Transaction Management
US Bank Access Online can be utilized to view and manage transactions within your P-Card account. You can view a list of transactions for the last 13 months, including the current (open) billing cycle and the past 12 closed billing cycles.

During the current cycle and for seven (7) days following the close of that cycle (i.e. by the end of business Thursday after the cycle close date from the previous Friday), you can view and modify the details of your transactions, including the reallocation of a transaction to one or more accounting codes. You can mark transactions as reviewed, reallocate transactions, enter line item data and enter transaction comments.

Preparing Your Statement Packet for Transaction Management
Before you begin the process of transaction management within US Bank AccessOnline, you should first prep your p-card packet to ensure you have all of the information at your fingertips. Here are a few suggestions to make the process easier:

**One Time Transactions:**
1. Ensure you have the complete and correct funding string for each account you will be reallocating purchases to within AccessOnline. Include the Fund Code, Program Code, Department ID and any applicable Project ID numbers. Current lists of [Active Department ID’s](https://mypoint.usbank.com) can be found on the MyPoint Administrative Tab, under General Ledger.
2. Annotate this funding string on the corresponding receipt. This will help you keep track of where each of your transfers will moving to.
3. Ensure you have approval, either by email or original signature on receipt, statement, etc. from the Budget Manager responsible for the account that you will be transferring the charge to. Be sure to provide the Budget Manager with a copy of the invoice/receipt.

**Recurring Transactions:**
1. Get approval of the recurring transfer by email or other form of written/signed consent from the Budget Manager responsible for the account that you will be transferring the charge to. **Attach a copy of this approval to each p-card packet submission with the original receipt.** Be sure to provide the Budget Manager with a copy of each invoice/receipt that you transfer on a regular basis.
2. Annotate the transfer funding string on the corresponding receipt. This will help you keep track of where each of your transfers will moving to.
3. Remember, this approval is only good for a maximum of one year (or less if indicated on the approval). Be sure to renew as needed.

Once you have all of these items in place, you are ready to start your transaction management process.

Accessing Your Transaction Management Information
To begin the transaction management process, go to [https://access.usbank.com](https://access.usbank.com) and log on to your AccessOnline account. Your organization short name is: **stwisc** (see below).
US Bank requires passwords to be changed every two months. Your password must be 12-99 alphanumeric characters, and must contain at least one uppercase letter, one lowercase letter, one number and one special character. You cannot use any part of your user ID, first name or last name. You cannot reuse a password for 12 months. Passwords are case sensitive.

**Search and Select a Cardholder Account**

If you have access to more than one account, you can search and select the cardholder account you want to work with. If you have access to just one account, then you do not need to search and select an account; you go directly to your account when you select the Transaction Management high-level task and the Transaction List link.
You can search by cardholder account by using cardholder information.

1. Select the **Transaction Management** link from the left side of the Welcome screen. This will display the **Transaction Management** screen.

2. **Click the Transaction List link.** The **Transaction Management: Search and Select an Account** screen displays. If you only have one p-card account, your account will display when you click this link.

3. **Specify search criteria:**
   a. Type the cardholder’s full account number in the **Account Number** field; or
   b. Type the cardholder’s last name and/or first name in the **Last Name** and/or **First Name** fields. If searching by name, you MUST enter a last name, or partial last name. You cannot search by first name alone.

4. **Click the Search button.** A list of cardholder accounts that match your search criteria displays at the bottom of the screen. If only one cardholder account matches your search criteria, then the **Transaction Management: Card Account Summary** displays immediately.
View a List of Transactions

When you select an account, the Transaction Management: Card Account Summary with Transaction List screen displays. By default, it will show the current cycle.

1. Select the drop down menu next to Billing Cycle Close Date
2. Chose the ALL option
3. Select Search; the list of transactions will appear at the bottom of the screen

You can sort a transaction list by any of the underlined column headings; click a column heading link to sort table by that column.

Column headings are as follows:

- **Select**—Check box that enables you to select the transaction
- **Status**—Icons indicating if the transaction has been disputed (D) or reviewed (R)
- **Approval Status**—Designation of a transaction’s approval status (e.g., pending, approved)
- **Trans Date**—Date the transaction occurred
- **Posting Date**—Date the transaction posted in our payment processing system
- **Merchant**—Name of the merchant who processed the transaction
- **City/State**—Merchant’s city and state
- **Amount**—Amount of the transaction including tax
- **Detail**—Icons that show the availability of additional detail (e.g., level II data)
• **Extract**—Icon that shows if a Program Administrator has extracted the transaction
• **Purchase ID**—Unique number assigned to the purchase by the merchant. *Note, when ordering on Amazon, you can add a reference/purchase order number that will display in this section.*
• **Alloc**—Icon that shows if you or another user has reallocated the transaction (A) and if the transaction is locked from further reallocation (Lock Symbol). If the lock symbol displays on this line, changes cannot be made to this transaction.
• **Comments**—Column displays any comments you add to the transaction reallocation
• **Accounting Code** - Column shows the transaction's current allocation, if any. If the entire transaction is allocated to a single accounting code, that accounting code value displays. If the transaction is divided between multiple accounting codes, the word multiple displays. If the transaction has been reallocated, an A icon displays in front of the code.

### Option 1: Reallocate a Single Transaction
When you reallocate a transaction, you change the accounting information to allocate the transaction to a different accounting code. Any open transactions can be reallocated to a different funding string

1. Click on the **Account Code** information for that specific transaction

2. Enter the **Amount** or **Percentage** that you are reallocating (usually 100%)

3. **IMPORTANT STEP!** Enter the appropriate **Account**, **Fund**, **Dept ID**, **Program** and **Project ID** (if applicable) to reflect the new funding information. *Note: Project/Grant ID must be in ALL CAPS*. A current list of all Active Account ID’s can be found [here](#). This list includes the authorized approving authority for each account

4. Select **Save Allocations**

### Option 2: Reallocating Mass Transactions
1. To reallocate **Mass Transactions**, simply select the open transactions you wish to reallocate by clicking the **Select** box next to each of the transactions.

2. Click the **Mass Reallocate** button at the bottom of the screen.
3. Enter the new Account, Fund, Dept ID, Program and Project ID (if applicable) to reflect the new funding information and click **Save Allocations**.

4. The new account information will be reflected in all of the selected transactions.

5. You can also reallocate a percentage of a transaction by using the boxes in the lower half of the reallocation screen (see below).

6. You can add lines when reallocating a transaction by clicking the "Add" box if multiple accounts are being used for that transaction. This will add entry lines to the allocations section and allow you to split the transaction between several accounts. Once all lines have been updated, click **Save Allocations**.
Helpful Transaction Management Tools

1. When a transaction has been reallocated, the symbol representing “reallocated” will be shown in the reallocation column (a capital A with a circle ending in an arrow point surrounding it).

2. You can also add comments to your reallocation by choosing the “Comments” tab when in the reallocation screen.

Change Review Status of Your Reallocated Transaction

1. A useful way to track which of your transactions have been reallocated and which are still pending, is to change the status of all reallocated transaction to “Reviewed.” Once you have reallocated your transaction, return to the main Transaction Management screen and check the Select box next to the transaction you just reallocated.

2. Click the Change Review Status at the bottom of the screen.

3. A circle with an “R” will appear under the Status column next to that transaction, denoting that the transaction has been reviewed. This enables you to see at a glance which transactions have been finalized and which are still pending during that cycle.

4. To ensure you stay current with your transactions each cycle, set a reminder to check your AccessOnline account every Thursday (cycles close out on Friday, so checking each Thursday ensures you do not miss any open transactions prior to close).

5. Once the billing cycle closes, a lock symbol will appear next to all locked transactions. Once that transaction is locked, you can no longer perform transaction management.
Cardholder Account Activity Statement

Once all reallocations are finalized, you will need to print a summary of account activity to include with your P-Card packet submission, showing the new account allocations for that cycle period. To print a summary of account activity:

1. Select the **Transaction Management** link from the left hand column on your home page
2. Select the **Transaction List** link
3. Select the cycle from the **Billing Cycle Close Date** drop down box for that statement
4. Click the **Print Account Activity** button located on the same line as the Billing Cycle Close Date drop down box

5. The report will open in a new window

   ![Cardholder Activity Report]

   Add your item description(s) and business purpose here.

6. The Cardholder Activity report has signature lines and needs to be **signed and dated** by both the cardholder and account approver to show that the reallocation has been reviewed and approved. The original cardholder statement will need to be included with the P-Card packet, however the Cardholder Activity report signed and dated by the cardholder and account approver can be used as the signed cardholder statement, as it contains updated transaction detail. The original statement should not be signed, but marked with “TM” to indicate that transaction management has been performed.

7. This report will take the place of the old p-card log. There is space available to annotate the item description and business purpose next to each purchase, in the same manner as the p-card log.
Remember to include all pertinent back-up information with your packet, including itemized receipts, agendas, event flyers, attendee lists, etc.

Create Accounting Code Favorites to Use During Reallocation

You can create and use a list of accounting codes that you select frequently. By building and using an accounting codes favorites list, you can easily select by name the accounting code you want to use during transaction reallocation, without having to remember or search accounting codes.

There are two (2) options available for building your list of favorites; create the list as you reallocate, or create the lists all at once using the My Personal Information function.

To build a list of favorites as you reallocate transactions:

1. Follow the steps to reallocate a transaction 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.
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.
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 will be returned 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.
To create a list of favorites at the same time using the My Personal Information function:

1. Select the **My Personal Information** link from the left hand column of your home page
2. Click the **Manage Accounting Code Favorites** link.

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

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 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. Type the code in the **Accounting Code – Segment Name (Length)** field
8. When finished, click the **Save** button. A confirmation message displays and your favorites are now available for you to use when reallocating transactions.
9. After you create your list of favorites, you can modify the list at any time by repeating these steps to create additional, modify or deleting favorites.

**Reallocate a Transaction Using Your List of Favorites**

Once you have built your list of favorites, you can easily use them to reallocate a transaction, including reallocating a single transaction or using the mass reallocation function.

1. Follow the steps to reallocate a 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 chose the wrong one). The favorite’s value also displays in the **Accounting Code – Segment Name (Length)** field. The default accounting code will always be 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. Remember to **Save Allocations** when reallocations are complete.