PCard Transaction Review and Allocation

https://access.usbank.com

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

Transaction Management Navigation

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

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

Allocation Process

Select the hyperlink indicated in step 10 above.

1. Select the allocation percent or amount here
2. Search for Account Number here by using the
3. Search for Center Number here by using the
4. Always enter a Business Purpose and be as descriptive as possible
PCard Transaction Approval and Reporting
https://access.usbank.com

This page is designed to assist PCard Cardholders in the transaction Approval and Reporting process.

### Transaction Approval Navigation

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

### Printing Required Reports

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

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**Transaction Management**

**Card Account Summary**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>9572</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>MARTY MCFLY</td>
</tr>
<tr>
<td>Billing Cycle Close Date</td>
<td>Open</td>
</tr>
<tr>
<td>Total Transactions</td>
<td>$404.14</td>
</tr>
<tr>
<td>Reallocated Transactions</td>
<td>$111.91</td>
</tr>
<tr>
<td>% Reallocated Transactions</td>
<td>11.2%</td>
</tr>
</tbody>
</table>

**Transaction List**

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval Status</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>7/27</td>
<td>07/28</td>
<td>AMAZON</td>
<td>NASHVILLE, TN</td>
<td>$44.86</td>
</tr>
</tbody>
</table>

**Account Information**

<table>
<thead>
<tr>
<th>Accounting Code</th>
<th>60145 BOOKS/PERIODICALS/MAGAZINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>60040 OFFICE/SUPPLIES/STAMP</td>
<td></td>
</tr>
</tbody>
</table>