

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

Records 1 - 9 of 9

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

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>		03/11	03/12	SHAHS HALAL FOOD	EAST WINDSOR, CT	\$260.00		09757196250001452026-03-1200001	8604367164		Add Allocation
<input type="checkbox"/>		03/10	03/11	WAL-MART #2022	NORTH WINDHAM, CT	\$221.55		09757196250001452026-03-1100001	08515952022MVRyw120181274		Add Allocation
<input type="checkbox"/>		03/09	03/10	WAL-MART #2022	NORTH WINDHAM, CT	\$46.73		09757196250001452026-03-1000002	08515952022MVRyw120185509		Add Allocation
<input type="checkbox"/>		03/09	03/10	WAL-MART #2022	NORTH WINDHAM, CT	\$101.20		09757196250001452026-03-1000001	08515952022MVRyw120185448		Add Allocation
<input type="checkbox"/>		03/05	03/06	WM SUPERCENTER #2022	NORTH WINDHAM, CT	\$22.32		09757196250001452026-03-0600001	000000764694		Add Allocation
<input type="checkbox"/>		03/02	03/02	AMAZON MKTPL*BESAR3RQ2	AMZN.COM/BILL, WA	\$193.50		09757196250001452026-03-0200003	114-7407360-86290		Add Allocation
<input type="checkbox"/>		02/27	03/02	IN *OMICRON DELTA KAPPA	540-4585347, VA	\$200.00		09757196250001452026-03-0200002	27701		Add Allocation
<input type="checkbox"/>		02/27	03/02	WM SUPERCENTER #2022	NORTH WINDHAM, CT	\$144.06		09757196250001452026-03-0200001	000000368193		Add Allocation
<input type="checkbox"/>		02/26	02/27	WP*PROVIDENCERUGBYWIX	PROVIDENCE, RI	\$512.50		09757196250001452026-02-2700001	WP*providencrugby.wix		Add Allocation

Disputed
 Reallocated
 Trans Detail Level
 Upload Attachments

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

Records 1 - 9 of 9

[Reallocate](#) [Mass Reallocate](#)

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		08515952022MVRW120181274		

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)	INDEX	ACCOUNT	Favorite
	AMOUNT (\$)		DESCRIPTION (\$S)			
<input type="checkbox"/>	\$ 221.55	OR 100.00%	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Add as Favorite

Q Search

Total Allocated: \$ 221.55 100.00% **Apply Accounting Code:**

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

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

<< 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
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Summary | **Allocations**

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Remove	Amount	Percent	Accounting Code - Segment Name (Length)	INDEX (s)	ACCOUNT (s)	Favorite
	AMOUNT (s)		DESCRIPTION (ss)			
<input type="checkbox"/>	\$ 696.00	OR 100.00%	XXXXXXXXXX	XXXX	XXXX	Add as Favorite
<input type="checkbox"/>	\$ 0.00	OR 0.00%	XXXXXXXXXX	XXXX	XXXX	Add as Favorite

Search

Total Allocated: \$ 696.00 100.00%
 Apply Accounting Code:

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

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

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

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.

[-] Card Account Summary

Account Number: ...8502
Account Name: LISA A CLARK

Billing Cycle Close Date: **All**

Open Account

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

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

Cardholder Account Statement access

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

US bank Access Online Partner sites ▾ Need help? ▾ Profile ▾ Log out

Dashboard ▾ Accounts ▾ Transactions ▾ Reporting ▾

Welcome to Access Online Lisa Clark [Guide](#)
Your last login was 03/13/2025

Message Center

One Card	Quick Links
Account Name: LISA A CLARK	Manage Home Page Settings
Account Unique ID: XXXXXXXXXX	Account Alerts
Account ID: XXXXXXXXXX	Manage Contact Information
Account #: **8502	Manage Email Notifications
Account Status: Open	Run Transaction Detail Report
	View All Statements

Statement Balance:	\$9,654.86	<input type="button" value="View Current Statement"/>
Billing Cycle Close Date:	02/25/2025	

Current Balance:	\$2,073.87
Credit Limit:	\$50,000.00
Available Credit:	\$47,926.00

Available Credit: \$47,926.00