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:  
Pets Name

Authentication Response: \*  
leacups 6

[<< Back to Personal Information](#)

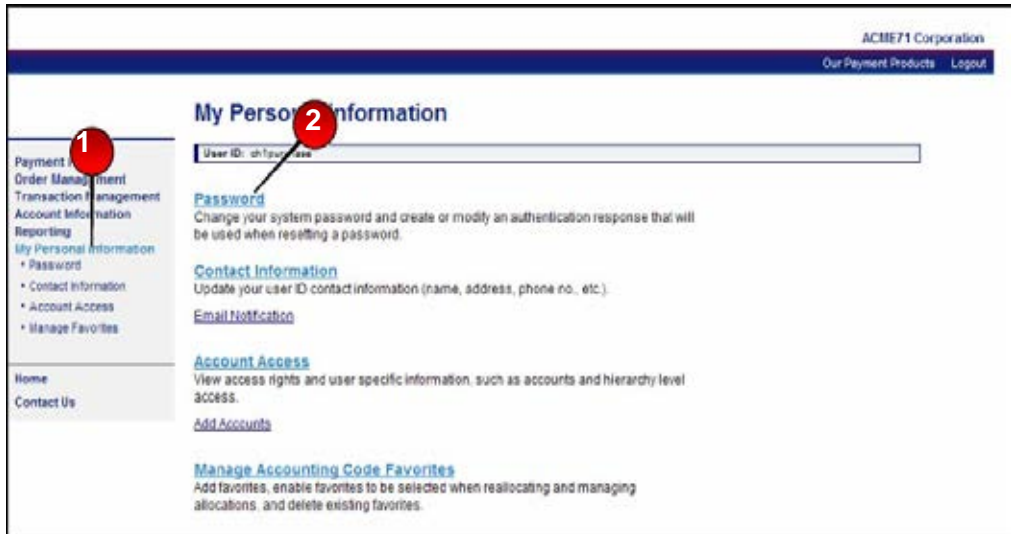
3. Type your current password in the *Current Password* field.
4. Type a new password in the *Enter New Password* field.

•Tip! Your password must be 8 – 20 alpha/numeric characters and must contain at least one alpha and one numeric character. You cannot reuse a password for 12 months.

5. Confirm your new password by typing it a second time in the *Re-enter New Password* field.
6. Click the **Save** button.

# Change Your Authentication

If you forget your password, you can use your authentication to reset your password and login to Access Online. Refer to the *Access Online: Getting Started* user guide for detailed steps on how to log in when you have forgotten your password.



To change your authentication question and response:

1. Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Password** link in the *Left-Column Navigation Bar* or on the screen. The *My Personal Information: Change Password and Authentication* screen displays, with your current authentication question and response.

**My Personal Information**  
Change Password and Authentication

User ID: ch1purchase

Organization Short Name: ACME71  
Functional Entitlement Group: CH Full

\* = required

**Change Password**  
Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

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

Authentication Question:

Authentication Response: \*

[<< Back to Personal Information](#)

The screenshot includes three red circular callouts with black arrows pointing to specific elements: callout '3' points to the 'Authentication Question' dropdown menu, callout '4' points to the 'Authentication Response' text input field, and callout '5' points to the 'Save' button.

3. Select an authentication question from the *Authentication Question* drop-down list (e.g. mother's maiden name, pet's name)
4. Type your response to the authentication question in the *Authentication Response* field.
5. Click the **Save** button.

**Tip!** Select an authentication question and answers that are easy to remember because you will need to provide both if you forget your password.

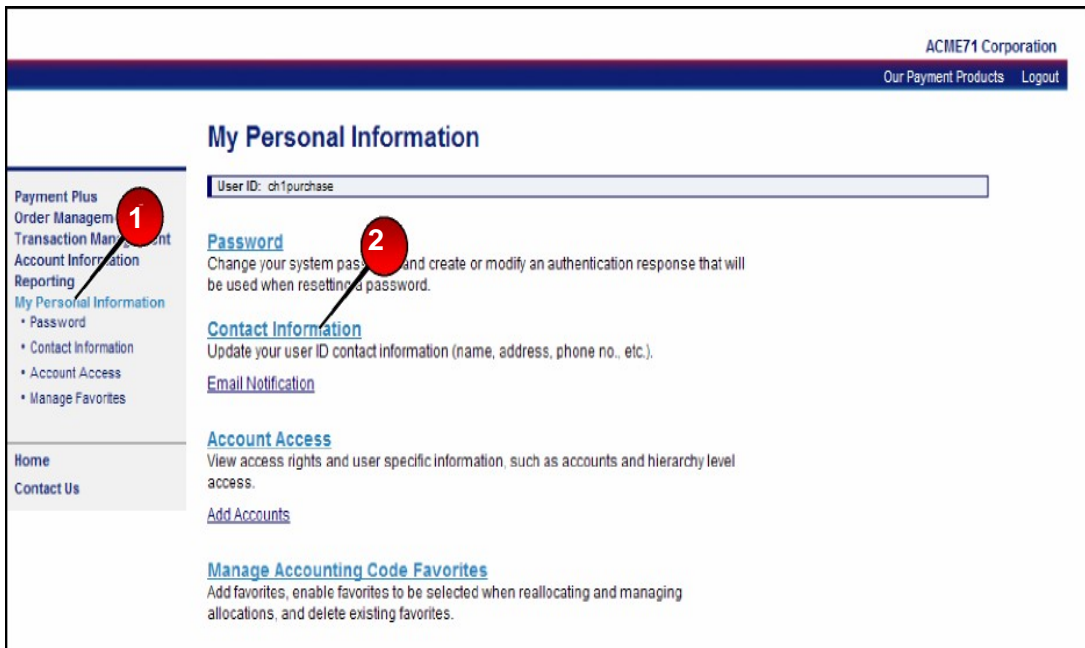
## Account Lockout and Password Reset

If you are locked out or forget both your password and authentication, please contact US Bank Access Online Customer Service at 1-877-887-9260. This line is operated 24/7 so you can reach an agent at any time of the day or night. They will be able to assist you with account lockouts or password resets.

# Update Your Contact Information

You can change your contact information in the system. Program administrators use this information to contact cardholders. In addition, we may use the contact information (especially the email address) to send you updates regarding Access Online.

**Tip!** Changing your contact information in Access Online does not change your statement contact information or how your name displays in Access Online. To change your statement address or how your name displays in Access Online, please contact your Program Administrator.



To update your contact information and language:

1. Select the **My Personal Information** high-level task. The *My Personal Information* screen displays.
2. Click the **Contact Information** link in the *Left-Column Navigation Bar* or on the screen. The *My Personal Information: Change Your Contact Information* screen displays with your current information.

### My Personal Information

#### Change Your Contact Information

User ID: cpsmith50

Organization Short Name: ACME  
Functional Entitlement Group: a system group (in use)

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

First Name:\*  Last Name:\*  MI:

Address 1:\*  Address 2:

City:\*  State/Province:\*  Zip/Postal Code:\*

Country:\*

Phone Number:\*  Fax Number:

Email Address:\*  Secure Email Address (for sending the Card Security Code):

Other:

[<< Back to Personal Information](#)

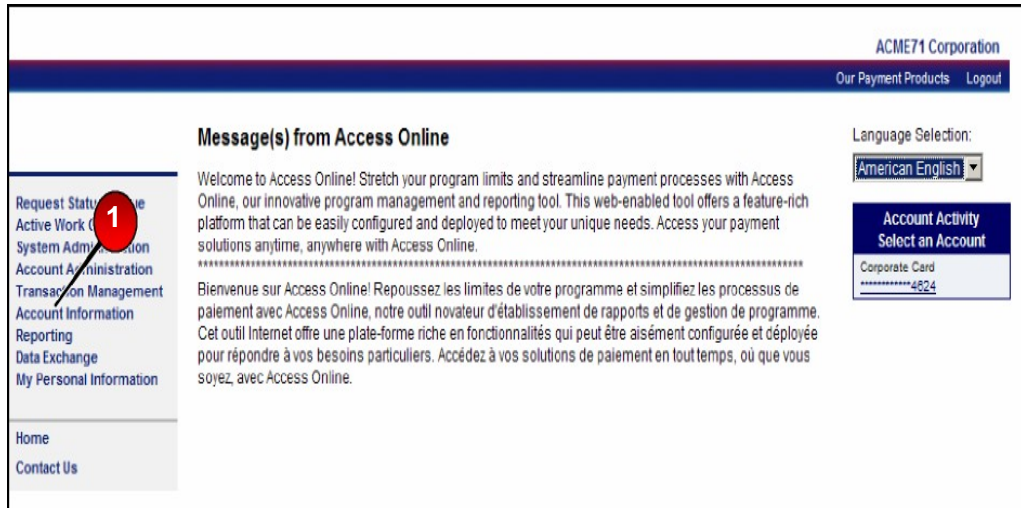
You may also have a secure email address listed in ready-only format on this screen.

3. Review and update any fields that are not correct.
4. Click the **Save** button.

**Tip!** If you make changes and then wish to go back to the original contact information, click the **Reset** button.

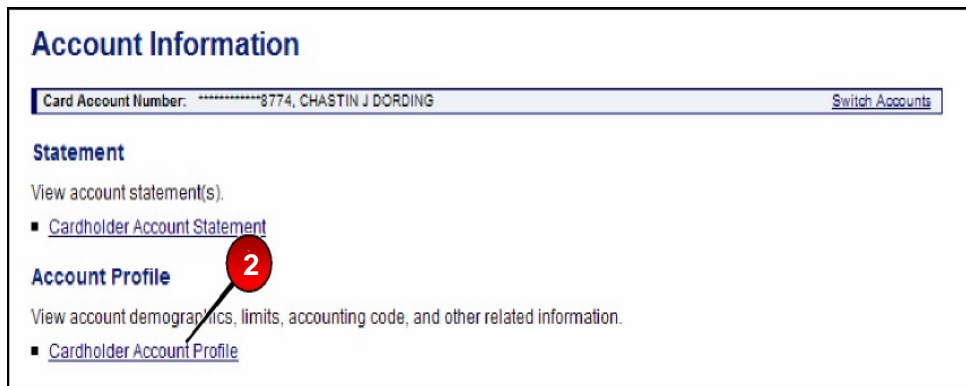
# Account Information

You can easily navigate to the accounts you have access to.



To select an account:

1. Select the **Account Information** high-level task from the *Left-Column Navigation Bar*. The *Account Information* screen displays.



2. Click the **Cardholder Account Profile** link. The *Cardholder Account Profile: Select an Account* screen displays a list of accounts that you have access to.

From the *Cardholder Account Profile: Account Summary* screen, you can view your demographic information, authorization limits, account information, financial history, and default accounting code.

**Cardholder Account Profile**  
Account Summary

Card Account Number \*\*\*\*\*9774, CHASTIN J DORDING [Switch Accounts](#)

Select an item below to view its contents.

[Demographic Information](#)  
View account name, address, and contact information.

[Account Information](#)  
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Default Accounting Code](#)  
View the default accounting code assigned to the account.

[Authorization Limits](#)  
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Financial History](#)  
View the account 12-month history, 7-year history analysis, and 7-year history.

**Account History**

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

To view information:

1. To view demographic information, click the **Demographic Information** link. The *Cardholder Account Profile: Demographic Information* screen displays.



## Cardholder Account Profile

### Demographic Information

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

**Name**

Name: CHASTIN J DORDING  
 SSN:  
 Date of Birth: 12/31/1900  
 Optional 1:  
 Optional 2:

**Address**

Address 1: 200 S 6TH ST  
 Address 2: EP-MN-L26C  
 City: MINNEAPOLIS  
 State/Province: MN  
 Zip/Postal Code: 55402-1403  
 Country: United States

**Contact Information**

Work Phone: 612-973-0000  
 Home Phone:  
 Alternate Phone: 651-205-0000  
 Fax: 612-973-5555  
 Email Address: CDORDING@ACME.COM

Demographics Comments:

[<< Back to Cardholder Account Summary](#)

•Your program may not use all the available fields (e.g., social security number). The optional fields are unique to your organization.

2

- The *Cardholder Account Profile: Demographic Information* screen lists:
  - Cardholder name and address
  - Social security number (if your program uses social security numbers)
  - Date of birth (if your program uses dates of birth)
  - Contact information, including phone, fax and email address
  - Comments that your Program Administrator added during your account's setup or modification

2. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.

**Tip!** Any comments that your Program Administrator has typed during the setup or modification of your account display on this screen.

## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING

[Switch Accounts](#)

Select an item below to view its contents.

#### [Demographic Information](#)

View account name, address, and contact information.

#### [Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

#### [Default Accounting Code](#)

View the default accounting code assigned to the account.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

3

#### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

3. To view authorization limits, click the **Authorization Limits** link. The *Cardholder Account Profile: Authorization Limits* screen displays.

## Cardholder Account Profile

### Authorization Limits

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

#### Authorization Limits

Credit Limit: 1  
 Single Purchase Limit: 1  
 Available Credit: 1  
 Fiscal First Month: 1

#### Standard Velocity Limits

	Limit	Total
Daily Dollar:	200	0
Daily Transaction:	1	0
Cycle Dollar:	2,400	0
Cycle Transaction:	1	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0
Quarterly Dollar:	0	0
Quarterly Transaction:	0	0
Yearly Dollar:	50,000	0
Yearly Transaction:	2,000	0

#### Custom Velocity Limits

	Limit	Total
Other Dollar:	0	0
Other Transaction:	1	0

Refresh From Date:  
 Refresh To Date:  
 Days in Refresh Cycle:  
 Refer to Managing Account Merchant Authorization Controls: Y  
 Refer to Managing Account Velocity Limits: Y  
 Refer to Managing Account Single Purchase Limit: Y

#### Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
MCCG28	Open	0	Custom	<a href="#">View Details</a>
MCCG5	Open	0	Custom	<a href="#">View Details</a>

Authorization Limits Comments: **4**

[<< Back to Cardholder Account Summary](#)

If your program includes merchant authorization controls, they display here. Merchant authorization controls enable your Program Administrator to block or permit transactions at specific types of merchants (e.g., pawn shops, liquor stores).

4. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.

## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*@774, CHASTIN J DORDING

[Switch Accounts](#)

Select an item below to view its contents.

#### [Demographic Information](#)

View account name, address, and contact information.

#### [Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

#### [Default Accounting Code](#)

View the default accounting code assigned to the account.

#### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

5. To view account information, click the **Account Information** link. The *Cardholder Account Profile: Account Information* screen displays.

## Cardholder Account Profile

### Account Information

Card Account Number: \*\*\*\*\*@774, CHASTIN J DORDING

[Switch Accounts](#)

Account Status: \*-OPEN

#### Hierarchy Position

Bank	Agent	Company	Division	Department
1425	7548	39650	30008	0000

#### Organization Name

AGME DEMO TEST

#### Account Information

Managing Account: 4246044555587793

Cycle Day: 26

Expiration Date: 01/31/2012

Open Date: 01/24/2003

Temp Auth Start Date:

Temp Auth End Date:

Needs Activation? Y

Current Balance: 0.00

Past Due Balance: 0.00

Plastic: N

Checks: N

Telecom: N

Telecom Status:

Payment Method Code:

Payment Method Description: <None>

#### Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
39650	00000	00000	00000	00000	00000	00000

Account Information Comments:

[<< Back to Cardholder Account Summary](#)

You may not have access to the information on this screen depending on the viewing rights associated with your user ID.

6. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.



**Cardholder Account Profile**  
Account Summary

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

Select an item below to view its contents.

[Demographic Information](#)  
View account name, address, and contact information.

[Account Information](#)  
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Default Accounting Code](#)  
View the default accounting code assigned to the account.

[Authorization Limit](#)  
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Financial History](#)  
View the account 12-month history, 7-year history analysis, and 7-year history.

**Account History**

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

7. To view financial history information, click the **Financial History** link.

**Cardholder Account Profile**  
Financial History

Card Account Number: \*\*\*\*\*8774 CHARLIN J DORDINO [Switch Account](#)

12 Month History **7 Year History Analysis** 7 Year History

The 12 Month History includes accumulated account information for 12 previous billing cycles. Each page includes four billing cycles of history.

Page: 1 | 2 | 3

	Current	11/28/2011	10/26/2011	09/26/2011	08/26/2011
Number of Payments	0	0	0	0	0
Total Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Payment: 00/00/00)					
Minimum Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Number of Purchases	0	4	2	2	2
Total Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Purchase: 11/07/11)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Cash Advance: 00/00/00)					
Number of Credits	0	0	0	0	0
Total Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(Last Credit: 11/07/11)					
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Overlimit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Advance Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Limit	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Misc Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Purchase Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outstanding Cash Adv Finance Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Past Due	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Cash Adv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Avg Daily Bal - Purchases and Cash Adv	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Page: 1 | 2 | 3

[Back to Cardholder Account Summary](#)

The 12 Month History tab contains financial history data for the past 12 months.

8. Select the 7 Year History Analysis tab. The 7 Year History Analysis tab displays.

**Cardholder Account Profile**  
Financial History

Card Account Number: \*\*\*\*\*8774 CHASTIN J DORDING [Edit Account](#)

12 Month History | **7 Year History Analysis** | 7 Year History

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	12	12	12	12	12	12	84
Times Statement Generated	11	11	7	5	6	1	1	42
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written off	0	0	0	0	0	0	0	0

[Back to Cardholder Account Summary](#)

**9**

The 7 Year History Analysis tab lists the number of times listed events occurred during each year (grouped by month).

9. Select the *7 Year History* tab to review a yes/no indication of listed events by month/year. The *7 Year History* tab displays.

**Cardholder Account Profile**  
Financial History

Card Account Number: \*\*\*\*\*8774 CHASTIN J DORDING [Edit Account](#)

12 Month History | **7 Year History Analysis** | 7 Year History

The 7 Year History indicates with a 'Y' if the listed condition occurred on the [ ] during that billing cycle and 'N' if it did not.

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

	11/11	10/11	09/11	08/11	07/11	06/11	05/11	04/11	03/11	02/11	01/11
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Overlimit	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written off	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

[Back to Cardholder Account Summary](#)

**10**

Click the page links to go to other cycles.

The 7 Year History tab provides a yes/no indication of the listed events by month/year.

Click to access additional months and years.

10. Click the **Back to Cardholder Account Summary** link when you are done.

**Cardholder Account Profile**  
**Account Summary**

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

Select an item below to view its contents:

[Demographic Information](#)  
View account name, address, and contact information.

[Account Information](#)  
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Default Accounting Code](#)  
View the default accounting code assigned to the account.

[Authorization Limits](#)  
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Financial History](#)  
View the account 12-month history, 7-year history analysis, and 7-year history.

**Account History**

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

11. To view default accounting code information, click the **Default Accounting Code** link. The *Cardholder Account Profile: Default Accounting Code* screen displays. This screen lists the default accounting code assigned to the account, including the segment name(s) and segment value(s). The default accounting code is the accounting code the system assigns to your transactions when your transactions enter Access Online. The segment name, length, and values are entirely custom to your organization.



**Cardholder Account Profile**  
**Default Accounting Code**

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

**Default Accounting Code**

Segment Name (Length)	PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (5)	GL EXPENSE (8)
	5555		123		

Default Accounting Code Comments:

[<- Back to Cardholder Account Summary](#)

12

12. Click the **Back to Cardholder Account Summary** link to return to the *Cardholder Account Profile: Account Summary* screen.

**Cardholder Account Profile**  
**Account Summary**

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDING [Switch Accounts](#)

Select an item below to view its contents.

[Demographic Information](#)  
 View account name, address, and contact information.

[Account Information](#)  
 View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Default Accounting Code](#)  
 View the default accounting code assigned to the account.

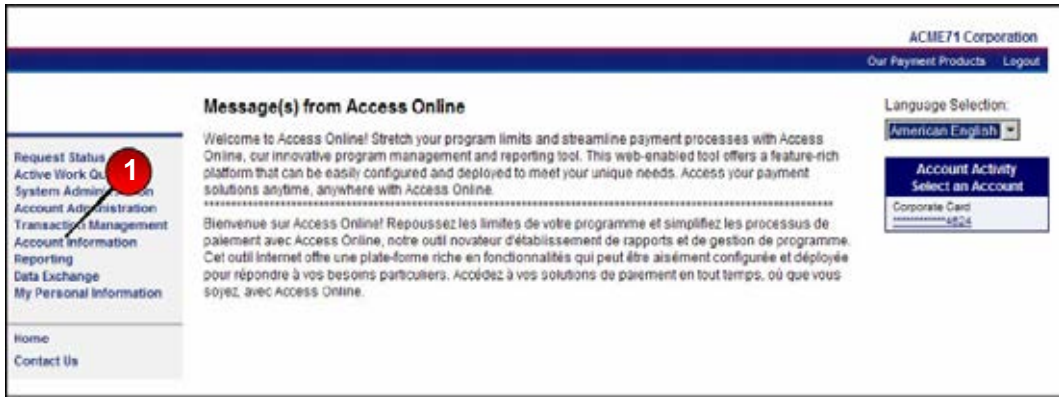
[Authorization Limits](#)  
 View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Financial History](#)  
 View the account 12-month history, 7-year history analysis, and 7-year history.

**Account History**

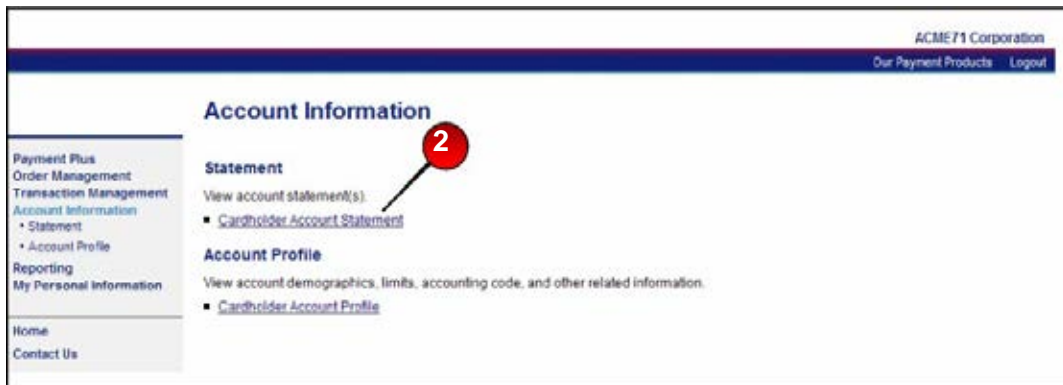
Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

# View Your Statement



To view your statement:

1. On the *Left-Column Navigation Bar* on any screen, click the **Account Information**



2. Click the **Statement** link on the *Left-Column Navigation Bar* or the **Cardholder Statement** link on the screen.

**Account Information**  
**Cardholder Account Statement**

Card Account Number: \*\*\*\*\*2774, CHASTIN J DORDING [Switch Accounts](#)

To view a statement, select a cycle and click the "View Statement" button. **Please Note:** The statement cannot be used for reimbursement of payment; it is for display purposes only.

Select Billing Cycle:  
11/28/17

[View Statement](#)

3. Select the billing cycle for the statement you wish to view from the *Select Billing Cycle* drop-down list.

Tip! You can view 18 months of data. Your statement is available the day after the cycle end.

4. Click the **View Statement** button. Your statement displays in a new window.



P. O. Box 6342  
Fargo, ND 58125-6342

1058432

ACME CORPORATION  
MEMO STATEMENT

ACCOUNT NUMBER 4798264031684756  
STATEMENT DATE 03-28-07  
TOTAL ACTIVITY \$ 144.00  
AMOUNT DUE 90.00

DO NOT REMIT

CHRISTINE MANON  
2222 S 7TH ST  
EP - MN - TT2C  
MINNEAPOLIS MN 55454-1305

107

4798264031684756 00000000

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCG	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	74798267038019111111178	2741	27.00
03-19	03-17	UAT OFFICE FURNITURE TO GO ST LOUIS MO	74798267038019111111188	5021	45.00
03-26	03-15	JOHNSONS PRINTING BOSTON MA	74798267085019111111179	2741	27.00
03-26	03-15	OFFICE FURNITURE TO GO ST LOUIS MO	74798267085019111111187	5021	45.00

Default Accounting Code: 66555		102300NUJ2743	
CUSTOMER SERVICE CALL <b>1-800-000-0000</b>	ACCOUNT NUMBER 4798-2640-3168-4756		ACCOUNT SUMMARY
	STATEMENT DATE 03-28-07	DISPUTED AMOUNT \$ 0.00	PREVIOUS BALANCE \$ 0.00
SEND BILLING INQUIRIES TO:  P.O. BOX 6044 FARGO, ND 58125-6044	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$ 134.00
			CASH ADVANCES \$ 0.00
			CASH ADVANCE FEE \$ 0.00
			CREDITS \$ 0.00
			<b>TOTAL ACTIVITY \$ 144.00</b>

PAGE 1 OF 1

# View, Allocate & Add a Description to Your Transactions

ACME04 CP Organization  
Our Payment Products Logout

**1** 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.

Language Selection:  
American English

Account Activity  
Select an Account  
CP Organization: ACME04

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us  
Training

Click this link to go directly to your account.

To view and filter a list of your transactions:

1. Select the **Transaction Management** high-level task. The *Transaction Management* screen displays.

**2** Transaction Management

[Transaction List](#)  
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)  
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)  
Presents the pending transactions list.

[View Unmatched Transactions](#)  
Presents the unmatched transactions list.

Click a link to view transactions for the previous cycle, transactions that are not yet approved, or transactions that are not yet matched to an order, payment request, or payment instruction.

2. Click the **Transaction List** link. The *Transaction Management: Card Account Summary with Transaction List* screen displays.

**Transaction Management**  
Card Account Summary with Transaction List

Role: Cashier  
Card Account Number: 5591, DAVIDA MARALDO  
Switch Role

Create | Manage | Trans List

---

**Card Account Summary**

Account Number: 5591      Outstanding Orders: \$11,415.53 19  
 Account Name: DAVIDA MARALDO      Unmatched Transactions: \$25,980.25 51

Billing Cycle Close Date:

Total Transactions: \$7,098.24      20      Final Approved Transactions: \$0.00      0  
 Reallocated Transactions: \$0.00      0      % Final Approved Transactions: 0.0%      0.0%  
 % Reallocated Transactions: 0.0%      0.0%

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

---

**Search Criteria**

Transaction Date: 05/01/2012 to 07/25/2012

Transaction Amount: \$1000.00 to \$  Purchase ID:

Approval Status:  Order Match Status:  Merchant Name:

Disputed Transactions:  Reallocated Transactions:

Display: 25 Transactions per page

---

**Transaction List**

Records 1 - 5 of 5

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending			05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00		05091	213400000000000000
<input type="checkbox"/>	Pending			05/20	05/24	DOC EMAIL	BATTLE CREEK, MI	\$1,195.96		05091	213400000000000000
<input type="checkbox"/>	Pending			05/20	05/21	THATCHER COMPANY	8019724587, UT	\$1,173.78		05091	213400000000000000
<input type="checkbox"/>	Pending			05/13	05/17	ANXTER INC	224-621-8000, IL	\$2,472.20		05091	213400000000000000
<input type="checkbox"/>	Pending			05/05	05/10	PACIFIC STEEL BRANCH #34	8019730958, UT	\$1,056.46		05091	213400000000000000

Disputed  Matched  Exception  Reallocated  Trans Detail Level

Records 1 - 5 of 5

**Search Criteria**

**Transaction List**

Records 1 - 7 of 7

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending			11/05	11/06	GRANGER 494	877-6994890, MN	\$303.53			444433333310230
<input type="checkbox"/>	Pending			11/04	11/06	MULLARKEY ASSOCIATES INC	708-6975555, IL	\$135.95		782009502060	444433333310230
<input type="checkbox"/>	Pending			11/05	11/06	UNITED ELECTRIC #7649	651-582-3930, MN	\$130.74		03-0105	444433333310230
<input type="checkbox"/>	Pending			11/05	11/06	WERNER ELECTRIC ST CLOUD	320-2535440, MN	\$314.30		030213	444433333310230
<input type="checkbox"/>	Pending			11/04	11/05	UNITED ELECTRIC #7649	651-582-3930, MN	\$65.60		02-0188	444433333310230
<input type="checkbox"/>	Pending			11/03	11/04	UNITED ELECTRIC #7649	651-582-3930, MN	\$23.52		03-0188	444433333310230
<input type="checkbox"/>	Pending			10/27	10/28	DAIRY ENGINEERING CO	303-4232332, CO	\$58.06		133917	444433333310230

Reviewed  Disputed  Matched  Exception  Reallocated  Trans Detail Level

Records 1 - 7 of 7

This is your default account code.

3

To reallocate a transaction:

- On the *Transaction Management: Card Account Summary with Transaction List* screen, click the **Accounting Code** link next to the transaction you wish to reallocate. The *Transaction Management: Detail* screen displays with the *Allocations* tab open.

### Transaction Management

#### Transaction Detail

Card Account Number \*\*\*\*\*8774, CHASTIN J DORNOZ Switch Account

[Create](#) [Manage](#) [Card Acct List](#) [Trans List](#)

#### Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		11/05	11/05	GRANGER 494	877-8954890 MN	\$303.53			4444 333 333 10230

Disputed  Matched  Exception  Reallocated

[Summary](#) [Match](#) [Allocations](#) [User Line Items](#) [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 codes, click the "Add" button.

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

\* is required Allocation Source: Last Changed By:

Remove	Amount	Percent	Accounting Code - Segment Name (Length)				Favorite
			PROJECT (4)	INDEX (2)	BUSINESS UNIT (2)	COST CENTER (2)	GL EXPENSE (4)
<input type="checkbox"/>	\$ 303.53	OR 100.00 %	4444	333	333	10230	00002001

Search  [Refresh](#)

Total Allocated: \$ 303.53 100.00 % Apply Accounting Code:  [Apply](#)

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s):  [Add](#)

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

[Save Allocations](#)

[Back to Transaction List](#)

4. To divide the transaction among two or more accounting codes:
  - a. Type the number accounting codes you need to add in the *Additional Allocation(s)* field.
  - b. Click the **Add** button. The system adds an additional row to the transaction.

**Transaction Management**  
Transaction Detail

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORNING Switch Account

Create Manage Cost Acct List Trans List

**Transaction Summary**

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		11/05	11/06	GRAINGER 494	877-6994890, MN	\$303.53			4444(333(333(10230)

Disputed 
  Matched 
  Exception 
  Reallocated

Summary Match Allocations User Line Items 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, click the "Add" button.

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

\* = required

Allocation Source: Last Change

Remove	Amount	Percent	Accounting Code - Segment Name		BUSINESS UNIT (s)	COST CENTER (s)	GL EXPENSE (s)	Favorite
			PROJECT (4)	INDEX (3)				
<input type="checkbox"/>	\$ 151.77	OR 50.00 %	4444	333	333	10230	00DD2981	Add as Favorite
<input type="checkbox"/>	\$ 0.00	OR 0.00 %	4444	333	333	10230		Add as Favorite

Allocated: \$ 151.77 50.00 %    Apply Accounting Code:

Remaining: \$ 151.76 50.00 %    Additional Allocation(s): 1

Total Allocated and Amount Remaining values.

[Back to Transaction List](#)

Depending on how your program is set up, you can type a new code, or select a favorite.

Select a row and click Remove to remove a row.

When you click the Add button, an additional row displays.

- c. Type the amount (e.g., **20.75**) that should be allocated to the first accounting code in the first line's *Amount* field or type the percentage (50 percent) that should be allocated to the in the first line's *Percent* field.
- d. Verify and change the accounting code for the first allocation, if needed.



**Transaction Management**  
Transaction Detail

Card Account Number: \*\*\*\*\*3774, CHASTIN J DORDING      Shift: Admin

Create Manage Card Acct List Transactions

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		11/05	11/05	GRAINGER 494	877-6994890, MN	\$303.53			4444(333)(333)10230

Disputed Matched Exception Reallocated

Summary Match Allocations User Line Items 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. Total button.

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

\* = required      Allocation Source: Last Changed By:

Remove	Amount	Percent	Accounting Code - Segment	Length
			PROJECT (4) INDEX (2)	LINE SS UNIT (2)
<input type="checkbox"/>	\$ 151.77	OR 50.00 %	4444 333	333
<input type="checkbox"/>	\$ 151.77	OR 50.00 %	4444 111	222

4e      4f

Depending on how your program is set up, you can type a new code, or select a favorite.

When you change an allocation amount or percentage, Access Online recalculates all other values automatically. Total reallocation amounts must equal 100 percent of the transaction amount.

4g

Total Allocated: \$ 303.53      100.00 %      Apply Accounting Code

Amount Remaining: \$ 0.00      0.00 %      Additional Allocations

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

Save Allocations

<< Back to Transaction List

e. Type the amount or percentage to allocate to the additional portions.

f. Specify the accounting codes for the additional portions.

Tip! You may be able to click the **Magnifying Glass** icon to search and select a valid value. You may also be able to select from a drop-down list of alternate accounting codes or select from a list of favorites as described in *Favorites* section.



OBJECT (3)	DESCRIPTION (125)
569 * 🔍	UACPA State & Local Government Conference *

g. Scroll to the right of the account code and add a description for the transaction in the **Description** box.

h. Click the **Save Allocations** button. A confirmation message displays and an **A** icon displays next to the transaction. If you reallocate the transaction among two or more accounting codes, then the word *Multiple* also displays next to the transaction.

Learn More: You may also have the option to revert to a previous version of the allocation.

**Transaction Management**  
Transaction Detail

Card Account Number: \*\*\*\*\*1774 CHASTIN J DOARDING [Switch Accounts](#)

[Create](#) [Manage](#) [Cont. Acct. LHM](#) [Trans. LHM](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		11/05	11/06	GRANGER 494	877-6994890, MN	\$303.53			4444(333(333(10230)

[Disabled](#) [Matched](#) [Exception](#) [Reallocated](#)

[Summary](#) [Match](#) [Allocations](#) [User Line Items](#) [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 codes, click the "Add" button.

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

\* is required Allocation Source: Last Changed By

Remove	Amount	Percent	Accounting Code - Segment Name (Len)	PROJECT (4)	INDEX (5)	BUSI	Favorite
<input type="checkbox"/>	\$ 151.76	OR 50.00 %	4444	333			<a href="#">Add as Favorite</a>
<input type="checkbox"/>	\$ 151.77	OR 50.00 %	4444	111			<a href="#">Add as Favorite</a>

Q Search

[Remove](#)

Total Allocated: \$ 303.53 100.00 % Apply Accounting Code:  [Apply](#)

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s):  [Add](#)

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

[Save Allocations](#)

[Back to Transaction List](#)

To revert to previous allocation, select an option and click Apply.

Once you finish and save your allocation, you can revert to a previous version of the allocation. Simply select an option from the *Apply Accounting Code* drop-down list and then click the **Apply** button. Your options are:

- **Default Accounting Code**—Changes the allocation back to your default accounting code.
- **Previous Allocation**—Changes the allocation to the allocation you saved before you made and saved your current changes. For example, if you divide a transaction among two accounting codes, save the reallocation, and then determine that you should not have divided the transaction, you can select this option to revert to the undivided allocation.
- **Initial Allocation**—Changes the allocation back to the transaction's original allocation (either your default accounting code or an allocation based on an allocation rule).

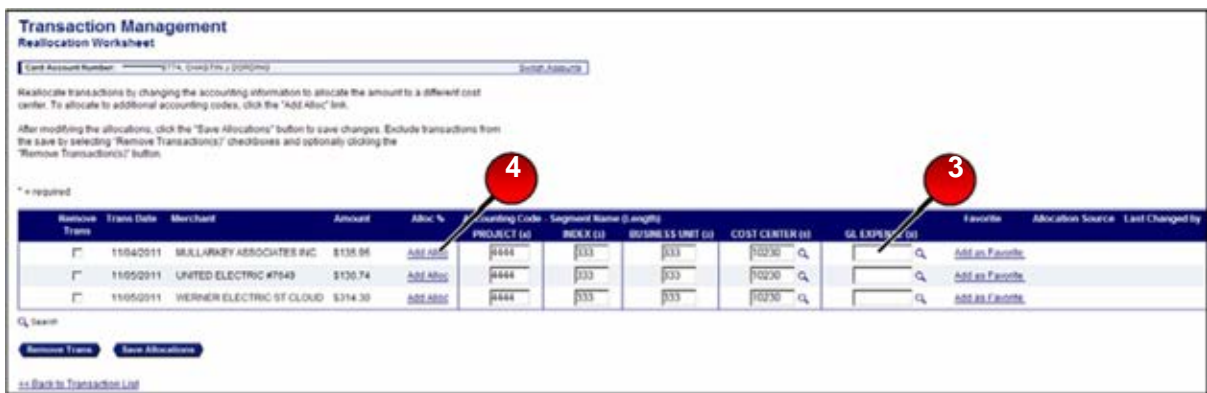
# Reallocate a Group of Transactions with the Reallocation Worksheet

You can also use the reallocation worksheet to reallocate up to 25 transactions to multiple accounting codes on a single screen. The process works the same as using the *Reallocation* tab except that you have the convenience of reallocating several transactions on the same screen instead of just one at a time.



To use the reallocation worksheet:

1. On the list of transactions, select the check box in the *Select* column for each transaction you want to reallocate.
2. Click the **Reallocate** button. The *Transaction Management: Reallocation Worksheet* displays.



3. Type a new account code, search, or select a favorite.

To reallocate one of the transactions among two or more accounting codes:

4. Click the **Add Allocation** link next to the transaction. New rows display under the transaction.

**Transaction Management**  
Reallocation Worksheet

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transactions" checkboxes and optionally clicking the "Remove Transactions" button.

\* = required

Revenue Trans Date	Merchant	Revenue Alloc	Amount	Alloc %	Accounting Code	Segment Name (Length)	PROJECT (6)	DEPT (3)	PROGRAM UNIT (6)	COST CENTER (6)	GL EXPENSE (6)	Allocation Source	Last Changed By
11/04/2011	MULLINNEY ASSOCIATES INC		\$135.90	100.00%			9444	033	033	00230		ADD as Faculty	
			135.90	100.00%			9444	033	033	00230		ADD as Faculty	
			0.00	0.00%									
			0.00	0.00%									
Amount Remaining													
11/05/2011	UNITED ELECTRIC #7549		\$130.74	100.00%			9444	033	033	00230		ADD as Faculty	
11/05/2011	VERNER ELECTRIC ST CLOUD		\$214.30	100.00%			9444	033	033	00230		ADD as Faculty	

4a points to the Amount field, 4b points to the GL EXPENSE field.

- Type the dollar amount or percentage for each portion in the \$ or % field.
- Type a new code. The available accounting code segments vary by user and depend on your access rights.

**Tip!** When you enter a new dollar amount, Access Online automatically recalculates the percentage and amount for the *Amount Remaining* values. When you enter a percentage, Access Online automatically recalculates the dollar amount and *Amount Remaining* values. Total reallocation amounts must equal 100 percent of the transaction amount with zero percent listed in the *Amount Remaining* field.

**Transaction Management**  
Reallocation Worksheet

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transactions" checkboxes and optionally clicking the "Remove Transactions" button.

\* = required

Revenue Trans Date	Merchant	Revenue Alloc	Amount	Alloc %	Accounting Code	Segment Name (Length)	PROJECT (6)	DEPT (3)	PROGRAM UNIT (6)	COST CENTER (6)	GL EXPENSE (6)	Allocation Source	Last Changed By
11/04/2011	MULLINNEY ASSOCIATES INC		\$135.90	100.00%			9444	033	033	00230		ADD as Faculty	
			48.14	35.43%			9444	033	033	00230	040154	ADD as Faculty	
			40.79	30.00%			9444	033	033	00230	0340790	ADD as Faculty	
			0.00	0.00%									
Amount Remaining													
11/05/2011	UNITED ELECTRIC #7549		\$130.74	100.00%			9444	033	033	00230		ADD as Faculty	
11/05/2011	VERNER ELECTRIC ST CLOUD		\$214.30	100.00%			9444	033	033	00230		ADD as Faculty	

5 points to the Amount field.

Click the magnifying glass icon to search and select from a list of valid values.

Note the 0 percent remaining for the transaction.

You can add different allocations for the remaining transactions.

5. Repeat Steps 3 – 4 to reallocate the remaining selected transactions.



OBJECT (3)	DESCRIPTION (125)
569 * 🔍	UACPA State & Local Government Conference *

6. Scroll to the right of the account code and add a description for the transaction in the **Description** box (refer to the orange arrow in the screenshot above).

### Transaction Management

Reallocation Worksheet

Card Account Number: 8774, CHASTIN J DORDING

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transactions" button.

\* Required

Remove	Trans Date	Merchant	Remove Alloc	Amount	Alloc %	Accounting Code	Segment Name (Length)	COST CENTER (3)	GL EXPENSE (3)	Favorite	Allocation Source	Last Changed by
Trans						PROJECT (3)	INDEX (3)	BUSINESS UNIT (3)				
<input type="checkbox"/>	11/04/2011	MULLARNEY ASSOCIATES INC	<input type="checkbox"/>	\$135.95	50% Alloc	4444	033	033	0020	000106	ADD As Favorite	
			<input type="checkbox"/>	95.76	0%	4444	033	033	0020	000106	ADD As Favorite	
			<input type="checkbox"/>	40.19	0%	4444	033	033	0020	000106	ADD As Favorite	
			<input type="checkbox"/>	0.00	0%	4444	033	033	0020	000106	ADD As Favorite	
Amount Remaining												
<input type="checkbox"/>	11/05/2011	UNITED ELECTRIC #7649	<input type="checkbox"/>	\$130.74	50% Alloc	4444	033	033	0020	000237	ADD As Favorite	
			<input type="checkbox"/>	65.37	0%	4444	033	033	0020	000237	ADD As Favorite	
			<input type="checkbox"/>	65.37	0%	4444	033	033	0020	000237	ADD As Favorite	
			<input type="checkbox"/>	0.00	0%	4444	033	033	0020	000237	ADD As Favorite	
Amount Remaining												
<input type="checkbox"/>	11/05/2011	HERNER ELECTRIC ST CLOUD	<input type="checkbox"/>	\$314.30	50% Alloc	4444	033	033	0020	000027	ADD As Favorite	

Buttons: Remove Trans, Remove Allocations, Save Allocations

7

7. Click the **Save Allocations** button. A confirmation message displays.

### Transaction Management

#### Card Account Summary with Transaction List

Card Account Number: 8774, CHASTIN J DORDING

Create | Manage | Card Acct List | Trans List

Request has been successfully completed.

#### [-] Card Account Summary

Account Number: 8774 CHASTIN J DORDING Outstanding Orders: \$1,890.45 3  
Account Name: CHASTIN J DORDING Unmatched Transactions: \$29,332.89 99

Billing Cycle Close Date: Open Search Print Account Activity

Total Transactions: \$6,385.66 29 Final Approved Transactions: \$373.20 1  
Reallocated Transactions: \$5,854.88 11 % Final Approved Transactions: 5.8% 3.8%  
% Reallocated Transactions: 91.8% 42.3%

Open Account

#### [+] Search Criteria

Return to top

#### [-] Transaction List

Return to top

Records 1 - 3 of 3

Check All Show | Uncheck All Show

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending			11/04	11/05	UNITED ELECTRIC #7649	651-582-3900, MN	\$55.60		02-0188	4444(3330333)10230
<input type="checkbox"/>	Pending			11/03	11/04	UNITED ELECTRIC #7649	651-582-3900, MN	\$23.52		02-0188	4444(3330333)10230
<input type="checkbox"/>	Pending			10/27	10/28	DAIRY ENGINEERING CO	303-4232332, CO	\$58.06		133917	4444(3330333)10230

Reviewed Disputed Matched Exception Reallocated Trans Detail Level

Check All Show | Uncheck All Show

Records 1 - 3 of 3

Buttons: Reallocate, Mass Reallocate, Match to Order, Change Review Status, Approve, Pull Back

## Mass Reallocation Tool

The mass reallocation function enables you to specify common reallocation parameters to a group of up to 25 transactions. You can:

- Reallocate all the transactions to a single accounting code
- Divide the group by percentage to multiple accounting codes
- Leave a portion of each transaction with its existing allocation, but add a common allocation to a portion of all the transactions

Unlike the reallocation worksheet, you cannot specify different accounting codes to specific transactions. For example, if you know that all office supplies should be divided evenly between two divisions in your company, you can select all office supply purchases and divide them 50/50 between each division.

Your organization may have elected to display allocation source information instead of Accounting Code column.

Select	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input checked="" type="checkbox"/>	Pending		11/05	11/07	FASTENAL COMPANY MNSTC	320-252-3665, MN	\$805.43		342	4444:333:333:10233
<input type="checkbox"/>	Pending		11/04	11/05	UNITED ELECTRIC #7649	651-582-3900, MN	\$65.60		02-0188	4444:333:333:10233
<input type="checkbox"/>	Pending		11/03	11/04	UNITED ELECTRIC #7649	651-582-3900, MN	\$23.52		03-0188	4444:333:333:10233
<input type="checkbox"/>	Pending		10/28	11/03	FASTENAL COMPANY MNSTC	320-252-3665, MN	\$570.05		58352	4444:333:333:10233
<input type="checkbox"/>	Pending		10/27	10/28	DAIRY ENGINEERING CO	303-4232332, CO	\$58.06		133917	4444:333:333:10233

Buttons: Reallocate, Mass Reallocate, Match to Order, Change Review Status, Approve, Pull Back

To perform a mass reallocation:

1. On the list of transactions, select the check box in the *Select* column for each transaction you want to reallocate.
2. Click the **Mass Reallocate** button. The *Transaction Management: Mass Reallocation* window displays.

**Transaction Management**  
**Mass Reallocation**

Card Account Number: 8774, Credit File / CREDITED      Search Account

Reallocate all the selected transactions in the same way by selecting the appropriate Mass Reallocation Action and establishing the new accounting information and percentage. The reallocation can be to one or multiple accounting codes. To allocate to additional accounting codes, click the "Add" button.

When replacing allocations, the new Total Allocated amount must equal 100%. When adding allocations, the new Total Allocated amount must be less than 100%.

3a. When saving the new allocation, click the "Save Allocations" button to save changes. Exclude transactions save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Allocation(s)" button.

3b. Required

4a. Mass Reallocation

4b. Replace Existing Allocations

Add Common Allocations

Alloc %	Accounting Code - Segment Name (Length)	PROJECT (s)	INDEX (s)	BUSINESS UNIT (s)	COST CENTER (s)	Favorite
0.00 %	0004	333	333		0230	Add as Favorite

Q Search

Total Allocated: 0.00 %      Additional Allocation(s): 1 Add

Save Allocations

Selected Transaction List

Transactions that will be affected by the action taken above.

Summary

Total Number of Transactions: 3

Total Dollar Amount: 699.17

Detail of Selected Transactions

Remove	Trans Date	Merchant	Amount	Accounting Code	Allocation Source	Last Changed by
<input type="checkbox"/>	11/04/2011	UNITED ELECTRIC #7649	\$65.00	444433333319230		
<input type="checkbox"/>	11/03/2011	UNITED ELECTRIC #7649	\$23.52	444433333319230		
<input type="checkbox"/>	10/26/2011	EASTERN COMPANY MVSIC	\$579.05	444433333319230		

Remove Trans

--- BACK TO TRANSACTION LIST

3. Specify which mass reallocation action you want to complete:

- a. Select the *Replace Existing Allocation* radio button to reallocate all the transactions to common accounting code(s).

–Or–

- a. Select *Add Common Allocations* radio button to leave the existing allocations, but reallocate a portion of each transaction to the same code(s).

4. To reallocate the entire group to a single accounting code:

- a. Type **100** in the % field.
- b. Type a new code, select an AAC, or search and select from a VVL. The available accounting code segments vary by user and depend on your access rights.

–Or–

5. To divide the group's allocation or to add a common allocation:

- a. Type the number of additional allocations to add in the *Additional Allocation(s)* field.
- b. Click the **Add** button. New rows display.

### Transaction Management Mass Reallocation

Card Account Number: \*\*\*\*\*8774, CHASTIN J DORDINO [Switch Accounts](#)

Reallocate all the selected transactions in the same way by selecting the appropriate Mass Reallocation Action and establishing the new accounting information and percentage. The reallocation can be to one or multiple accounting codes. To allocate to additional accounting codes, click the "Add" button.

When replacing allocations, the new Total Allocated amount must equal 100%. When adding allocations, the new Total Allocated amount must be less than 100%.

After establishing the new allocation, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Mass Reallocation Action:  
 Replace Existing Allocations  
 Add Common Allocation(s)

Remove Alloc	Alloc %	Accounting Code - Segment Name (Length)	Favorite
		PROJECT (4) INDEX (3) BUSINESS UNIT (3) COST CENTER (5) GL EXPENSE (8)	
<input type="checkbox"/>	0.00 %	4444 333 333	
<input type="checkbox"/>	0.00 %	4444 333 333	
<input type="checkbox"/>	0.00 %	4444 333 333	
<input type="checkbox"/>	0.00 %	4444 333 333	

Search

[Remove Allocation\(s\)](#)

Total Allocated: 0.00 % Additional Allocation(s): 1 [Add](#)

[Save Allocations](#)

---

**Selected Transaction List**

Transactions that will be affected by the action taken above.

Summary

Total Number of Transactions: 3

Total Dollar Amount: 659.17

Detail of Selected Transactions

Remove	Trans Date	Merchant	Amount	Accounting Code	Allocation Source	Last Changed by
<input type="checkbox"/>	11/04/2011	UNITED ELECTRIC #7649	\$65.60	4444/333/333/10230/		
<input type="checkbox"/>	11/03/2011	UNITED ELECTRIC #7649	\$23.52	4444/333/333/10230/		
<input type="checkbox"/>	10/29/2011	FASTENAL COMPANY MNSTC				

[Remove Trans](#)

[Back to Transaction List](#)

When you add a common allocation, the amount remaining must be at least 1 percent, since you are instructing the system to keep at least a part of the transactions' existing allocations intact.

Note the summary information.

Select transactions and click Remove Transaction to remove transactions from the mass reallocation.

- c. Type a percentage in each % field until the transactions are 100 percent allocated (if you are reallocating the entire group [Step 4a] or have at least 1 percent remaining (if you are adding common allocations, but leaving a portion set at the original allocation [Step 4b])).
- d. Type a new code. The available accounting code segments vary by user and depend on your access rights.





OBJECT (3)	DESCRIPTION (125)
569	UACPA State & Local Government Conference

6. Scroll to the right of the account code and add a description for the transaction in the **Description** box (refer to the orange arrow in the screenshot above).

### Transaction Management

#### Mass Reallocation

Card Account Number: \*\*\*\*\*\$774. CHASTIN J DORDING Switch Account

Reallocate all the selected transactions in the same way by selecting the appropriate Mass Reallocation Action and establishing the new accounting information and percentage. The reallocation can be to one or multiple accounting codes. To allocate to additional accounting codes, click the "Add" button.

When replacing allocations, the new Total Allocated amount must equal 100%. When adding allocations, the new Total Allocated amount must be less than 100%.

After establishing the new allocation, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Mass Reallocation Action:

Replace Existing Allocations

Add Common Allocations

Remove Alloc	Alloc %	Accounting Code - Segment Name (Length)				Favorite
		PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (5)	GL EXPENSE (6)
<input type="checkbox"/>	50.00 %	4444	333	333	10230	0AIO1926
<input type="checkbox"/>	10.00 %	4444	333	333	10230	0BBB2254
<input type="checkbox"/>	30.00 %	4444	333	333	10230	0BDE1364
<input type="checkbox"/>	10.00 %	4444	333	333	10230	0BIK2254

Q Search

**7** Remove Allocation(s)

Total Allocated: 100.00 % Additional Allocation(s): 1 Add

Save Allocations

---

**Selected Transaction List**

Transactions that will be affected by the action taken above.

**Summary**

Total Number of Transactions: 3

Total Dollar Amount: 659.17

**Detail of Selected Transactions**

Remove	Trans Date	Merchant	Amount	Accounting Code	Allocation Source	Last Changed by
<input type="checkbox"/>	11/04/2011	UNITED ELECTRIC #7649	\$65.60	4444 333 333 10230		
<input type="checkbox"/>	11/03/2011	UNITED ELECTRIC #7649	\$23.52	4444 333 333 10230		
<input type="checkbox"/>	10/28/2011	FASTENAL COMPANY MNSTC	\$570.05	4444 333 333 10230		

Remove Trans

[<< Back to Transaction List](#)

7. Click the **Save Allocations** button. A confirmation window displays.

### Are You Sure?

You have chosen to Replace all selected transaction allocations with the same common allocation(s).  
 This will affect 3 transactions totaling \$659.17. The following will replace each selected transaction allocation:

Prepopulated Accounting Code Selection		Accounting Code
Alloc %	Current Name	
50.00%		4444 333 333 10230 0A 01926
10.00%		4444 333 333 10230 0BBB2254
30.00%		4444 333 333 10230 0BDE1364
10.00%		4444 333 333 10230 0BIK2254

Scroll down to review **8** selected transactions would look like with the change a  
 Are you sure you want to change these allocations?

#### Detail of Changed Transactions

Trans Date	Merchant	Amount	Split %	Prepopulated Accounting Code Selection	
				Current Name	Accounting Code
11/04/2011	UNITED ELECTRIC #7649	\$65.60		Multiple	
				50.00%	4444 333 333 10230 0A 01926
				10.00%	4444 333 333 10230 0BBB2254
				30.00%	4444 333 333 10230 0BDE1364
				10.00%	4444 333 333 10230 0BIK2254
11/03/2011	UNITED ELECTRIC #7649	\$23.52		Multiple	
				50.00%	4444 333 333 10230 0A 01926
				10.00%	4444 333 333 10230 0BBB2254
				30.00%	4444 333 333 10230 0BDE1364
				10.00%	4444 333 333 10230 0BIK2254
10/28/2011	FASTENAL COMPANY MNSTC	\$570.05		Multiple	
				50.00%	4444 333 333 10230 0A 01926
				10.00%	4444 333 333 10230 0BBB2254
				30.00%	4444 333 333 10230 0BDE1364
				10.00%	4444 333 333 10230 0BIK2254

Note the summary information on how the reallocation will affect the group of transactions.

Note the detail information on how the reallocation will affect each transaction.

8. Click the **Yes, Save Allocations** button. The system saves your reallocations to all the selected transactions.

Tip! When you work with multiple transactions, the system displays an **Arrow** icon next to each transaction you were working with.

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

Records 1 - 14 of 14  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State
<input type="checkbox"/>	Final Approved			02/23	02/25	PIKEPASS REBILLS	800-745-3727, OK
<input checked="" type="checkbox"/>	Final Approved			02/12	02/14	PROLUBE CENTER	OKLAHOMA CITY
<input checked="" type="checkbox"/>	Final Approved			02/06	02/07	METROCALL/ARCH WIRE	866-433-8726, VA
<input checked="" type="checkbox"/>	Final Approved			01/27	01/28	PIKEPASS REBILLS	800-745-3727, OK
<input type="checkbox"/>	Pending			01/09	01/10	METROCALL/ARCH WIRE	866-433-8726, VA
<input type="checkbox"/>	Pending			12/30	01/02	PIKEPASS REBILLS	800-745-3727, OK
<input type="checkbox"/>	Pending			12/13	12/17	SUBWAY 28799 00287995	HARRAH, OK
<input type="checkbox"/>	Pending			12/03	12/05	PROLUBE CENTER	OKLAHOMA CITY
<input type="checkbox"/>	Pending			11/16	11/19	PIKEPASS REBILLS	800-745-3727, OK
<input type="checkbox"/>	Pending			11/02	11/05	METROCALL ARCH WIRE	866-433-8726, VA
<input type="checkbox"/>	Pending			10/14	10/16	PIKEPASS REBILLS	800-745-3727, OK
<input type="checkbox"/>	Pending			10/02	10/04	PROLUBE CENTER	OKLAHOMA CITY

Note the Arrow icons that show you which transactions you were working with.

## Build a List of Favorites as You Reallocate Transactions

When you reallocate a transaction, you can select one or more values to create a favorite. You can:

- Use the transaction's existing allocation value (e.g., your default accounting code)
- Type new values in one or more segments
- Click the **Magnifying Glass** icon to search and select a valid value (if your organization uses VVLs).

Keep in mind that when you create a favorite while you are working with a specific transaction, then the favorite pre-populates with the transaction's existing allocation (e.g., your default accounting code).

The screenshot shows the 'Transaction Management' interface. At the top, there's a 'Transaction Detail' section with a 'Transaction Summary' table. A red circle '1' points to the 'Accounting Code' column in this table. Below this is the 'Allocations' tab, which contains a table for managing allocations. A red circle '2' points to the 'Accounting Code - Segment Name (Length)' field in this table. A red circle '3' points to the 'Add as Favorite' link in the same table. At the bottom, there are summary fields for 'Total Allocated' and 'Amount Remaining', along with an 'Apply Accounting Code' dropdown and an 'Add' button.

To create a favorite during transaction reallocation:

1. Repeat the steps in *Reallocate a Single Transaction* on page 59 to navigate to the *Allocations* tab for the transaction you want to reallocate.
2. In the *Accounting Code - Segment Name (Length)* field, type a new value, keep an already-displayed value, or search and select a valid value, as described in *Reallocate a Single Transaction* on page 59.
3. Click the **Add as Favorite** link. The *Transaction Management: Manage Accounting Code Favorites* screen displays with the value you specified in Step 2 displayed in the lowest favorites row.

**Manage Accounting Code Favorites**  
Manage Accounting Code Favorites

Card Account Number: \*\*\*\*\*8774 [Switch Account](#)

You can add 25 or fewer favorites to add and click the "Add" button to add favorites. After adding, modifying or deleting favorites to delete, click the "Save" button to save changes.

Delete	Favorite Name	Status	Accounting Code - Segment Name (Length)	PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (5)	GL EXPENSE (6)
<input type="checkbox"/>	Subscriptions	Active		1234	123	333	10230	08DE1364
<input type="checkbox"/>		Inactive						
<input type="checkbox"/>		Inactive						
<input type="checkbox"/>		Inactive						

Search for Valid Value

Personal Favorites

[<< Back to My Personal Information](#)

**5** Favorite Name

**6a** Status

**6b** Accounting Code - Segment Name (Length)

**4** PROJECT (4) INDEX (3) BUSINESS UNIT (3) COST CENTER (5) GL EXPENSE (6)

The value you specified in Step 2 displays here.

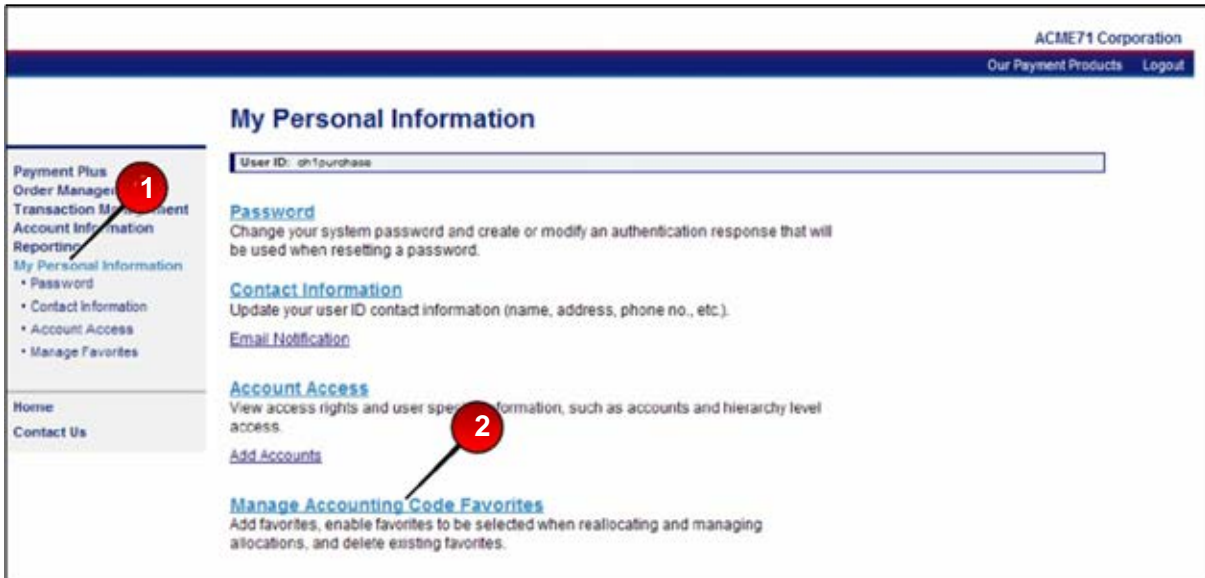
You can edit the values on this screen, if needed. You can also set up additional favorites.

4. Review the accounting code in the *Accounting Code - Segment Name (Length)* field.
5. Type a name for the favorite in the *Favorite Name* field.
6. Specify the favorite's status:
  - a. Select **Active** to make the favorite available to you for transaction or order reallocation as soon as you save the favorite.

–Or–

  - b. Select **Inactive** to create the favorite, but not make the favorite available right away. You can select to make the favorite active at any time. Keep in mind that you can create 25 favorites and select to have up to 25 active at a time.
7. Click the **Save** button. You return to the *Transaction Management: Transaction Detail* screen and a confirmation message displays. The value is now available for you to use as a favorite to reallocate the transaction.

## Create a List of Favorites at the Same Time Using the *My Personal Information* Function



To build your personal favorites list all at once:

1. Select the **My Personal Information** high-level task from the *Left-Column Navigation Bar*. The *My Personal Information* page displays.
2. Click **Manage Accounting Code Favorites** link. The *My Personal Information: Manage Accounting Code Favorites* screen displays.



3. Type number of favorites you want to create in the *Additional Favorites* field.
4. Click the **Add** button. Fields display in the table for you to use to create your favorites.

**Manage Accounting Code Favorites**  
Manage Accounting Code Favorites

Card Account Number: \*\*\*\*\*8774 [Switch Accounts](#)

You can add 25 or fewer favorites to add and click the "Add" button to add favorites. After adding, modifying or selecting favorites to delete, click the "Save" button to save changes.

Delete	Favorite Name	Status	Accounting Code - Segment Name (Length)				
			PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (3)	GL EXPENSE (8)
<input type="checkbox"/>		Inactive					
<input type="checkbox"/>		Inactive					
<input type="checkbox"/>		Inactive					
<input type="checkbox"/>		Inactive					

Search for Valid Value

**Add**  Additional Favorites

**Save**

[<< Back to My Personal Information](#)

5. Type a name for the first favorite you want to create in the *Favorite Name* field.
6. Specify the favorite's status:
  - a. Select **Active** to make the favorite available to you for transaction or order reallocation as soon as you save it.

–Or–

  - b. Select **Inactive** to create the favorite, but not make it available right away. You can select to make the favorite active at any time. Keep in mind that you can create 25 favorites and select to have up to 25 active at a time.
7. Type the code in the *Accounting Code - Segment Name (Length)* field.

**Tip!** If you can view and reallocate to multiple segments, then you should specify a value for each segment you want to reallocate using your favorite. If you leave any segment without a value, then that segment will be blank when you apply the favorite to a transaction. You can always specify values after applying a favorite, but you save time when your favorite is complete.

**Manage Accounting Code Favorites**  
Manage Accounting Code Favorites

Card Account Number: \*\*\*\*\*8774 [Switch Accounts](#)

You can add 25 or fewer favorites to add and click the "Add" button to add favorites. After adding, modifying or selecting favorites to delete, click the "Save" button to save changes.

Delete	Favorite Name	Status	Accounting Code - Segment Name (Length)				
			PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (3)	GL EXPENSE (8)
<input type="checkbox"/>	Subscriptions	Active	1234	123	333	10230	DBDE1364
<input type="checkbox"/>		Inactive					
<input type="checkbox"/>		Inactive					
<input type="checkbox"/>		Inactive					

Search for Valid Value

**Add**  Additional Favorites

**Save**

[<< Back to My Personal Information](#)

If you are creating the list while working with transactions, then the favorite pre-populates with the transaction's existing allocation values (e.g., your default accounting code).

### Manage Accounting Code Favorites

Manage Accounting Code Favorites

Card Account Number: \*\*\*\*\*8774 [Switch Account](#)

You can add 25 or fewer favorites to add and click the "Add" button to add favorites. After adding, modifying or selecting favorites to delete, click the "Save" button to save changes.

Delete	Favorite Name	Status	Accounting Code - Segment Name (Length)				
			PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (5)	GL EXPENSE (4)
<input type="checkbox"/>	Subscriptions	Active	1234	123	333	10230	0BDE1364
<input type="checkbox"/>	Training	Active	2234	345	222	01560	0CAL7391
<input type="checkbox"/>	Marketing	Active	3234	578	111	01550	0DLR2981
<input type="checkbox"/>	Market Research	Inactive	5432	567	777	01596	0MYS7691

Search for Valid Value

[Add](#) [Save](#)

[Back to My Personal Information](#)

**8** (points to Subscriptions row)

**9** (points to Add button)

To delete a favorite, select the corresponding Delete column check box and click Save.

You can modify your favorites at any time.

- Repeat Steps 5 – 7 to create additional favorites.
- When you are done, click the **Save** button. A confirmation message displays and your favorites are now available for you to use when you reallocate transactions and orders.

### My Personal Information

User ID: ch1purchase

**Accounting Code Allocation Favorites successfully updated.**

[Password](#)  
Change your system password and create or modify an authentication response that will be used when resetting a password.

[Contact Information](#)  
Update your user ID contact information (name, address, phone no., etc.).

[Email Notification](#)

[Account Access](#)  
View access rights and user specific information, such as accounts and hierarchy level access.

[Add Accounts](#)

[Manage Accounting Code Favorites](#)  
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

**Tip!** After you create your list of favorites, you can modify the list at any time. Simply repeat the steps in this section to create additional favorites or modify your existing favorites. To delete a favorite, select the favorite's check box in the *Delete* column and click **Save**.

## Reallocate a Transaction Using Your List of Favorites

Once you build your favorites, you can easily use them to reallocate a transaction including reallocating a single transaction, using the reallocation worksheet, or using the mass reallocation function.

**Transaction Management**  
Transaction Detail

Card Account Number: 0174 (Card No.) 20000000  
[Create](#) [Manage](#) [Delete/Cancel](#) [Cancel List](#)

Transaction Summary

Status	Match	Trans Date	Bill	Merchant	City	State/Province	Amount	Detail	Purchase ID	Accounting Code
1100				UNITED ELECTRIC #7549	001-582-3900	MD	\$170.04		03-0218	Multiple

Display  Matched  Expense  Unmatched

Summary | **Match** | Allocations | Item Line Items | 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 codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.  
 \* = required

Allocation Source: List Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change To:	Accounting Code	Segment Name (Length)	Favorite			
			Current Name		PROJECT (4)	INDEX (3)	BUSINESS UNIT (3)	COST CENTER (3)	GL EXPENSE (3)	
<input type="checkbox"/>	\$ 85.02	50.00 %		[-Change Current Value-]	0444	033	033	02230	00001364	Add as Favorite
<input type="checkbox"/>	\$ 85.02	50.00 %		[-Change Current Value-]	0444	033	033	02230	00002104	Add as Favorite

Q Search

Total Allocated: \$ 170.04 100.00 %    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.

[Back to Transaction List](#)

To reallocate a transaction using your favorites list:

1. Repeat the steps in *Reallocate a Single Transaction* to navigate to the *Allocations* tab for the transaction you want to reallocate.
2. Select the favorite from the *Change to* drop-down list. The favorite name displays in the *Prepopulated Accounting Code Selection: Current Name* field and the *Change to* drop-down reverts to list the **Change Current Value** option (so that you can select another favorite if you selected the wrong one). The favorite's value also displays in the *Accounting Code - Segment Name (Length)* field.

**Tip!** You will always have your default accounting code available as an option in the *Change to* drop-down list. Favorites display with a pound sign (#) designation before the favorite name, for example, *#Subscriptions, #Training*.



**Transaction Management**  
Transaction Detail

Card Account Number: 4116 1106716 / 20101000      [Print Allocation](#)

[Create Allocation](#)   [Card Allocation List](#)   [Transaction List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
1100	1107			UNITED ELECTRIC #7549	801-982-9800, MA	\$170.04		83-0216	Multiple

Display    Matched    Deleted    Reallocated

[Summary](#)   [Match](#)   [Allocations](#)   [User Line Items](#)   [Tax Data](#)   [Comments](#)   [Approval History](#)

The Allocation 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 codes, click the "ADD" button after adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* \* required      Allocation Source:      Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code	Selection	Change To:	Accounting Code	Segment Name (Length)	PROJECT (s)	INDEX (s)	BUSINESS UNIT (s)	COST CENTER (s)	GL EXPENSE (s)	Favorite
<input type="checkbox"/>	\$ 85.02	50.00%	#Subscriptions		[-Change Current value-]	0234	023	033		0235	00001354	ADD as Favorite	
<input type="checkbox"/>	\$ 85.02	50.00%	#Training		[-Change Current value-]	0234	045	022		0190	00001391	ADD as Favorite	

Search  

Total Allocated: \$ 170.04   100.00%   Apply Allocation  

Amount Remaining: \$ 0.00   0.00%   Additional  

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

[Back to Transaction List](#)

Your selected favorite displays here with a pound sign (#) designation.

Learn More: Your list of favorites is available to you when you use any of the reallocation options. The screen below shows favorites listed when you use the reallocation worksheet.

**Transaction Management**  
Reallocation Worksheet

Reallocate transactions by changing the accounting information to allocate a different cost center to allocate to additional accounting codes, or to the "Add Allocation".

When adding the allocations, click the "Add Allocation" button to save changes. When deleting allocations, click the "Remove Transaction" button to delete the allocation. When deleting the "Remove Transaction" button, click the "Add Allocation" button to save changes.

Transaction

Remove	Transaction	Merchant	Amount	Alloc %	Propagated Accounting Code Selection Current Name	Change to	Accounting Code - Segment Name (Length)	Favorite
<input type="checkbox"/>	03180206	WHEWEPAPER WA	923.70	Add Allo:	Salts	Change Current Value	P22625010 42396	Add as Favorite
<input type="checkbox"/>	03180206	WHEWEPAPER WA	637.35	Add Allo:	Pumps and Pumps	Change Current Value	AP22625010 42396	Add as Favorite
<input type="checkbox"/>	03180206	TCCORP GRAPHICS SAS	547.33	Add Allo:	Paints	Change Current Value	P22625010 42396	Add as Favorite
<input type="checkbox"/>	03180206	WHEWEPAPER WA	537.39	Add Allo:	Pumps and Pumps	Change Current Value	AP22625010 42396	Add as Favorite
<input type="checkbox"/>	03180206	TUPAK-DELONRES F_ORIS	583.27	Add Allo:		Change Current Value	P22625010 42396	Add as Favorite

Remove Transaction

Save Allocations

Back to Transaction List

The screen below shows the favorites listed when you use mass reallocation function.

**Transaction Management**  
Mass Reallocation

Reallocate all the selected transactions to the new accounting code. The new accounting code is the accounting code you select in the "Add Allocation" button. The new accounting code is the accounting code you select in the "Add Allocation" button. The new accounting code is the accounting code you select in the "Add Allocation" button.

When reallocate a location, the new total allocation amount is equal to 100%. When adding allocations, the new total allocation amount is equal to 100%.

When reallocate a location, click the "Save Allocations" button to save changes. Exclude transactions from the code by clicking the "Remove Transaction" button. When deleting the "Remove Transaction" button, click the "Add Allocation" button.

Transaction

Alloc %	Propagated Accounting Code Selection Current Name	Change to	Accounting Code - Segment Name (Length)	Favorite
100%	WHEWEPAPER WA	Change Current Value	AP22625010 42396	Add as Favorite

Total Allocation: 0.00%

Add Allocation: 1 Add

Save Allocations

Selected Transaction List

Transactions will be affected by the allocation below

Summary

Total Number of Transactions: 5

Total Dollar Amount: 3143.4

Detail of Selected Transactions

Remove	Transaction	Merchant	Amount	Propagated Accounting Code Selection Current Name	Accounting Code
<input type="checkbox"/>	28180206	WHEWEPAPER WA	8128.10		P2262501001 42396
<input type="checkbox"/>	03180206	WHEWEPAPER WA	137.35		P2262501001 42396
<input type="checkbox"/>	28180206	TCCORP GRAPHICS SAS	818.33		P2262501001 42396
<input type="checkbox"/>	27180206	WHEWEPAPER WA	837.35		P2262501001 42396
<input type="checkbox"/>	27180206	TUPAK-DELONRES F_ORIS	883.27		P2262501001 42396

Remove Transaction

# Generating Your Monthly P-Card Log (Account Activity Report)

## To Print Your Account Activity Report (Monthly P-Card Log)

1. **DO NOT** attempt to print your Account Activity Report until the close of the respective billing cycle. Billing cycles close at midnight on the 10<sup>th</sup> of each month unless the 10<sup>th</sup> falls on a weekend.
2. It is recommended that you use the latest version of Microsoft Internet Explorer as your browser when using US Bank's Access Online.
3. If you do not have the latest version of Adobe Reader installed on your computer please visit [www.adobe.com](http://www.adobe.com) and install Adobe Reader (a free program). Adobe Reader will be utilized when you generate your monthly p-card log.
4. Navigate to the *Transaction Management: Card Account Summary with Transaction List* screen.
5. Select the appropriate cycle from the **Billing Cycle Close Date** drop-down list (refer to the orange arrow in the screenshot below). **DO NOT** select "Open" from the drop-down list.

### Transaction Management Card Account Summary with Transaction List

Card Account Number: \*\*\*\*\*9676, STEVEN C REESE  
Card Account ID: 212095376217

» Trans List Manager's Queue

[ - ] Card Account Summary

Account Number: ...9676  
Account Name: STEVEN C REESE

Billing Cycle Close Date: 05/10/2013 ▾

Open Account

Search Print Account Activity

6. Click the **Search** button to display the billing cycle you selected in Step 1 (refer to the green arrow in the screenshot above).
7. Click the **Print Account Activity** button (refer to the blue arrow in the screenshot above). Your Account Activity Report will now open as a PDF document in a new window.
  - a. Be sure to allow pop-ups in your browser or else the report will not open.
8. **Account Activity Reports must be printed in landscape.** Reports printed in portrait will be rejected. Please check your printer settings if you experience

- Account Activity Reports must only include transactions for the appropriate billing cycle. **If your Account Activity Report displays “Open” at the top it will be rejected.** Please refer to Step 2 above and select the appropriate billing cycle close date before generating your Account Activity Report.



### Cardholder Activity

Name: STEVEN C REESE

Account Number: \*\*9676

Cycle End Date: Open



Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Source Currency Allocation Amount	Currency Amount Accounting Code
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- Print and sign your name at the bottom of the Account Activity Report and **submit it to your supervisor with supporting documentation attached (original invoices & receipts) by the 15<sup>th</sup> of each month** for their review and approval.

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_



### Supervisor Review and Approval

- Please carefully review your employees’ p-card logs on or before the 18<sup>th</sup> of every month.** Take care to review the accounting code, description and supporting documentation for each transaction. If you discover that a transaction has been miscoded, please instruct the cardholder to make corrections online and submit a revised p-card log.
- Please be aware that transactions from the previous billing cycle remain open for allocation and description corrections until midnight on the 20<sup>th</sup> of every month.** Therefore, it is imperative that you review p-card logs by the 18<sup>th</sup> so cardholders will have time to make the necessary corrections online.
- Upon completion of your review, please sign each log indicating your approval and forward them along with the attached receipts to Cindee Clawson in Accounting by the 22<sup>nd</sup> of each month.

# Generating Your Monthly P-Card Log – Mac Users (Account Activity Report)

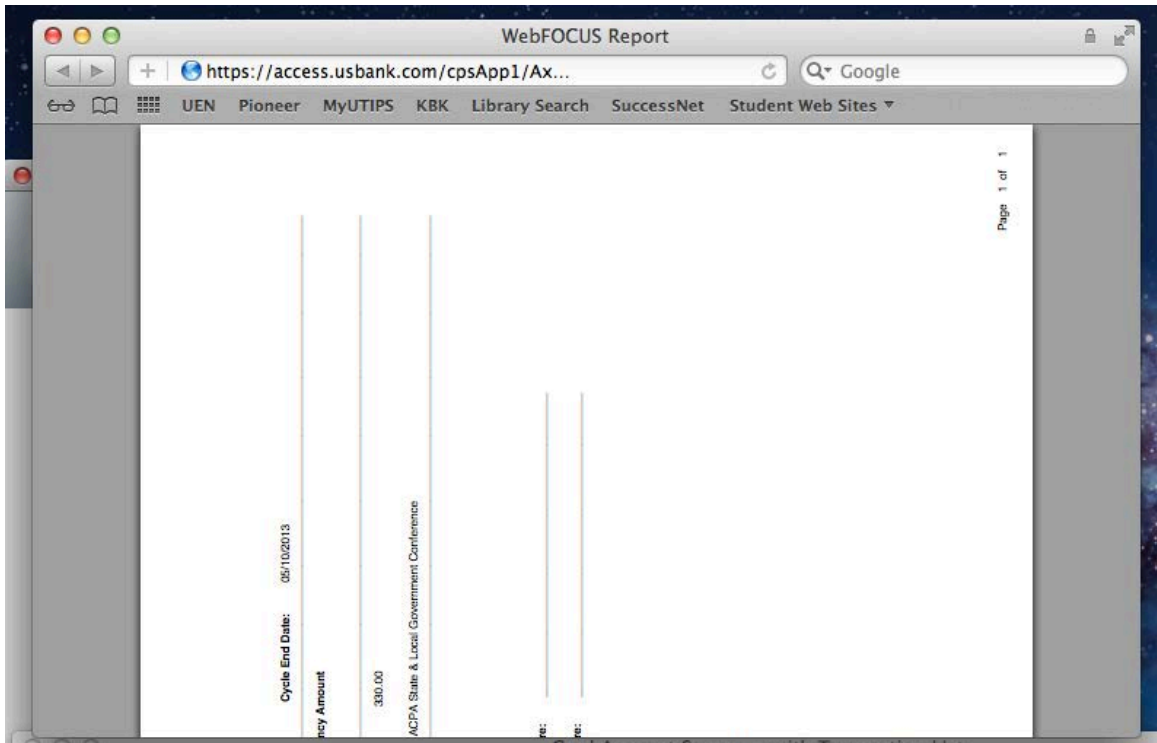
## Print Your Account Activity Report – Special Instructions for the Safari Browser

1. **DO NOT** attempt to print your Account Activity Report until the close of the respective billing cycle. Billing cycles close at midnight on the 10<sup>th</sup> of each month unless the 10<sup>th</sup> falls on a weekend.
2. If you do not have the latest version of Adobe Reader installed on your computer please visit [www.adobe.com](http://www.adobe.com) and install Adobe Reader (a free program). Adobe Reader will be utilized when you generate your monthly p-card log.
3. Navigate to the *Transaction Management: Card Account Summary with Transaction List* screen.
4. Select the appropriate cycle from the **Billing Cycle Close Date** drop-down list (refer to the orange arrow in the screenshot below).

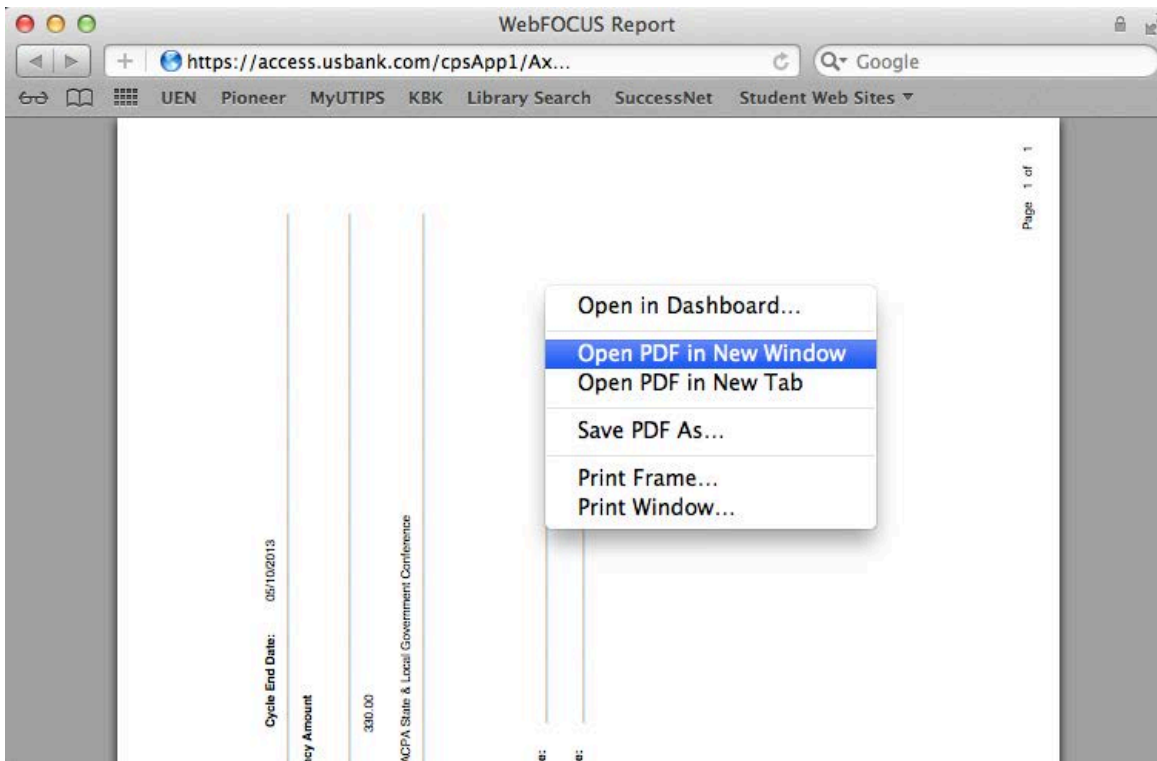
### Transaction Management Card Account Summary with Transaction List

The screenshot displays the 'Transaction Management' interface. At the top, there is a header with 'Card Account Number: \*\*\*\*\*9676, STEVEN C REESE' and 'Card Account ID: 212095376217'. Below this is a navigation bar with 'Trans List' and 'Manager's Queue'. The main content area is titled '[-] Card Account Summary'. It contains the following fields: 'Account Number: ...9676', 'Account Name: STEVEN C REESE', and 'Billing Cycle Close Date: 05/10/2013'. There are two buttons: 'Search' and 'Print Account Activity'. An orange arrow points to the 'Billing Cycle Close Date' dropdown, a green arrow points to the 'Search' button, and a blue arrow points to the 'Print Account Activity' button. There is also a link for 'Open Account'.

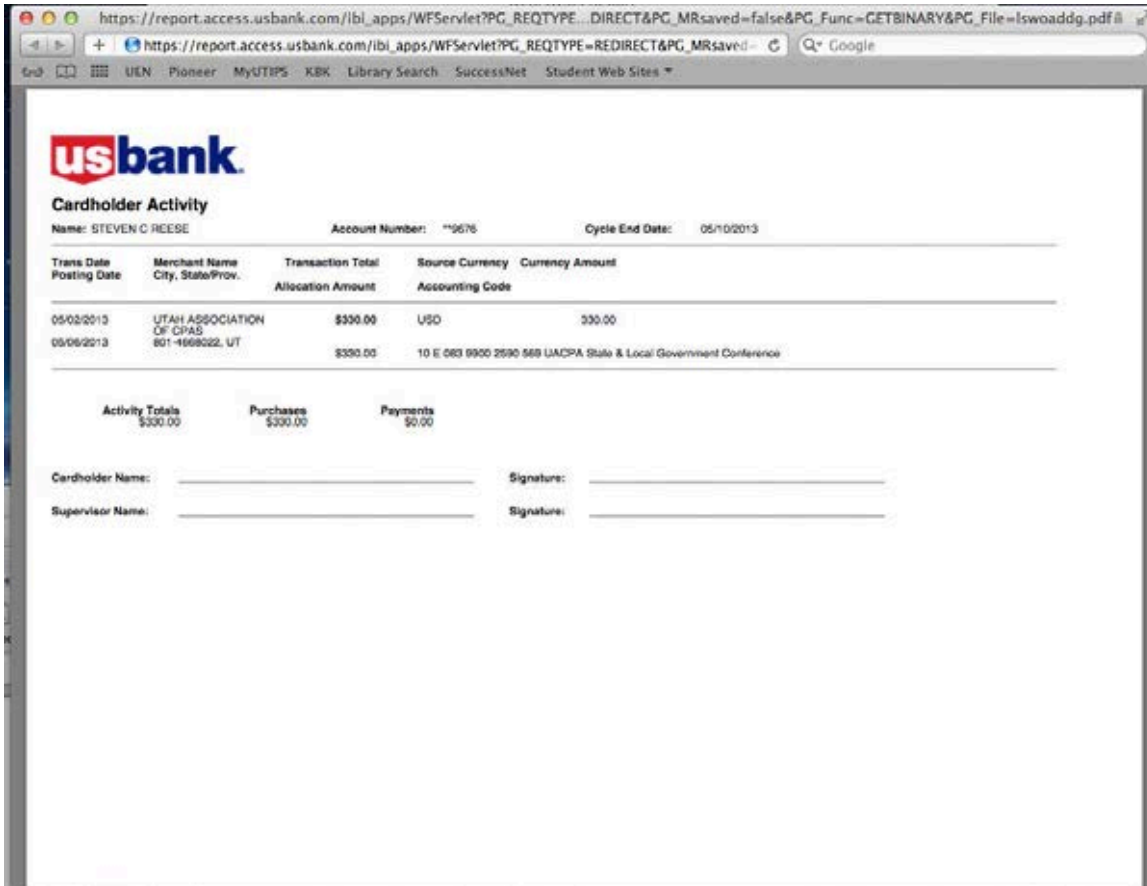
5. Click the **Search** button to display the billing cycle you selected in Step 1 (refer to the green arrow in the screenshot above).
6. Click the **Print Account Activity** button (refer to the blue arrow in the screenshot above).
7. The Account Activity Report will open in a new window labeled *WebFOCUS Report* (refer to the screenshot below)
  - a. Be sure to allow pop-ups or else the report will not open in a new window.
  - b. To allow pop-ups in Safari, click the *Safari* drop-down list and uncheck the *Block Pop-up Windows* option.



8. Right click anywhere on the report and select **Open PDF in a New Window**.



9. The Account Activity Report will open as a PDF document formatted to print in landscape.
  - a. If your Account Activity Report does **NOT** print in landscape then you may have missed or performed a step incorrectly. Please return to Step 1 and try again. If you continue to experience issues, please check your printer settings.



10. Account Activity Reports must be printed in landscape. Reports printed in portrait will be rejected.
11. Print and sign your name at the bottom of the Account Activity Report and **submit it to your supervisor with supporting documentation attached (original invoices & receipts) by the 15<sup>th</sup> of each month** for their review and approval.

## Supervisor Review and Approval

1. **Please carefully review your employees' p-card logs on or before the 18<sup>th</sup> of every month.** Take care to review the accounting code, description and supporting documentation for each transaction. If you discover that a transaction has been miscoded, please instruct the cardholder to make corrections online and submit a revised p-card log.

2. **Please be aware that transactions from the previous billing cycle remain open for allocation and description corrections until midnight on the 20<sup>th</sup> of every month.**  
Therefore, it is imperative that you review p-card logs by the 18<sup>th</sup> so cardholders will have time to make the necessary corrections online.
3. Upon completion of your review, please sign each log indicating your approval and forward them along with the attached receipts to Cindee Clawson in Accounting by the 23<sup>rd</sup> of each month.