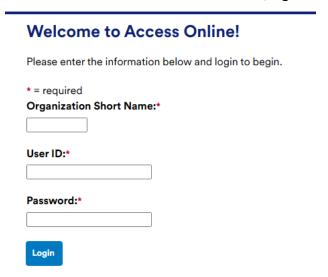# US Bank Pcard Reallocations
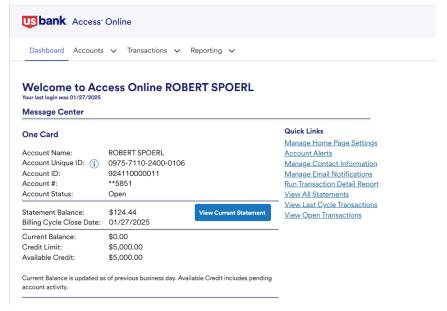
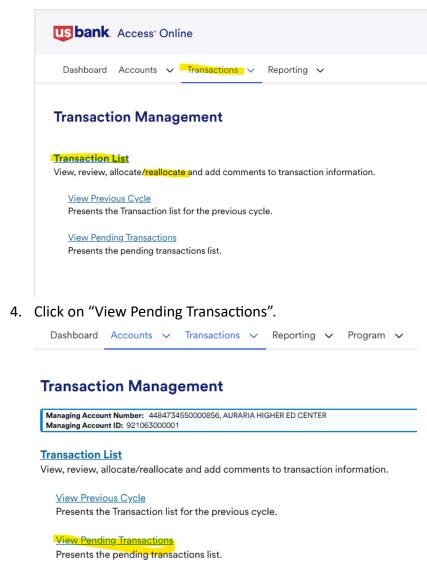1. In order to reallocate Pcard transactions, sign into US Bank.

2. After signing in, navigate to the dashboard.

3. Click on the Transactions and Transaction List.

4. Click on "View Pending Transactions".

5. If you have access to multiple accounts to reallocate, you will see this screen. Put in the employee's last name to pick the employee. If you only have access to your own, you will not see this screen.

6. Click on a transaction and then click on "Reallocate".

7. Enter the coding for the transaction. Fund, Cost Center and Object are required fields. Any of the other fields are optional but may be required by the department. If you are unsure about the coding, click on the magnifying glass.

Transaction Management
Reallocation Worksheet

Card Account Number: ************5851, ROBERT SPOERL	Switch Accounts
Card Account ID: 924110000011	

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 Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)					
					FUND (4)	COST CENTER (4)	OBJECT CODE (5)	PROJECT CODE (8)	ACTIVITY CODE (10)	LOCATION C
☐	01/24/2025	ODP BUS SOL LLC # 101080	$102.14	Add Alloc	1000 *🔍	1206 *🔍	53520 *🔍			

🔍 Search

Remove Trans　**Save Allocations**

<< Back to Transaction List

---

8. If all transactions have the same coding, click on Mass Reallocate button.

[-] **Card Account Summary**

Account Number:	◉	...5851
Account Name:		ROBERT SPOERL

Billing Cycle Close Date: 01/27/2025 ▾　**Search**　**Print Account Activity**

◉ Open Account

[+] **Search Criteria**　Return to top
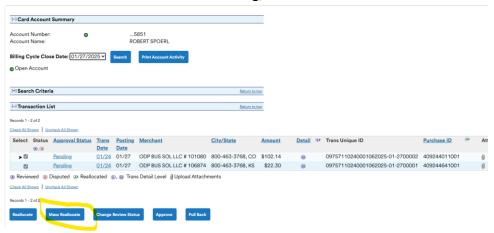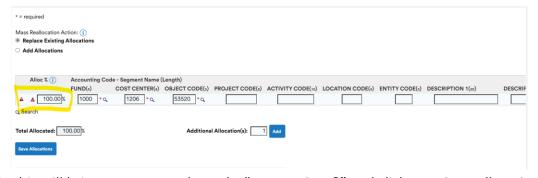
[-] **Transaction List**　Return to top

Records 1 - 2 of 2

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	👤	Trans Unique ID	Purchase ID	📎	Att
▶☑		Pending	01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	$102.14	◎		09757110240001062025-01-2700002	409244011001		📎
☑		Pending	01/24	01/27	ODP BUS SOL LLC # 106874	800-463-3768, KS	$22.30	◎		09757110240001062025-01-2700001	409244641001		📎

◉ Reviewed　◎ Disputed　◈ Reallocated　◎.◎ Trans Detail Level　📎 Upload Attachments

Check All Shown | Uncheck All Shown

Records 1 - 2 of 2

Reallocate　**Mass Reallocate**　**Change Review Status**　**Approve**　**Pull Back**

---

9. Select the "replace existing allocations" button, put in the percentage and the coding and click Save Allocations.

* = required

Mass Reallocation Action: ⓘ
◉ **Replace Existing Allocations**
○ **Add Allocations**

Alloc % ⓘ	Accounting Code - Segment Name (Length)								
	FUND(4)	COST CENTER(4)	OBJECT CODE(5)	PROJECT CODE(8)	ACTIVITY CODE(10)	LOCATION CODE(4)	ENTITY CODE(3)	DESCRIPTION 1(30)	DESCRIP
▲ ▲ 100.00 %	1000 *🔍	1206 *🔍	53520 *🔍						

🔍 Search

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

Save Allocations

---

10. This will bring up a screen that asks "Are You Sure?" and click, Yes, Save Allocations.

Are You Sure?

You have chosen to Replace all selected transaction allocations with the same common allocation(s).

This will affect 2 transactions totaling $124.44. The following will replace each selected transaction allocation:

Alloc %	Prepopulated Accounting Code Selection Current Name	Accounting Code
100.00%		1000|1206|53520|

Scroll down to review what the selected transactions would look like with the change applied.

Are you sure you want to change these allocations?

Yes, Save Allocations   **No**

Detail of Changed Transactions

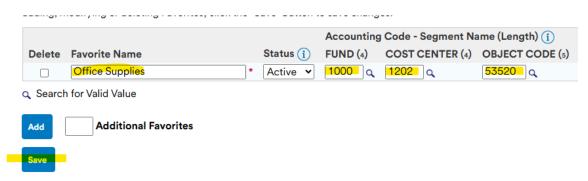| Trans Date	Merchant	Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code
01/24/2025	ODP BUS SOL LLC # 101080	$102.14		1000|1206|53520|
01/24/2025	ODP BUS SOL LLC # 106874	$22.30		1000|1206|53520|

11. Once the reallocations are completed, there will be an "A" next to the Purchase ID confirming those lines have been allocated.

Check All Shown | Uncheck All Shown

Select	Status ®.®	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail ⮐	Trans Unique ID	Purchase ID	A⁺	A
▶☐		Pending	01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	$102.14	⑩	09757110240001062025-01-2700002	409244011001	A⁺	⫶
▶☐		Pending	01/24	01/27	ODP BUS SOL LLC # 106874	800-463-3768, KS	$22.30	⑩	09757110240001062025-01-2700001	409244641001	A⁺	⫶

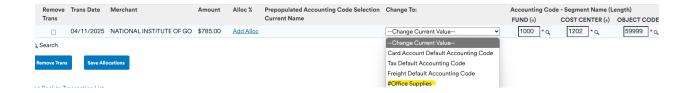® Reviewed ⑩ Disputed A⁺ Reallocated ⑩, ⑩ Trans Detail Level ⫶ Upload Attachments

12. There is also an option to set up favorites for coding that is consistently used, like office supplies.

   a. When on a line to reallocate, there is a hyperlink to "Add as Favorite".

E (3)	DESCRIPTION 1 (20)	DESCRIPTION 2 (20)	Favorite	Allocation Source	Last Changed by
			Add as Favorite	Default Acct Code	System

   b. Click on the hyperlink, name the Favorite Name, change the name and click on save.

Delete	Favorite Name		Status ⓘ	Accounting Code - Segment Name (Length) ⓘ		
				FUND (4)	COST CENTER (4)	OBJECT CODE (5)
☐	Office Supplies	*	Active ▾	1000 🔍	1202 🔍	53520 🔍

🔍 Search for Valid Value

Add [ ] **Additional Favorites**

Save

   c. When going to reallocate, there is now an option to "Change to:" with a dropdown menu to select the Favorites. Each cardholder can have 25. The favorites appear with a hashtag (#).

Remove Trans	Trans Date	Merchant	Amount	Alloc %	Prepopulated Accounting Code Selection Current Name	Change To:		Accounting Code - Segment Name (Length)		
								FUND (4)	COST CENTER (4)	OBJECT CODE
☐	04/11/2025	NATIONAL INSTITUTE OF GO	$785.00	Add Alloc		--Change Current Value-- ▼		1000 *Q	1202 *Q	59999 *Q

--Change Current Value--
Card Account Default Accounting Code
Tax Default Accounting Code
Freight Default Accounting Code
#Office Supplies

🔍 Search

Remove Trans   **Save Allocations**

13. For Dues and Memberships, please enter the information in the Description 1 field. Enter the name of group memberships or dues are for, last name or Dept it applies to and time period.
    a. For example, if it was a membership for one person for a year, the description would say "SELC, Smith/Rivera, annual".
    b. If it was for a department, it would read "NACUBO, Accounting, annual".

Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)							
			FUND (4)	COST CENTER (4)	OBJECT CODE (5)	PROJECT CODE (8)	ACTIVITY CODE (10)	LOCATION CODE (4)	ENTITY CODE (3)	DESCRIPTION 1 (20)
ODP BUS SOL LLC # 101080	$14.19	Add Alloc	1000 *Q	1206 *Q	59999 *Q					