

UPDATING ACCOUNT CODES AT US BANK

Card Account Summary with Transaction List - Windows Internet Explorer provided by Puyallup School District #3

https://access.usbank.com/cpsApp1/AvolComServlet

Card Account Summary

Account Number: ...1309
 Account Name: SHIRLEY A BEAUCHAMP

Billing Cycle Close Date: Open [Search](#) [Print Account Activity](#)

Open Account

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 4 of 4

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Comments	Accounting Code
<input checked="" type="checkbox"/>	Pending		09/18	09/19	WM SUPERCENTER#2403	PUYALLUP, WA	\$3.88		0918122403		01172700.5599
<input type="checkbox"/>	Pending		09/18	09/17	WM SUPERCENTER#2403	PUYALLUP, WA	\$34.80		0918122403		01172700.5599
<input checked="" type="checkbox"/>	Pending		09/06	09/06	AMAZON.COM	AMZN.COMBILL, WA	\$13.61		102-2889596-58394		01172700.5599
<input type="checkbox"/>	Pending		09/06	09/06	AMAZON.COM	AMZN.COMBILL, WA	\$54.44		102-2889596-58394		01172700.5599

Reviewed Disputed Reallocated Trans Detail Level

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

Records 1 - 4 of 4

[Reallocate](#) [Mass Reallocate](#) [Change Review Status](#) [Approve](#) [Pull Back](#)

RD40.09027.0 09/9 09-25-2012 18:37:00 CDT

Click on the box of the transactions that you want to change the account code on then select "reallocate".

Transaction Management - Reallocation Worksheet - Windows Internet Explorer provided by Puyallup School District #3

https://access.usbank.com/cpsApp1/AvolComServlet

Transaction Management - Reallocation Worksheet

Transaction Management
Reallocation Worksheet

Card Account Number: *****1309, SHIRLEY A BEAUCHAMP
 Card Account ID: 212095389391

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

Remove Trans	Trans Date	Merchant	Remove Alloc	Amount	Alloc %	
<input type="checkbox"/>	09/18/2012	WM SUPERCENTER#2403	<input type="checkbox"/>	\$ 1.94	OR 50.00 %	18002734.5599
			<input type="checkbox"/>	\$ 1.94	OR 50.00 %	18002736.5599
		Amount Remaining		\$ 0.00	0.00 %	
<input type="checkbox"/>	09/06/2012	AMAZON.COM		\$13.61	Add Alloc	01663100.5599

[Remove Trans](#) [Remove Allocation\(s\)](#) [Save Allocations](#)

[Back to Transaction List](#)

You can change the account code by just typing in the correct account right in the box or if you need to split code the purchase click on "Add Alloc". You can either split by dollar amount or percentage using up to 3 accounts. Be sure to click "Save Allocations".