

# US Bank Online Reconciliation Process:

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1. To reconcile your procurement card (pcard) at the US Bank website (mandatory for declining balance card holders) go to the US Bank website: <https://access.usbank.com/cpsApp1/index.jsp>
2. Log in with the Organization short name of **WASD** and then your user name and password.
  - a. If you are new to the pcard program, click on the “register on line” link and follow the instructions.
3. Click on the “Transaction Management” link on the left hand side of the screen.
4. Your account number should automatically show up on the screen. Click on “View Pending Transactions”
5. You should then be routed to a screen that shows “all” transactions on your account. At the Billing Cycle Close Date drop down box, choose “OPEN” or the current statement month (i.e. 9/25/2012) and then click search.
  - a. Only your transactions that occurred during that cycle should appear. If you have no transactions listed, you don’t need to go any further.
6. If you are satisfied with the account code being used on your purchases, click on the “Print account activity” link. (go to step 10)
7. If you need to change the account code on your purchases, put a check mark in the specific transactions and then click “reallocate”.
  - a. You will be taken to another screen where you can update the account code(s), including being able to do splits.
  - b. If you need to do a split, you can click on the “add alloc” link and the option to split among 3 different codes is available. You can split via percentage or dollar amount.
  - c. If you need to split amongst more than 3 account codes, please to do so by writing in the split on the activity report that will be printed in step 10.
8. Once you have entered in the appropriate codes and are satisfied with the transactions, click on “save allocations”.
9. You will be taken back to the Transaction Management screen.
10. Click on the “Print Account Activity” link.
11. A new screen will pop up in a PDF format. Click on the printer icon button. **If you get a “pop-up disabled error”, please choose “always allow pop-ups” from this website.**
12. On the print out – write your name on the cardholder line and sign your name on the cardholder signature line. Please date your signature.
13. Forward the account activity report, your statement and corresponding receipts and other pertinent back up to your supervisor for signature.
14. **\*\*DO NOT FILL OUT THE DISTRICT RECONCILIATION FORM TOO\*\* THIS IS ALL THAT IS NEEDED**  
**HINT: If you want to update/change account codes throughout the month, you don’t have to wait for the statement to be ready, you can choose “OPEN” on the pending transactions drop down box.**