

PROCARD REALLOCATION

Log in to US Bank Access website at: <https://access.usbank.com/cpsApp1/USBComServlet>

Click on “**Transaction Management**”

The “**Bill Cycle Close Date**” should be defaulted to “**OPEN**”

If it is not, click on the drop down and choose “**OPEN**”, then click “**SEARCH**”

The screenshot shows the US Bank Access website interface. The browser window title is "Card Account Summary with Transaction List - Windows Internet Explorer". The address bar shows the URL "https://access.usbank.com/cpsApp1/USBComServlet". The page header includes "U.S. Bank Access® Online" and "State of Wisconsin". The main content area is titled "Transaction Management" and "Card Account Summary with Transaction List".

Account Information:

- Account Number: *****9186, GLORIA J SIKES
- Account Name: GLORIA J SIKES
- Billing Cycle Close Date: Open (dropdown menu)

Transaction Summary:

- Total Transactions: \$2,358.92, 13
- Reallocated Transactions: \$0.00, 0
- % Reallocated Transactions: 0.0%, 0.0%

Transaction List (Records 1 - 13 of 13):

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>	Pending		07/19	07/21	THE GALLUP ORGANIZATION	402-9386339, NE	\$750.00		VQEE5CF707E3
<input type="checkbox"/>	Pending		07/15	07/19	MILWAUKEE PUBLIC MARKET	414-2731173, WI	\$153.00		
<input type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00		63330013
<input type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00		63330012
<input type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00		63330011

SINGLE TRANSACTION REALLOCATION

Click on the funding string of the transaction that you want to reallocate.

The screenshot shows a web browser window titled "Card Account Summary with Transaction List - Windows Internet Explorer". The address bar shows the URL "https://access.usbank.com/cpsApp1/USBComServlet". The page content includes a "Transaction List" section with a "Return to top" link. Below this, there are links for "Check All Shown" and "Uncheck All Shown". The main part of the page is a table with the following columns: "Select", "Status", "Approval Status", "Trans Date", "Posting Date", "Merchant", "City/State", "Amount", "Detail", "Purchase ID", and "Accounting Code". The table contains 13 rows of transaction data. The 11th row is highlighted, and an arrow points to its "Accounting Code" field, which contains the value "3100|144|413400|0|144NU64". Below the table, there are links for "Reviewed", "Disputed", "Reallocated", "Trans Detail Level", and "Extracted". At the bottom of the page, there are buttons for "Reallocate", "Mass Reallocate", "Change Review Status", "Approve", and "Pull Back". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "2:27 PM".

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		07/19	07/21	THE GALLUP ORGANIZATION	402-9386339, NE	\$750.00	II	VQEE5CF707E3	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	MILWAUKEE PUBLIC MARKET	414-2731173, WI	\$153.00	II		3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	63330013	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	63330012	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	63330011	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLD PARKING	MILWAUKEE, WI	\$5.00	II	19601007	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLD PARKING	MILWAUKEE, WI	\$5.00	II	19601006	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLD PARKING	MILWAUKEE, WI	\$5.00	II	19601005	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLD	MILWAUKEE, WI	\$132.00	II		3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47	II	3245341	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/16	07/16	LANDSENBUSINESS	800-338-2000, WI	\$37.45	III	3456040	Accounting Code: 3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/14	07/15	MAM-ADMISSIONS	MILWAUKEE, WI	\$80.00	II	0000015105	3100 144 413400 0 144NU64
<input type="checkbox"/>	Pending		07/12	07/13	H & H PUBLISHING CO INC	727-4427760, FL	\$450.00	II	3079996631	3100 144 413400 0 144NU64

Transaction Management - Allocations Tab - Windows Internet Explorer

https://access.usbank.com/cpsApp1/USBComServlet

Transaction Management - Allocations Tab

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47		3245341	3100 144 413400 0 144NU64

Disputed Trans Detail Level Extracted Reallocated

Summary Allocations User Line Items 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)					
			ACCOUNT (4)	FUND (3)	DEPARTMENT (6)	PROGRAM (1)	PROJECT/GRANT (7)	SUB-CLASS
<input type="checkbox"/>	\$ 720.47	OR 100.00 %	3100	144	413400	0	144NU64	

Search Remove

Total Allocated: \$ 720.47 100.00 % 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. Add Split(s)

Save Allocations

<< Back to Transaction List

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Change the funding from the default to where you would like to reallocate the funds and click “**Save Allocations**”. If you are using a project or grant, please enter the **project/grant number** in ALL CAPS.

Transaction Management - Allocations Tab - Windows Internet Explorer

https://access.usbank.com/cpsApp1/USBComServlet

Transaction Management - Allocations Tab

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47		3245341	3100 144 413400 0 144NU64

Disputed Trans Detail Level Extracted Reallocated

Summary Allocations User Line Items Comments Approval History

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* = required Allocation Source: Default Acct Code Last Changed by: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					
			ACCOUNT (4)	FUND (3)	DEPARTMENT (6)	PROGRAM (1)	PROJECT/GRANT (7)	SUB-CLASS
<input type="checkbox"/>	\$ 720.47	OR 100.00 %	3150	144	413400	0	144NU64	

Search Remove

Total Allocated: \$ 720.47 100.00 % 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

<< Back to Transaction List

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You will get a message stating that your request was successfully completed.

U.S. Bank Access® Online State of Wisconsin
Our Payment Products Logout

Transaction Management
Transaction Detail

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
• Card Account List
• Transaction List
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us

Card Account Number: *****9186, GLORIA J SIKES [Switch Accounts](#)

[Card Acct List](#) [Trans List](#)

Request has been successfully completed.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47	II	3245341	3150 144 413400 0 144NU64

Disputed (D) Trans Detail Level (II, III) Extracted (E) Reallocated (A)

Summary Allocations User Line Items 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: User Last Changed by: STUART, TRICIA L

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
			ACCOUNT (4) FUND (3) DEPARTMENT (6) PROGRAM (1) PROJECT/GRANT (7) SUB-CLASS
<input type="checkbox"/>	\$ 720.47	OR 100.00 %	3150 144 413400 0 144NU64

Search Remove

Total Allocated: \$ 720.47 100.00 % Apply Accounting Code: Apply

Go to the bottom of the screen and click on “**Back to Transaction List**”

A **green** reallocated icon will appear next to the transaction that you just reallocated. You can hold your cursor over this icon and it will display a message “**reallocated**”.

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
Pending	07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	19601006	3100 144 413400 0 144NU64
Pending	07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	19601005	3100 144 413400 0 144NU64
Pending	07/15	07/19	DISCOVERY WORLD	MILWAUKEE, WI	\$132.00	II	3245341	3100 144 413400 0 144NU64
Pending	07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47	II	3245341	3150 144 413400 0 144NU64
Pending	07/16	07/16	LANDSENBUSINESS	800-338-2000, WI	\$37.45	III	3456040	3100 144 413400 0 144NU64
Pending	07/14	07/15	MAM-ADMISSIONS	MILWAUKEE, WI	\$80.00	II	0000015105	3100 144 413400 0 144NU64
Pending	07/12	07/13	H & H PUBLISHING CO INC	727-4427760, FL	\$450.00	II	3079996631	3100 144 413400 0 144NU64

Reviewed (D) Disputed (D) Reallocated (A) Trans Detail Level (II, III) Extracted (E)

Check All Shown | Uncheck All Shown

Records 1 - 13 of 13

Reallocate Mass Reallocate Change Review Status Approve Pull Back

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MULTIPLE TRANSACTION REALLOCATION

Log in to the US Bank Access website the same as above. When you get to the transaction management section, check the boxes to the left of the transactions that you would like to reallocate.

Card Account Summary with Transaction List

Home
Contact Us

Total Transactions: \$2,358.92 13 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$720.47 1 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 30.5% 7.6%

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 13 of 13
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	A+
<input type="checkbox"/>	Pending		07/19	07/21	THE GALLUP ORGANIZATION	402-9386339, NE	\$750.00	II	E+	VQEE5CF707E3	
<input type="checkbox"/>	Pending		07/15	07/19	MILWAUKEE PUBLIC MARKET	414-2731173, WI	\$153.00	II	E+		
<input checked="" type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	E+	63330013	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	E+	63330012	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	E+	63330011	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	E+	19601007	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	E+	19601006	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	E+	19601005	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLD	MILWAUKEE, WI	\$132.00	II	E+		
<input type="checkbox"/>	Pending		07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47	II	E+	3245341	A+
<input type="checkbox"/>	Pending		07/16	07/16	LANDSENBUSINESS	800-338-2000, WI	\$37.45	III	E+	3456040	
<input checked="" type="checkbox"/>	Pending		07/14	07/15	MAM-ADMISSIONS	MILWAUKEE, WI	\$80.00	II	E+	0000015105	
<input type="checkbox"/>	Pending		07/12	07/13	H & H PUBLISHING CO INC	727-4427760, FL	\$450.00	II	E+	3079996631	

Reviewed Disputed Reallocated Trans Detail Level Extracted

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 13 of 13

Scroll to the bottom of the page and click “Mass Reallocate”

Card Account Summary with Transaction List

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 13 of 13
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	A+
<input type="checkbox"/>	Pending		07/19	07/21	THE GALLUP ORGANIZATION	402-9386339, NE	\$750.00	II	E+	VQEE5CF707E3	
<input type="checkbox"/>	Pending		07/15	07/19	MILWAUKEE PUBLIC MARKET	414-2731173, WI	\$153.00	II	E+		
<input checked="" type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	E+	63330013	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	E+	63330012	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	MAM-ADMISSIONS	MILWAUKEE, WI	\$7.00	II	E+	63330011	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	E+	19601007	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	E+	19601006	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLDPARKING	MILWAUKEE, WI	\$5.00	II	E+	19601005	
<input checked="" type="checkbox"/>	Pending		07/15	07/19	DISCOVERY WORLD	MILWAUKEE, WI	\$132.00	II	E+		
<input type="checkbox"/>	Pending		07/14	07/16	WISC SOFTWARE UW TECH STO	608-2627253, WI	\$720.47	II	E+	3245341	A+
<input type="checkbox"/>	Pending		07/16	07/16	LANDSENBUSINESS	800-338-2000, WI	\$37.45	III	E+	3456040	
<input checked="" type="checkbox"/>	Pending		07/14	07/15	MAM-ADMISSIONS	MILWAUKEE, WI	\$80.00	II	E+	0000015105	
<input type="checkbox"/>	Pending		07/12	07/13	H & H PUBLISHING CO INC	727-4427760, FL	\$450.00	II	E+	3079996631	

Reviewed Disputed Reallocated Trans Detail Level Extracted

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 13 of 13

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

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Aloc % should be 100%. Change the default funding to the funding that you want to reallocate the transactions to. The radio button is defaulted to “**Replace Existing Allocations**”. Then click on “**Save Allocations**”.

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Our Payment Products Logout

Transaction Management Mass Reallocation

Card Account Number: *****9186, GLORIA J SIKES [Switch Accounts](#)

Reallocate all the selected transactions in the same way by selecting the appropriate Mass Reallocation Action and establishing the new accounting information and percentage. The reallocation can be to one or multiple accounting codes. To allocate to additional accounting codes, click the "Add" button.

When replacing allocations, the new Total Allocated amount must equal 100%. When adding allocations, the new Total Allocated amount must be less than 100%.

After establishing the new allocation, 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

Mass Reallocation Action:
 Replace Existing Allocations
 Add Common Allocations

Alloc %	Accounting Code - Segment Name (Length)						Favorite
	A/COUNT (4)	FUND (3)	DEPARTMENT (6)	PROGRAM (1)	PROJECT/GRANT (7)	SUB-CLASS (5)	
0.00 %	2162	144	413400	0	144NU64		Add as Favorite

Total Allocated: 0.00 % Additional Allocation(s): 1 [Add](#)

[Save Allocations](#)

After clicking on “Save Allocations”, a screen will appear showing the transactions being reallocated confirming the changes. Click on “Yes, Save Allocations”.

The screenshot shows a web browser window titled "Are You Sure? - Windows Internet Explorer" with the URL "https://access.usbank.com/cpsApp1/USBComServlet". The page header includes "U.S. Bank Access® Online" and "State of Wisconsin". The main heading is "Are You Sure?".

Text on the page: "You have chosen to Replace all selected transaction allocations with the same common allocation(s). This will effect 8 transactions totaling \$248.00. The following will replace each selected transaction allocation:"

Alloc %	Prepopulated Accounting Code Selection	Accounting Code
100.00%		2162 144 413400 0 144NU64

Text on the page: "Scroll down to review what the selected transactions would look like with the change applied. Are you sure you want to change these allocations?"

A button labeled "Yes, Save Allocations" is circled in red.

Section: "Detail of Changed Transactions"

Trans Date	Merchant	Amount	Prepopulated Accounting Code Selection	Accounting Code
07/15/2010	MAM-ADMISSIONS	\$7.00		2162 144 413400 0 144NU64
07/15/2010	MAM-ADMISSIONS	\$7.00		2162 144 413400 0 144NU64
07/15/2010	MAM-ADMISSIONS	\$7.00		2162 144 413400 0 144NU64
07/15/2010	DISCOVERY WORLD PARKING	\$5.00		2162 144 413400 0 144NU64
07/15/2010	DISCOVERY WORLD PARKING	\$5.00		2162 144 413400 0 144NU64
07/15/2010	DISCOVERY WORLD PARKING	\$5.00		2162 144 413400 0 144NU64
07/15/2010	DISCOVERY WORLD	\$132.00		2162 144 413400 0 144NU64
07/14/2010	MAM-ADMISSIONS	\$80.00		2162 144 413400 0 144NU64

Footer: "All of us serving you®", "© 2010 U.S. Bancorp", "R032.00b23.0 usb col 1", "2:52 PM".