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**"

Click on the drop down and choose the **current cycle date**, then click "**SEARCH**"

SINGLE TRANSACTION REALLOCATION

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

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 <u>**ALL CAPS**</u>.

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

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**".

MULITPLE 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.

Scroll to the bottom of the page and click "Mass Reallocate"

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**".

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