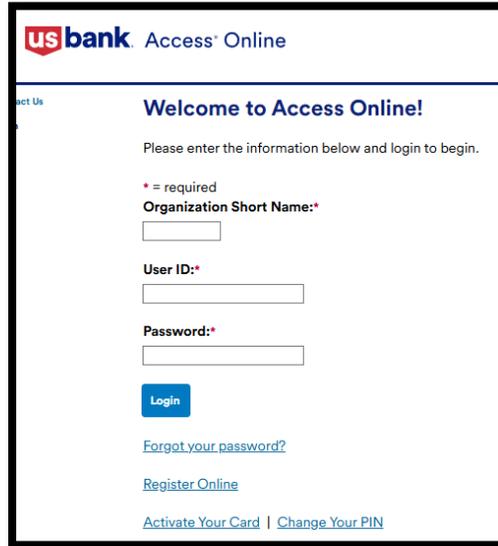


US Bank Pcard Quick Reference Guide to Allocate Transactions

Log in to US Bank Access Online – <https://www.access.usbank.com/>

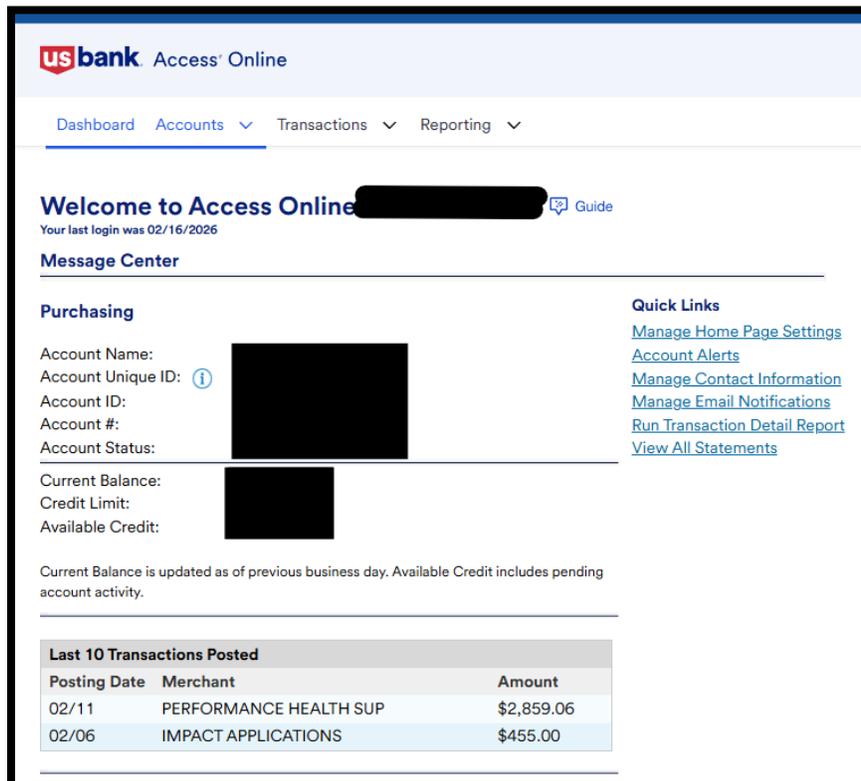
Organization Short Name: **PASSHE**

Enter User ID and Password and Login:



The screenshot shows the US Bank Access Online login page. At the top, it says "US bank Access Online". Below that, it says "Welcome to Access Online!" and "Please enter the information below and login to begin." There are three input fields: "Organization Short Name:" (with a red asterisk indicating it's required), "User ID:" (with a red asterisk), and "Password:" (with a red asterisk). Below the fields is a blue "Login" button. At the bottom, there are links for "Forgot your password?", "Register Online", and "Activate Your Card | Change Your PIN".

Welcome screen:

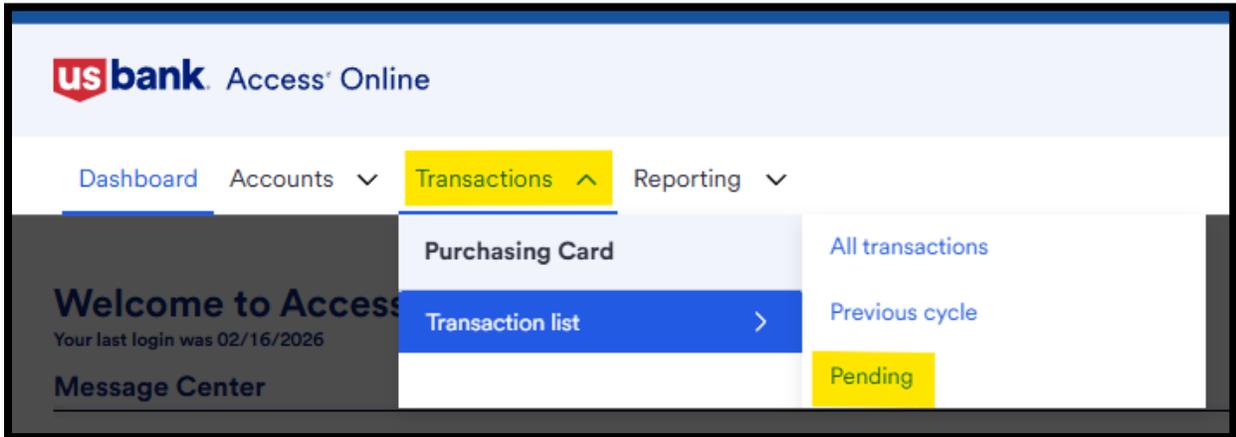


The screenshot shows the US Bank Access Online dashboard. At the top, it says "US bank Access Online". Below that, there are navigation tabs: "Dashboard", "Accounts", "Transactions", and "Reporting". The main heading is "Welcome to Access Online" followed by a redacted name and a "Guide" icon. Below that, it says "Your last login was 02/16/2026". There is a "Message Center" section. Under "Purchasing", there are fields for "Account Name:", "Account Unique ID:", "Account ID:", "Account #:", and "Account Status:", all of which are redacted. There are also fields for "Current Balance:", "Credit Limit:", and "Available Credit:", which are also redacted. A note below says "Current Balance is updated as of previous business day. Available Credit includes pending account activity." To the right, there is a "Quick Links" section with links for "Manage Home Page Settings", "Account Alerts", "Manage Contact Information", "Manage Email Notifications", "Run Transaction Detail Report", and "View All Statements". At the bottom, there is a table titled "Last 10 Transactions Posted" with columns for "Posting Date", "Merchant", and "Amount".

Posting Date	Merchant	Amount
02/11	PERFORMANCE HEALTH SUP	\$2,859.06
02/06	IMPACT APPLICATIONS	\$455.00

Step 1: Allocating (reconciling) Transactions:

Click the Transactions menu (click carrot icon) and select Transaction list and select "Pending" to open all transactions you need to review, allocate and approve:



This will open your Transaction Management screen.

With US Bank, you now can allocate (reconcile) transactions as soon as they are posted to your account. You no longer need to wait until the end of the cycle.

To view and allocate (reconcile) a transaction, click the Pending link under the 'Approval Status' column or click the Transaction Date (highlighted in screen shot below):

A screenshot of the US Bank Transaction Management screen. It shows a 'Card Account Summary with Transaction List' for a Purchasing Card. The 'Transaction List' section contains a table with columns: Select, Status, Approval Status, Trans Date, Posting Date, Merchant, City/State, Amount, Detail, Trans Unique ID, Purchase ID, Attachment, Comments, and Accounting Code. Two transactions are listed, both with 'Pending' status. The first transaction has a 'Trans Date' of 02/11 and an amount of \$2,859.06. The second has a 'Trans Date' of 02/06 and an amount of \$455.00. At the bottom, there are buttons for 'Reallocate', 'Mass Reallocate', 'Approve', and 'Pull Back'.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>		Pending	02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	\$2,859.06		04596005261642942026-02-1100001				8211215000H-I-X
<input type="checkbox"/>		Pending	02/06	02/06	IMPACT APPLICATIONS	ITASCA, IL	\$455.00		04596005261642942026-02-0600001				8211215000H-I-X

This will open the **Transaction Summary** page, which provides details of this specific transaction. To begin your reconciliation, click the “Allocations” tab.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	2859.06				8211215000-1-1-X-11

Disputed Trans Detail Level Reallocated Upload Attachments

Summary **Allocations** Comments Approval History

The Summary tab shows high-level transaction information.
 The review status cannot be changed because the review day limit has been reached.
 To approve and forward the transaction, click "Approve."
 To initiate a dispute, click the "Dispute" button.

Transaction

Date: 02/11/2026
 Purchase ID: [REDACTED]
 Total Amount: 2859.06
 Memo Post: Yes

Reference Information

Billing Cycle: Open
 Posting Date: 02/11/2026
 Reference Number: 55432866042202984752863
 Authorization Number: 02060Z

Most Recent Extract Dates

Financial Extract:
 General Ledger Extract:
 Payment Extract:

Merchant

Name: PERFORMANCE HEALTH SUP
 City, State/Province: WARRENVILLE, IL
 Transaction Type: MASTERCARD MC PURCHASE
 Merchant Category Code (MCC): 5047
 MCC Description: WHOLESALE MED/DENTAL

Currency

Billing Currency: U.S. Dollar
 Source Currency: U.S. Dollar
 Source Currency Amt: 2,859.06

Approve Print Transaction

Dispute Sales Draft Requests

This Allocations tab screen is where you will verify or assign a Cost Center (fund center), add the GL Account Code, and enter a description of the purchase.

- If you need to select a WBS Cost Center, instead of a Cost Center for your transaction, you will need to enter an X in the Cost Center field and then type in or search for the WBS Code (more information on searching for a Cost Center, GL code, etc., is below).
- If you are allocating to a Cost Center for your transaction, leave the X in the WBS field.

The D1, D2, and D3 fields can be ignored – the dashes in these boxes need to remain for reporting purposes (if a dash is missing, please enter a dash – the system needs the dashes in these spaces or you cannot save your allocation):

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	2859.06				8211215000-1-1-X-11

Disputed Trans Detail Level Reallocated Upload Attachments

Summary **Allocations** 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: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	D1 (-)	GL ACCOUNT CODE (-)	D2 (-)	WBS (-)	D3 (-)	DESCRIPTION (-)	Favorite
<input type="checkbox"/>	\$ 2859.06	OR 100.00%	COST CENTER (-) 8211215000 *	-			X			Add as Favorite

Search

Total Allocated: \$ 2859.06 100.00% Apply Accounting Code: Apply

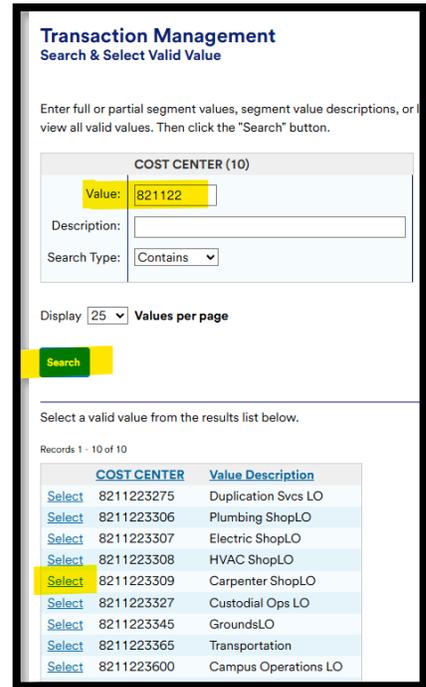
Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

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

Save Allocations

Allocation Accounting Code Steps:

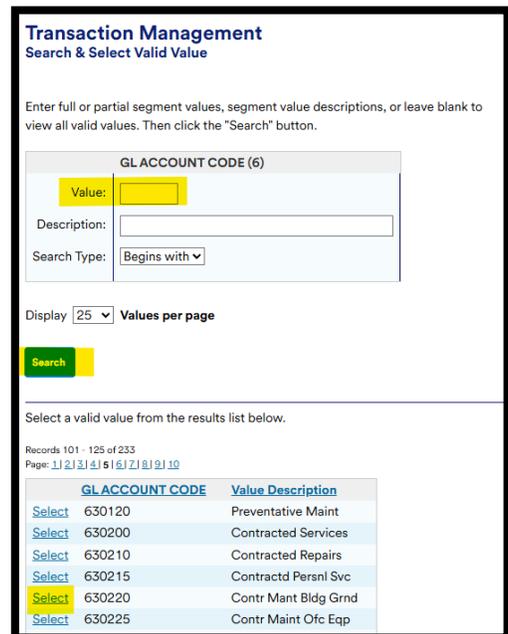
- A default Cost Center has been added to your profile. Only one default Cost Center can exist for a cardholder.
- If you need to change the **Cost Center** for the transaction, you can change it directly in the COST CENTER box above in the allocation line or you can search for a different Cost Center by selecting the magnifying glass next to the field.
 - Click the magnifying glass to open the search page.
 - Leave the Value field blank to pull all Cost Centers in the US Bank system or enter the first few numbers of the Cost Center you are searching for and click the Search button.
 - Cost Centers will display in the Records box
 - Select the one you need from this list by clicking the “Select” word next to your Cost Center.



**PLEASE BE SURE TO SELECT THE CORRECT COST CENTER FOR THE EXPENSE!
Verify the number and the cost center description before clicking the “Select” link.**

- Search for the **GL Account Code** by selecting the magnifying glass next to the field.
 - Leave the Value field blank to pull all GL Account Codes in the US Bank system or enter the first few numbers of the GL Code you are searching for and click the Search button.
 - GL Codes will display in the Records box
 - Click the “Select” word for the GL code you need to pull this into your allocation

**PLEASE BE SURE TO SELECT THE CORRECT
GL ACCOUNT FOR THE EXPENSE!**



- Type in the description of your purchase in the Description field (i.e. items purchased for what purpose)
 - This field can hold up to 50 characters

Now that your allocation has been coded to the correct Cost Center, GL Account and a description entered, you need to save this information by clicking the “Save Allocation” button:

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: User Last Changed By: [REDACTED]

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			GL ACCOUNT CODE (s)	D2 (i)	WBS (i2)	D3 (i)	DESCRIPTION (s2)	Favorite
			COST CENTER (i2)	D1 (i)							
<input type="checkbox"/>	\$ 2859.06	OR 100.00%	8211215000	-		660600	-	X	-	supplies needed for locker room	Add as Favorite

Q Search
Remove

Total Allocated: \$ 2859.06 100.00% Apply Accounting Code: [] Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

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

Save Allocations

**** NOTE:** If this transaction needs split between multiple Cost Centers, do not hit the “Save Allocations” button, but enter the number of Additional Allocations you need in the box highlighted below (if needs split between two Cost Centers, enter 1 in this box so that another allocation line is created) to create additional allocation lines for the transaction.

Enter the number of additional allocations and click the Add button:

Transaction Summary

Status Trans Date Posting Date Merchant City, State/Province Amount Detail Purchase ID Attachment Accounting Code

02/11 02/11 PERFORMANCE HEALTH SUP WARRENVILLE, IL 2859.06 [REDACTED] 8211215000-11-X11

Disputed Trans Detail Level Reallocated Upload Attachments

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: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)			GL ACCOUNT CODE (s)	D2 (i)	WBS (i2)	D3 (i)	DESCRIPTION (s2)	Favorite
			COST CENTER (i2)	D1 (i)							
<input type="checkbox"/>	\$ 2859.06	OR 100.00%	8211215000	-		660600	-	X	-	supplies needed for locker room	

Q Search
Remove

Total Allocated: \$ 2859.06 100.00% Apply Accounting Code: [] Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

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

Save Allocations

After the Add button is clicked – a second line will appear for the Accounting Codes to be entered (see screen shot below).

Enter the Amount that goes to the additional Cost Center, GL Code, and Description into that 2nd line (the percentage will automatically calculate based on the amount entered).

If this additional allocation is correct, now click “Save Allocation” button:

**if you would need to remove a row that you initially added in order to do the split, check the “Remove” box next to the allocation line and click the “Remove” button*

Now that your allocation is saved, when you go back on your Transaction List, you will see the transaction has your updated Accounting Codes:

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending		02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	\$2,859.06		04596005261642942026-02-1100001				8211215000_L660600_L61_1supplies

The next step is to upload your receipts/invoices/approval forms for this transaction.

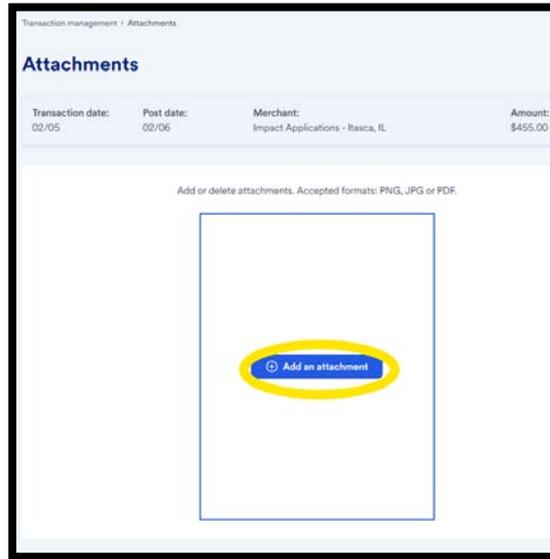
****As a reminder: For auditing purposes, we need to have itemized receipts that details the vendor name, amount, and description of item purchased and it needs to tie the purchases to what we are being billed for. According to our PASSHE Pcard procedures, the cardholder is responsible for obtaining credit card slips, cash register receipts, packing slips, etc. to provide documentation for each transaction and the receipts must include purchase amount and item descriptions that are as specific as possible.**

Step 2: Attaching receipt/invoice/approval forms:

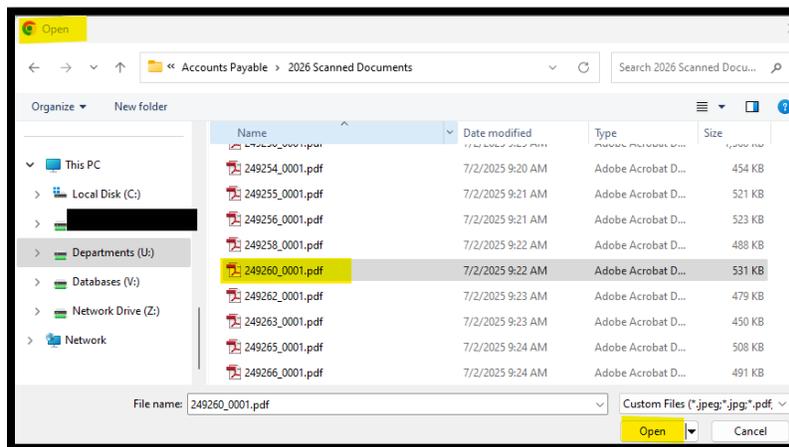
Locate the transaction from your Transaction List that you need to add the attachment to.

In the “Attachment” column, click the **paperclip** icon:

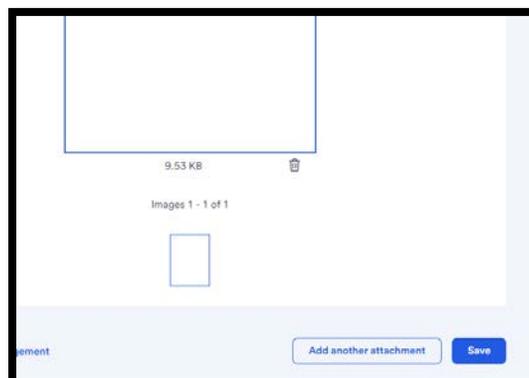
This Opens the Attachments page. To add your receipt/invoice/approval forms, click the **“Add an attachment”** button (you can attach PNG, JPG or PDF files. File size limit for all files is 5 mb. To delete an attachment, select the thumbnail, then select the trash can icon)



In the **“Open”** window of your computer directory, navigate to your file location, select the file you want to attach, and then select the **Open** button.



Once you have clicked the Open button, your attachment will appear on the screen – either click **“Save”** or **“Add another attachment”**. If you accidentally selected the wrong file, click the Trash Can icon.



To add more files, select **Add Another Attachment** and complete step again. You can add up to 10 attachments. When you are done adding attachments, select **Save**.

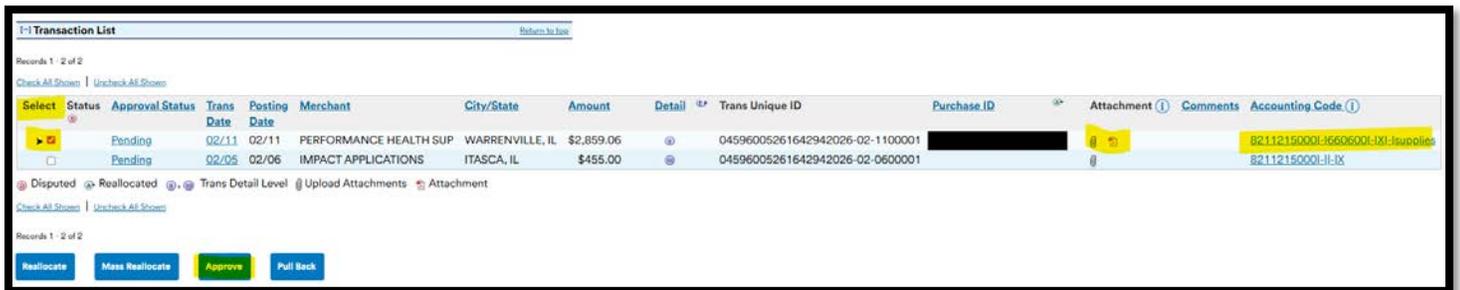
REMINDERS:

- Every transaction needs to have an attachment.
- For auditing purposes, itemized receipts/invoices that details the vendor name, amount, and description of item purchased must be attached.
- Amounts on the receipt/invoice must match the total billed on the credit card.
- Justification Forms (food, gift approval forms) need to be completed and all approval signatures (dean, VP, etc.) are required.

Now that your transaction has been allocated and you have added the required attachments, it is time to approve this transaction.

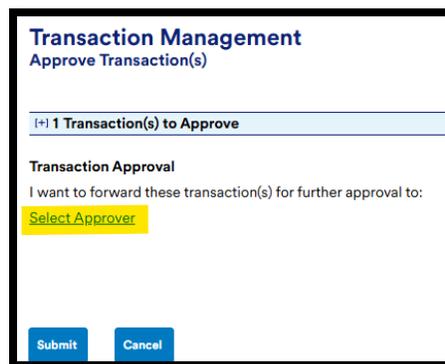
Step 3: Approving your transaction to submit to your approver:

From the Transaction Management page, find your completed transaction in your Transaction list. Check the “Select” box and then click the “Approve” button:



*Note – verify that you have a document icon next to the paperclip in the Attachment column to verify your document(s) is attached. Also verify a final time that your allocation is correct.

The Transaction Approval page will open and you need to select your approver. Click Select Approver link:



Type in your Approver's last name and click the "Search" button:

Approve Transaction(s)
Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: Jones First Name:

Search

[<< Back to Approve Transaction\(s\)](#)

Click the "Select" circle next to your approver's name and email and click the "Select Approver" button.

NOTE – you can set this approver as your default on future transaction approvals by clicking the box to "Set selection as your default approver"

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: Jones First Name:

Search

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input type="radio"/>	[REDACTED]	[REDACTED]@COMMONWEALTHU.EDU

Records 1 - 1 of 1

Set selection as your default approver

Select Approver

[<< Back to Approve Transaction\(s\)](#)

The Approve Transaction page will open for you to now submit this to the approver:

Transaction Management
Approve Transaction(s)

Transaction Approval

I want to forward these transaction(s) for further approval to:

JONES [REDACTED] (User ID [REDACTED]) [Select Approver](#)

Submit **Cancel**

Once you have clicked Submit, you will be directed back to your Transaction List and will now see the transaction has changed from Pending to Approved in your Approval Status column:

The screenshot shows a 'Transaction List' interface. At the top, it says 'Records 1 - 2 of 2'. Below that, there are two rows of transaction data. The first row is highlighted in yellow and has 'Approved' in the 'Approval Status' column. The second row has 'Pending' in the 'Approval Status' column. The columns include 'Select', 'Status', 'Approval Status', 'Trans Date', 'Posting Date', 'Merchant', 'City/State', 'Amount', 'Detail', 'Trans Unique ID', 'Purchase ID', 'Attachment', 'Comments', and 'Accounting Code'. At the bottom, there are buttons for 'Reallocate', 'Mass Reallocate', 'Approve', and 'Pull Back'.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input checked="" type="checkbox"/>		Approved	02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	\$2,859.06		04596005261642942026-02-1100001				821121500016606001-IL-Isuopoles
<input type="checkbox"/>		Pending	02/05	02/06	IMPACT APPLICATIONS	ITASCA, IL	\$455.00		04596005261642942026-02-0600001				82112150001-IL-IX

This transaction is now completed and is no longer in your Pending transactions list. This approved transaction is now in your approver’s queue to review and approve. Continue this process for each pending transaction.

TIP:

If you find you made an error or need to make a change to your allocation before your approver has reviewed and approved this transaction, you can come back to this list, check the “Select” box next to your transaction and select the “Pull Back” button so that it removes it from your approvers queue for you to edit and resubmit:

The screenshot shows the same 'Transaction List' interface. The first row is now highlighted in yellow and has 'Pulled Back' in the 'Approval Status' column. The second row remains 'Pending'. The 'Pull Back' button at the bottom is highlighted in green.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input checked="" type="checkbox"/>		Pulled Back	02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	\$2,859.06		04596005261642942026-02-1100001				821121500016606001-IL-Isuopoles
<input type="checkbox"/>		Pending	02/05	02/06	IMPACT APPLICATIONS	ITASCA, IL	\$455.00		04596005261642942026-02-0600001				82112150001-IL-IX

This will now show as “Pulled Back” in your Approval Status column. You can make your changes as needed, and then approve and submit to your approver for review.

This is a close-up view of the table from the previous screenshot, focusing on the 'Approval Status' column where 'Pulled Back' is highlighted in yellow.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail
<input checked="" type="checkbox"/>		Pulled Back	02/11	02/11	PERFORMANCE HEALTH SUP	WARRENVILLE, IL	\$2,859.06	
<input type="checkbox"/>		Pending	02/05	02/06	IMPACT APPLICATIONS	ITASCA, IL	\$455.00	

If your approver has approved your transaction already, you cannot make a change to the allocation unless the approver rejects your transaction. If that happens, please contact your approver.

REJECTED TRANSACTIONS

When you approve and submit a transaction to your approver, they will review for accuracy of the Cost Center, GL Account, attachments, if sales tax has been paid, etc..

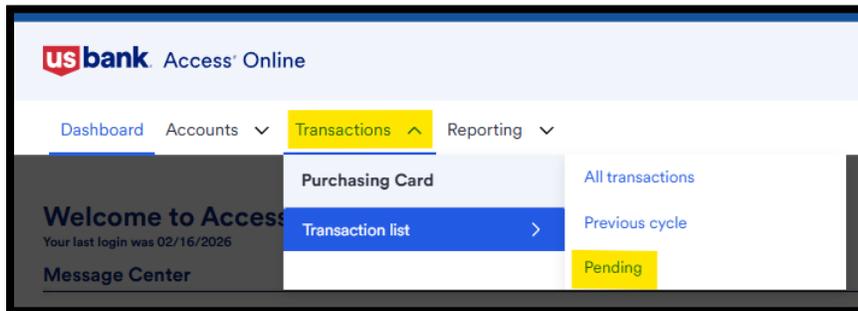
If your allocated (reconciled) transaction has an error, this will be rejected back to you, the cardholder, to correct and resubmit.

Examples of why an allocated transaction is rejected:

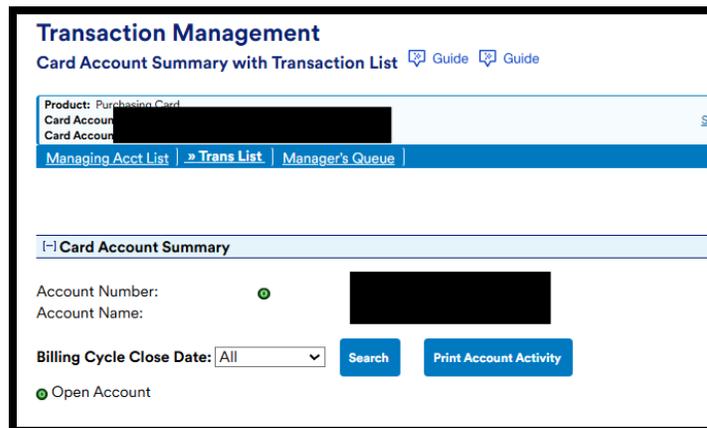
- Wrong fund center or GL account used
- Missing description of purchase
- Sales tax is on invoice or receipt – comment is required on how sales tax will be refunded / credited
- Missing or incomplete documentation attached
 - Receipt or invoice is not attached
 - Receipt or invoice amount does not match transaction amount
 - Receipt or invoice amount is not detailed/itemized
 - Justification form missing or not signed

When a transaction is rejected, you will get an email notification (please be sure to set up email notifications: open the **Profile** menu and selecting **Notifications** and then **Email notifications**).

Or you will find this rejected transaction by going to the Transactions menu (click carrot icon) and select Transaction list and select “Pending”:



This will open your Transaction Management page.



From this page, click the [+] sign next to the Search Criteria sign:

The screenshot shows the 'Transaction Management' interface. At the top, there's a 'Card Account Summary with Transaction List' section. Below it, the 'Card Account Summary' section is expanded, showing fields for 'Account Number', 'Account Name', and 'Billing Cycle Close Date'. The 'Search Criteria' section is highlighted in yellow, indicating it's the next step to click on.

Change the Approval Status from Pending to Rejected and click Search:

This screenshot shows the 'Search Criteria' section expanded. The 'Approval Status' dropdown menu is set to 'Rejected'. Other search criteria include 'Transaction Amount', 'Purchase ID', 'Pull Back Eligibility', 'Disputed Transactions', and 'Reallocated Transactions'. A 'Search' button is visible at the bottom of the search criteria section.

This will show any rejected transactions that need corrected, approved and resubmitted to your approver. Make the corrections needed or upload missing/correct attachments and resubmit for approval:

The screenshot shows the 'Transaction List' section. A table displays a single transaction with the following details:

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attach
<input type="checkbox"/>	Rejected	Rejected	02/20	02/23	AMERICAN STRATEGIC INS	ST PETERSBURG, FL	\$68.75		04596005260467142026-02-2300001	PR7L3B0TA09	

Additional Tips:

➤ **Creating a Favorite Cost Center list:**

If you have several Cost Centers you need to allocate to and do not want to search for them every time, you can create an Accounting Code Favorite list either as you allocate a transaction or through your User Profile menu.

Favorites while allocating:

1. Open the Transactions menu, select Transaction list and select All transactions.
2. Locate the transaction to allocate.
3. Select the accounting code link to open the Allocation tab.
4. Click Save as favorite.
5. Enter the number of favorites you want to create. You can have up to 25. Click Add.
6. Type a name for each favorite.
7. Type the codes into each segment or use valid value lists to select the codes.
8. Click Save.

Favorites using the Profile menu:

1. Open the Profile menu, select Accounts and select Manage Accounting Code Favorites.
2. Enter the number of favorites you want to create. You can have up to 25. Click Add.
3. Type a name for each favorite.
4. Make them active.
5. Type the codes into each segment or use valid value lists to select the codes.
6. Click Save.
7. To remove a favorite, select the remove box for the favorite you wish to remove and then click Save.

- You can set up email notifications about the approval process by opening the **Profile** menu and selecting **Notifications** and then **Email notifications**.