# Transaction Allocation Procedure and Statement access

From your dashboard select Transaction list



Select Previous cycle



To allocate a transaction, click the link for the transaction you want to allocate

Detail screen displays with the Allocations tab open

-DO NOT enter an amount

-enter Description

-enter Index in all CAPS or use magnifying glass to search index

-enter Account or use magnifying glass to search account

-select save allocations

**Transaction Summary**

| Status | Trans Date | Posting Date | Merchant | City, State/Province | Amount | Detail | Purchase ID | | Attachment ⓘ | Accounting Code ⓘ |
|--------|-----------|--------------|----------|---------------------|--------|--------|-------------|---|------------|-----------------|
| | 03/10 | 03/11 | WAL-MART #2022 | NORTH WINDHAM, CT | 221.55 | ⓑ | 08515952022MVRYW120181274 | | 🔗 | |

ⓓ Disputed  ⓑ, ⓘ Trans Detail Level  ⓐ Reallocated  🔗 Upload Attachments

**Summary | Allocations**

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) | | | | Favorite |
|--------|--------|---------|------------|-------------|---------|------------|----------|
| | | | AMOUNT (8) | DESCRIPTION (35) | INDEX (6) | ACCOUNT (6) | |
| ☐ | $ 221.55 | OR 100.00 % | | | \* 🔍 | \* 🔍 | Add as Favorite |

🔍 Search

**Remove**

**Total Allocated:**  $ 221.55  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

To divide the allocation to multiple indices and/or accounts

Type the number of accounting codes you need to add in the Additional Allocation(s) field. Click the button. The system adds an additional Accounting Code Segment Values row to the transaction. When you click the Add button, an additional row displays. You can select a row and click to remove a row. When you change an allocation amount or percentage, Access Online recalculates all other values automatically. Total reallocation amounts must equal 100 percent of the transaction amount.

**Transaction Summary**

| Status | Trans Date | Posting Date | Merchant | City, State/Province | Amount | Detail | Purchase ID | Attachment | Accounting Code |
|--------|-----------|-------------|----------|---------------------|--------|--------|-------------|------------|-----------------|
| | 03/10 | 03/12 | HOLIDAY INN CELEBRATION | 4073964222, FL | 696.00 | | 0060334073964222 | | |

Disputed, Trans Detail Level, Reallocated, Upload Attachments

**Summary** | **Allocations**

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.

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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) | | INDEX (6) | ACCOUNT (6) | Favorite |
|--------|--------|---------|----------------------------------------|---|-----------|-------------|----------|
| | | | AMOUNT (8) | DESCRIPTION (35) | | | |
| ☐ | $ 696.00 | OR 100.00% | | | | | Add as Favorite |
| ☐ | $ 0.00 | OR 0.00% | | | | | Add as Favorite |

Search

Remove

Total Allocated:     $ 696.00   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

All allocations must be completed within 10 business days from the Billing Cycle Close Date. The Billing Cycle Close Date is the 25th of the month or the next business day.

After all transactions have been allocated, select the "Print Account Activity" report. **Be sure you have popup enabled in your browser**. This report will be

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signed by the cardholder and the cardholder's supervisor and uploaded with the receipt for the last transaction of the month.

To view all activity, open activity or any closed billing cycle use the dropdown menu to make your selection and the click search.



Cardholder Account Statement access

From your dashboard select either View Current Statement or View All Statemen