

How to Reconcile your P-Card Statement

1. Login to your P-Card portal (<https://access.usbank.com/>).

The screenshot shows the US Bank Access Online login page. At the top left is the US Bank logo and "Access Online". Below the logo is a "Contact Us" link. The main heading is "Welcome to Access Online!". Underneath is a "Login" section with the instruction "Please enter the information below and login to begin." There are three input fields: "Organization Short Name:" with "CPOLY" entered, "User ID:" (empty), and "Password:" (empty). A "Login" button is below the fields. Below the button are links for "Forgot your password?" and "Register Online".

2. Click on Transaction Management.

The screenshot shows the US Bank Access Online dashboard. At the top left is the US Bank logo and "Access Online". At the top right is a "Log Out" link. The main heading is "Welcome to Access Online Ken Manning". Below the heading is "Your last login was 08/21/2017". On the right is a "Language Selection:" dropdown menu set to "American English". On the left is a navigation menu with "Transaction Management" highlighted by a red arrow. Below the navigation menu is a "Message Center" section with a link to "Message(s) from Access Online". At the bottom left is a "Home" link and a "Contact Us" link.

3. Click on Previous Cycle.
4. Select the billing cycle close date and click on "Search".

The screenshot shows the US Bank Access Online Transaction Management page. The main heading is "Transaction Management" and "Card Account Summary with Transaction List". Below the heading is a "Card Account Number:" field with a masked number and a "Switch Accounts" link. Below that is a "Trans List" link. Below the "Trans List" link is a "Card Account Summary" section. In the "Card Account Summary" section, there are fields for "Account Number:" and "Account Name:". Below these fields is a "Billing Cycle Close Date:" dropdown menu set to "08/15/2017" with a red arrow pointing to it. To the right of the dropdown menu are "Search" and "Print Account Activity" buttons. Below the "Billing Cycle Close Date:" field is a radio button for "Open Account". Below the "Search" button is a "Search Criteria" section with a "Return to top" link. Below the "Search Criteria" section is a "Transaction List" section with a "Return to top" link. At the bottom left is "Records 1 - 2 of 2".

5. Click on the “Pending” hyperlink under the Approval Status.

Account Number:

Account Name:

Billing Cycle Close Date: 08/15/2017

Open Account

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

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

Records 1 - 2 of 2

Check All Showed | Uncheck All Showed

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>		Pending	08/09	08/10
<input type="checkbox"/>		Pending	07/26	07/26

Disputed Reallocated Trans Detail Level

Check All Showed | Uncheck All Showed

Records 1 - 2 of 2

6. On the next screen, click on “Allocations”.

Transaction Management
Transaction Detail

Card Account Number:

Card Account ID:

Trans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	De
	08/09	08/10

Disputed Trans Detail Level Reallocated

Summary **Allocations** Comments Approval History

The Approval History tab displays approval actions taken on a transaction.

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
There hasn't been any approval action taken on this transaction.			

7. Change the “Object” to the appropriate expense account and fill in the comment section with up to 75 characters of a description of the expense.

- a. If you do not know the correct object code, keep the default account (198035).

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.

Allocation Source: User Last Changed By: Roy, Ann

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	COMMENTS (75)
			LEDGER (1) ORG (1) OBJECT (1)	
<input type="checkbox"/>	\$ 545.00	OR 100.00 %	FD 10000 198100	baked goods for hospitality

Search

Total Allocated: \$ 545.00 100.00 % Apply Accounting Code:

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

8. Click on the “<<Back to Transaction List” link on the bottom of the screen.

Q Search
Remove

Total Allocated: \$ 545.00 100.00 % 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

R017.30048.0 col 7 08-21-2017 11:57:52 CDT

9. Once all of the re-allocations are complete, click on “Print Account Activity”.

Card Account Number Switch Accounts
Card Account ID

Trans List

Card Account Summary

Account Number: Account Name:

Billing Cycle Close Date: 08/15/2017 Search Print Account Activity

Open Account

Search Criteria Return to top

Transaction List Return to top

Records 1 - 2 of 2

Check All Show | Uncheck All Show

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount
<input type="checkbox"/>	Pending		08/09	08/10			
<input type="checkbox"/>	Pending		07/26	07/26			

10. Print this pdf and use this as a cover page for your reconciliation packet.

11. You and your Approving Official will sign this form and submit the packet with all of your original receipts to the Sponsored Programs or to the CPC Business Office.