

## US Bank Pcard Reallocations

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

### Welcome to Access Online!

Please enter the information below and login to begin.

\* = required

**Organization Short Name:\***

**User ID:\***

**Password:\***

Login

2. After signing in, navigate to the dashboard.

**us bank** Access Online

Dashboard Accounts Transactions Reporting

**Welcome to Access Online ROBERT SPOERL**  
Your last login was 01/27/2025

**Message Center**

**One Card**  
Account Name: ROBERT SPOERL  
Account Unique ID: ⓘ 0975-7110-2400-0106  
Account ID: 924110000011  
Account #: \*\*5851  
Account Status: Open  
  
Statement Balance: \$124.44 [View Current Statement](#)  
Billing Cycle Close Date: 01/27/2025  
  
Current Balance: \$0.00  
Credit Limit: \$5,000.00  
Available Credit: \$5,000.00  
  
Current Balance is updated as of previous business day. Available Credit includes pending account activity.

**Quick Links**  
[Manage Home Page Settings](#)  
[Account Alerts](#)  
[Manage Contact Information](#)  
[Manage Email Notifications](#)  
[Run Transaction Detail Report](#)  
[View All Statements](#)  
[View Last Cycle Transactions](#)  
[View Open Transactions](#)

3. Click on the Transactions and Transaction List.

us bank Access® Online

Dashboard Accounts ▾ Transactions ▾ Reporting ▾

## 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.

4. Click on “View Pending Transactions”.

Dashboard Accounts ▾ Transactions ▾ Reporting ▾ Program ▾

## Transaction Management

**Managing Account Number:** 4484734550000856, AURARIA HIGHER ED CENTER  
**Managing Account ID:** 921063000001

### 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.

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.

## Transaction Management

### Search & Select an Account

#### Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4 digits):

Account Unique ID: [?](#)

OR

Last Name:

First Name:

OR

Social Security Number:

OR

[Search](#)

- Click on a transaction and then click on “Reallocate”.

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	
<input checked="" type="checkbox"/>	Pending		01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	\$102.14		09757110240001062025-01-2700002	409244011001	
<input type="checkbox"/>	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](#)

- 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 (4)	PROJECT CODE (4)	ACTIVITY CODE (10)	LOCATION CODE (4)	
<input type="checkbox"/>	01/24/2025	ODP BUS SOL LLC # 101080	\$102.14	<a href="#">Add Alloc</a>	1000	* a	1206	* a	53520	* a	

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
<input checked="" type="checkbox"/>	Pending		01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	\$102.14		09757110240001062025-01-2700002	409244011001	
<input checked="" type="checkbox"/>	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: ①

☒ Replace Existing Allocations

☐ Add Allocations

Alloc % ①	Accounting Code - Segment Name (Length)									
	FUND(4)	COST CENTER(4)	OBJECT CODE(4)	PROJECT CODE(4)	ACTIVITY CODE(10)	LOCATION CODE(4)	ENTITY CODE(4)	DESCRIPTION 1(10)	DESCRIPTION 2(10)	DESCRIPTION 3(10)
<input checked="" type="checkbox"/> 100.00%	1000	* a	1206	* a	53520	* a				

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	
<input type="checkbox"/>		Pending	01/24	01/27	ODP BUS SOL LLC # 101080	800-463-3768, CO	\$102.14		09757110240001062025-01-2700002	409244011001	
<input type="checkbox"/>		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](#)

12. There is also an option to set up favorites for coding that is consistently used, like office supplies.
- When on a line to reallocate, there is a hyperlink to “Add as Favorite”.

DESCRIPTION 1 (20)	DESCRIPTION 2 (20)	Favorite	Allocation Source	Last Changed by
<input type="text"/>	<input type="text"/>	<a href="#">Add as Favorite</a>	Default Acct Code	System

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

[Accounting Code - Segment Name \(Length\)](#)

Delete	Favorite Name	Status	FUND (4)	COST CENTER (4)	OBJECT CODE (5)
<input type="checkbox"/>	<input type="text" value="Office Supplies"/>	Active	<input type="text" value="1000"/>	<input type="text" value="1202"/>	<input type="text" value="53520"/>

[Search for Valid Value](#)

[Add](#)  **Additional Favorites**

[Save](#)

- 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
<input type="checkbox"/>	04/11/2025	NATIONAL INSTITUTE OF GO	\$785.00	<a href="#">Add Alloc</a>		--Change Current Value--	1000	1202	59999

[Remove Trans](#)
[Save Allocations](#)

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

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.
- For example, if it was a membership for one person for a year, the description would say "SELC, Smith/Rivera, annual".
  - If it was for a department, it would read "NACUBO, Accounting, annual".

Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)							DESCRIPTION 1 (60)
			FUND (4)	COST CENTER (4)	OBJECT CODE (4)	PROJECT CODE (4)	ACTIVITY CODE (10)	LOCATION CODE (4)	ENTITY CODE (4)	
5 ODP BUS SOL LLC # 101080	\$14.19	<a href="#">Add Alloc</a>	1000	1206	59999					