PROCEDURES TO RUN A TRANSACTION ALLOCATION DETAIL REPORT

This report can be useful to agency coordinators reconciling Pcard expenses that posted to the agency default code. This report allows users to see transaction coding prior to posting in SAP, which includes the coding allocation detail along with the card default coding.

LOG IN TO ACCESS ONLINE

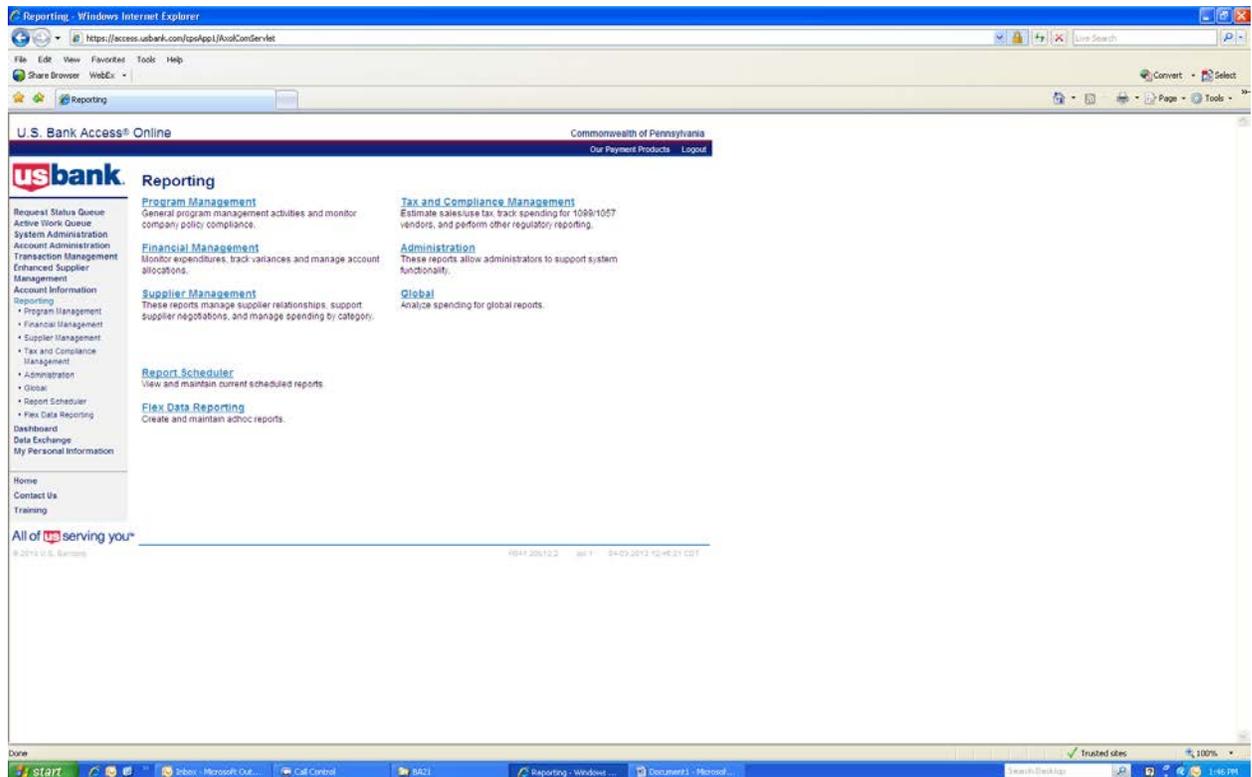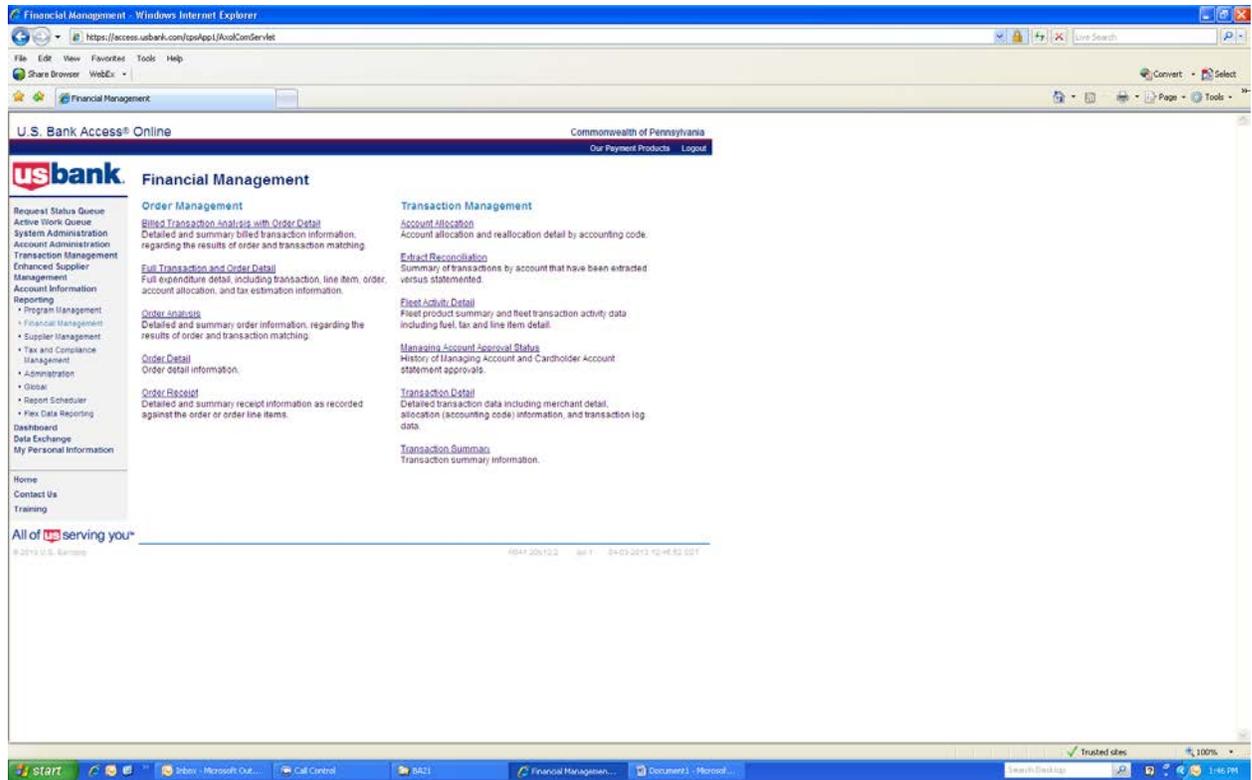https://access.usbank.com
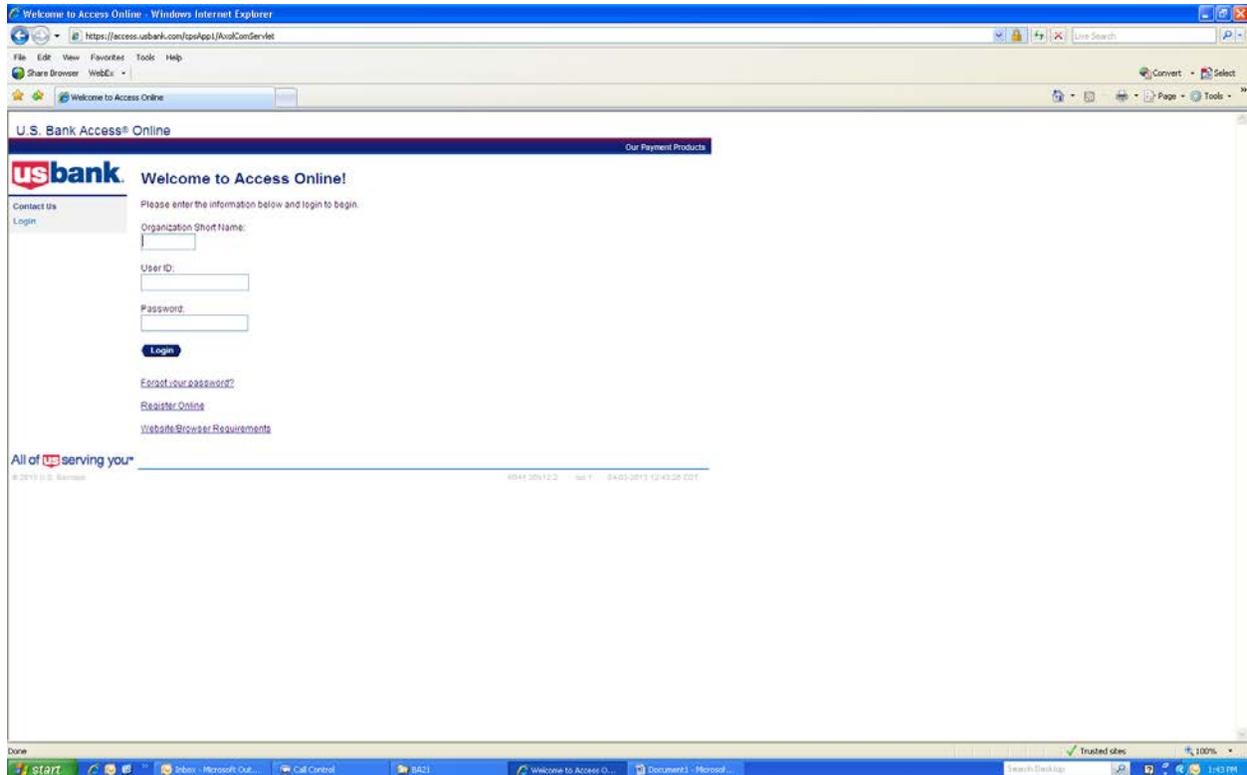
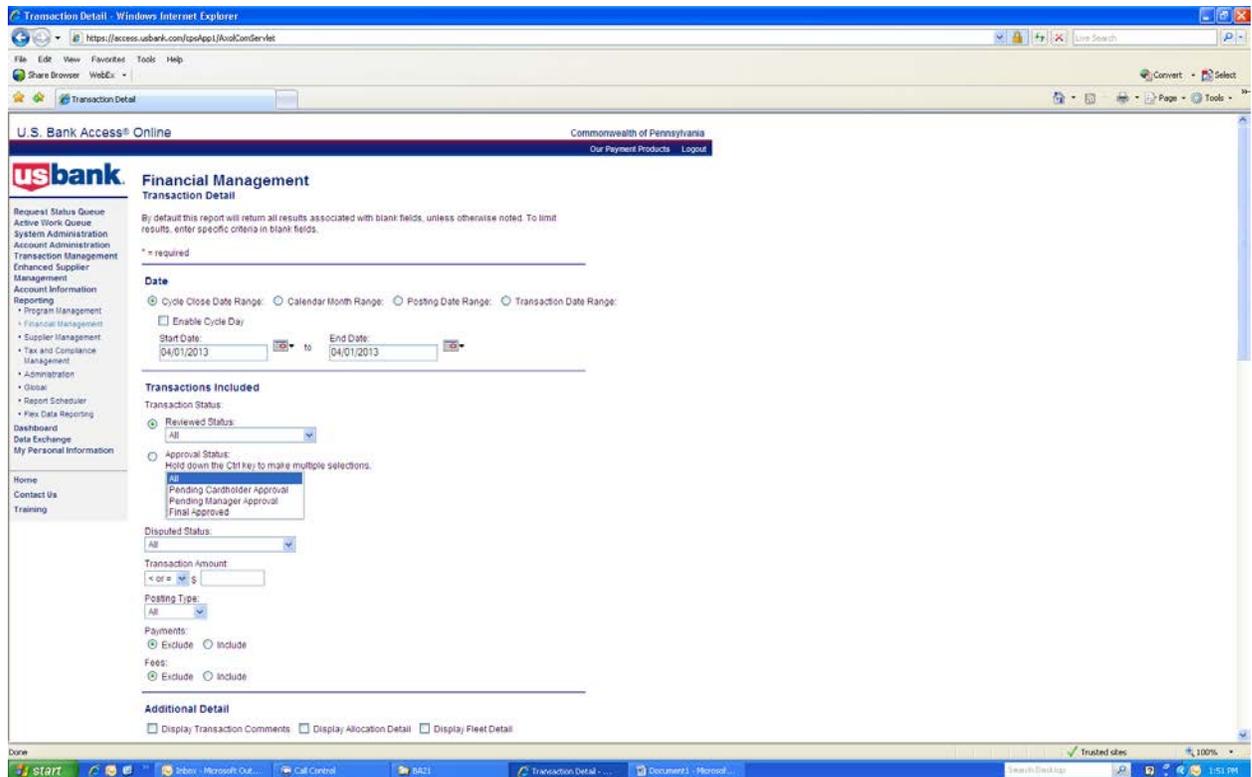- Enter organization name
- Enter userid
- Enter password
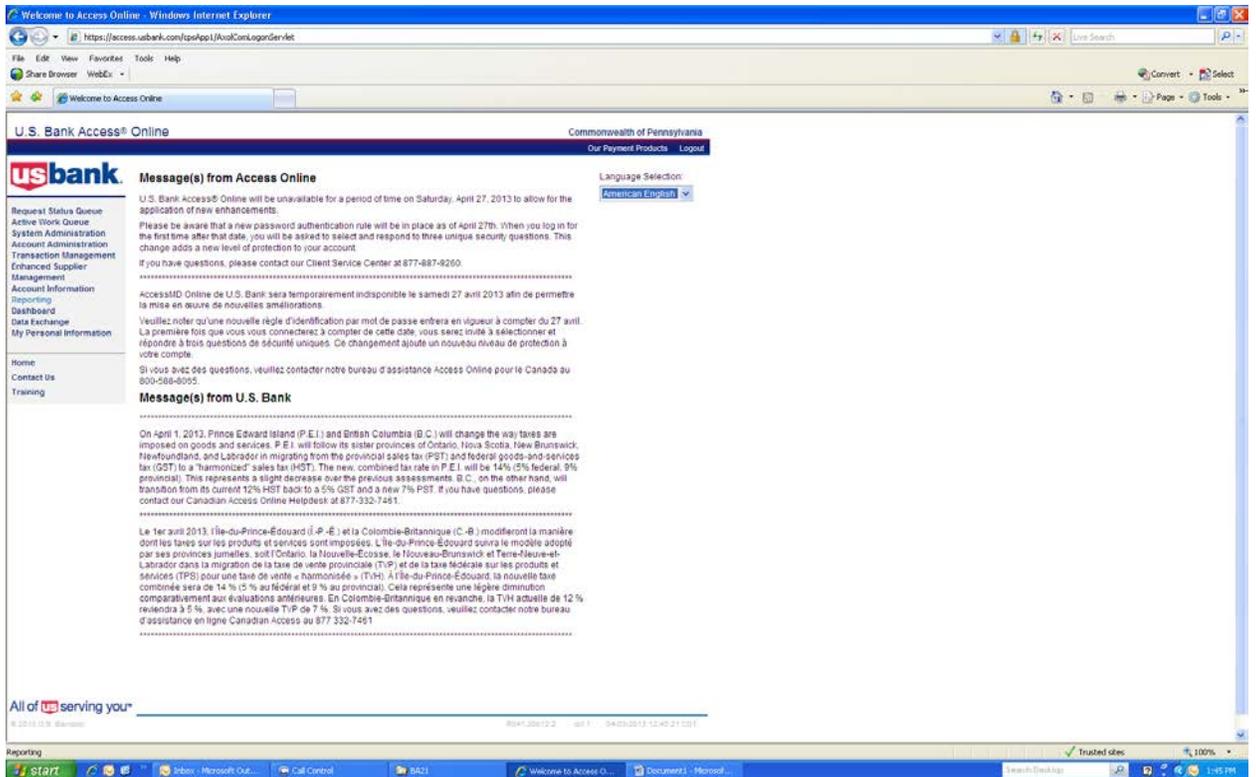
- On left hand side, click on reporting

-click on 'financial management'

-click on, 'transaction detail'

Complete the following sections, before running the report,

- **Date** – start date = first day of cycle, end date = last day in cycle
- **Transactions Included** – no entry necessary
- **Additional Detail** – click on display transaction detail & allocation detail
- **Merchants** – no entry necessary
- **Select By** – no entry necessary
- **Report Output** – select excel
- **Group Report By** - select processing hierarchy position and enter, bank, agent, company, division and department.
- **Break/subtotal level** - no entry necessary
- Click on run report

The report will produce a large amount of data columns, you can hide or delete any column not wanted.

Note: If you have transactions that posted in SAP against your agency default coding, this report can be used to verify where the transaction where originally allocated.