West Texas A&M University

ONECard Program

Cardholder Allocation Guide

November 2025

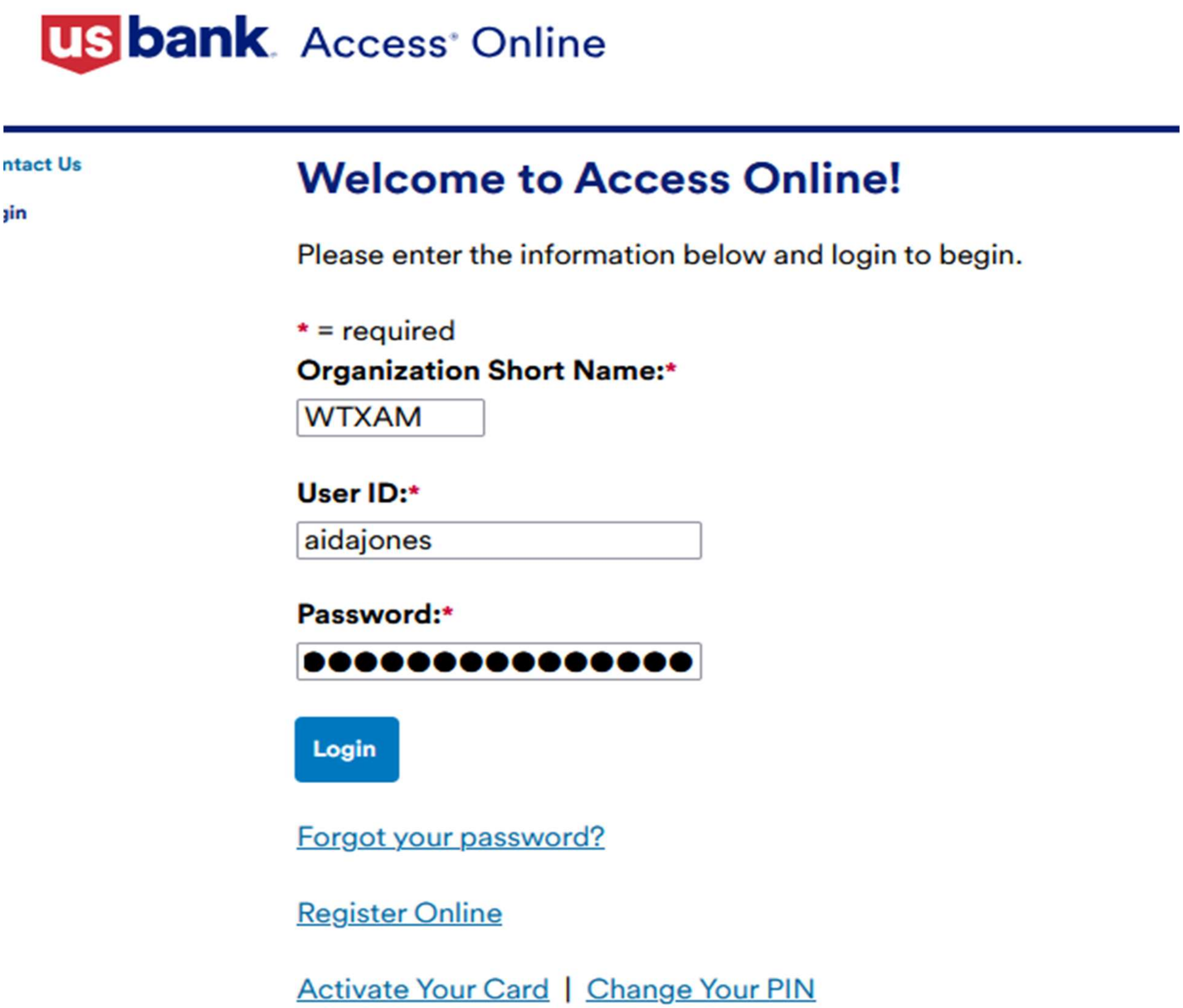
Contents

1.0 Getting Started

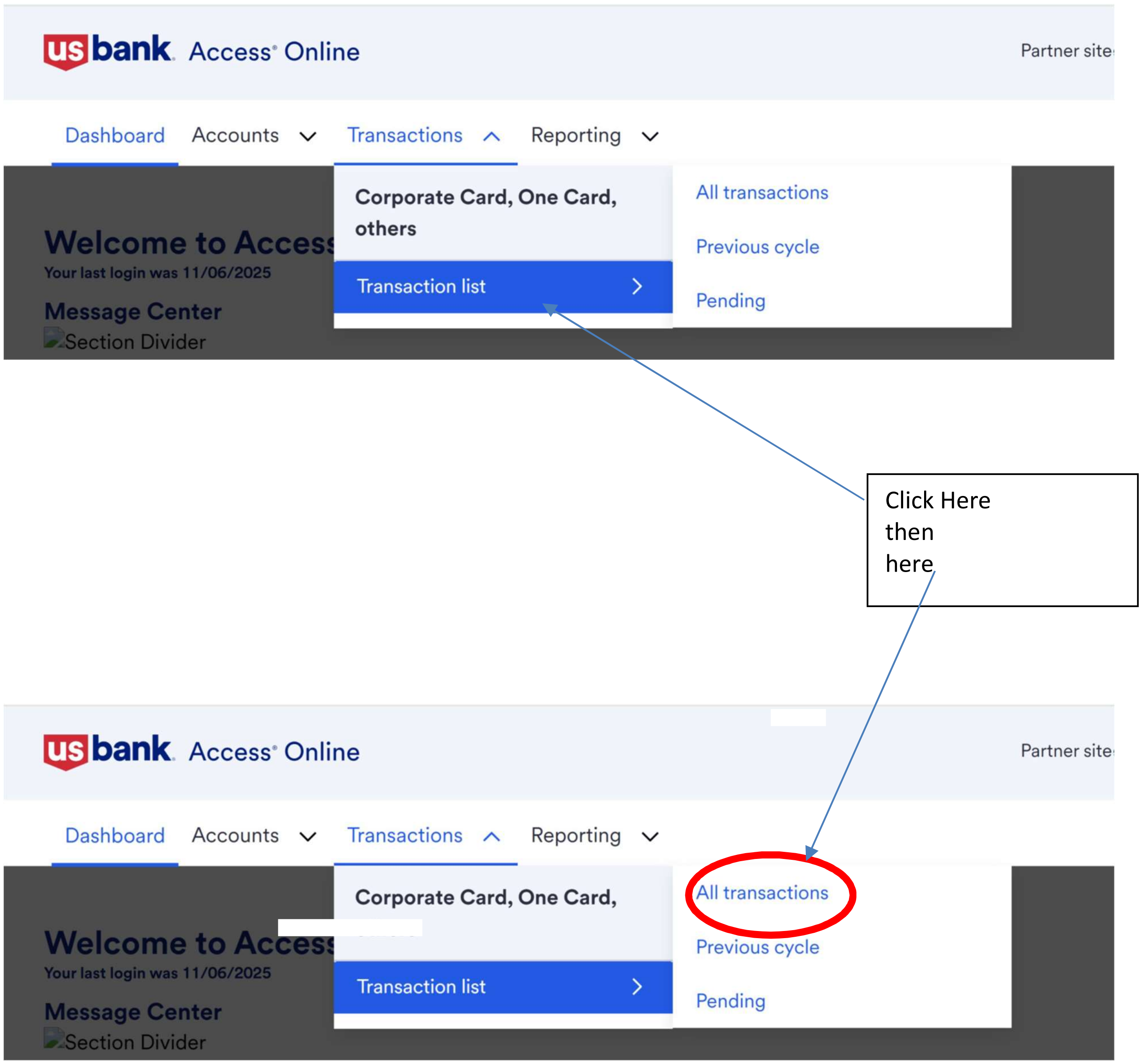
Please use this link to access ONEcard:

https://www.access.usbank.com

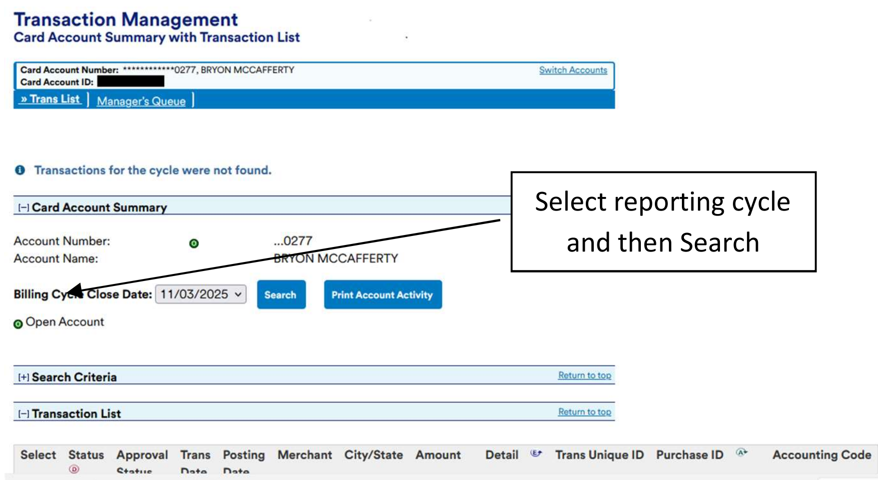
1.1 Enter **WTXAM** in the 'Organization Short Name' field then your User ID and Password to log in.



1.2 Next, on the *Transactions* tab **click** on the drop-down arrow, **click** *Transaction list*, then on *All transactions* as illustrated below.

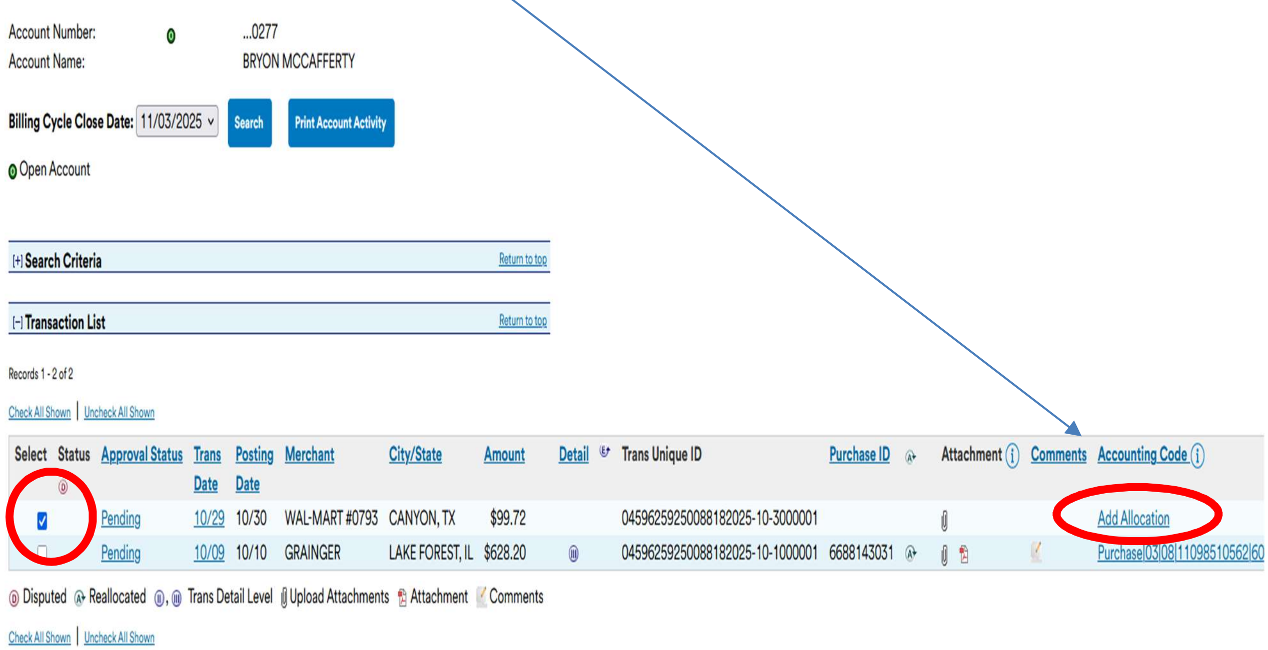


1.3 That will populate the *Transaction Management-Card Account Summary with Transactions List* screen. This screen will ask you to select the date range for the allocations. **Click** *Billing Cycle Close Date* drop down and select the reporting cycle for the month you are allocating and **click** *Search*.

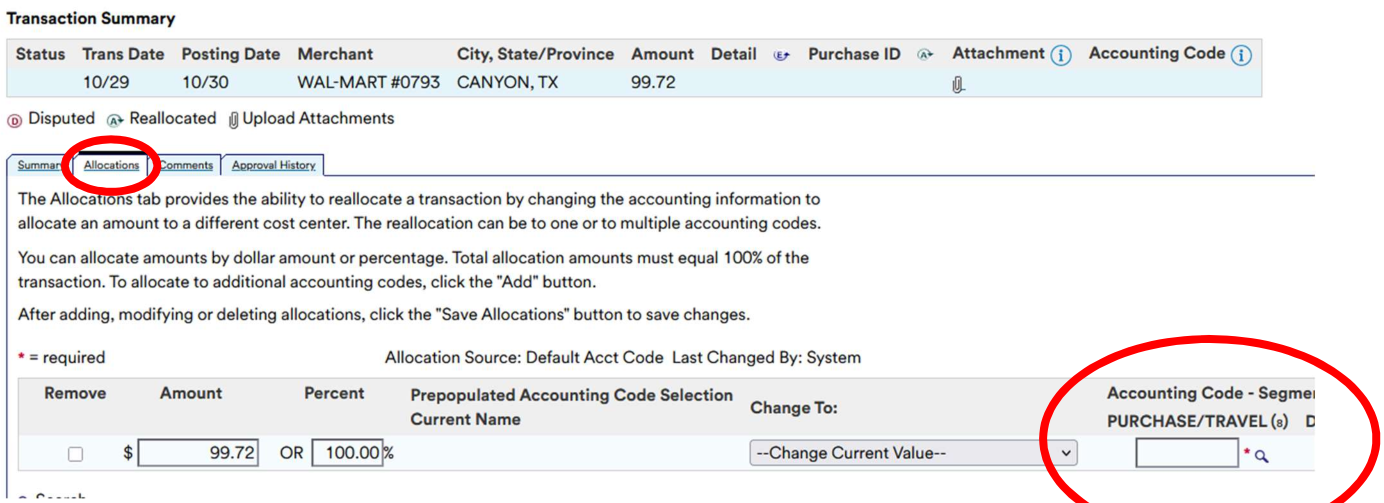


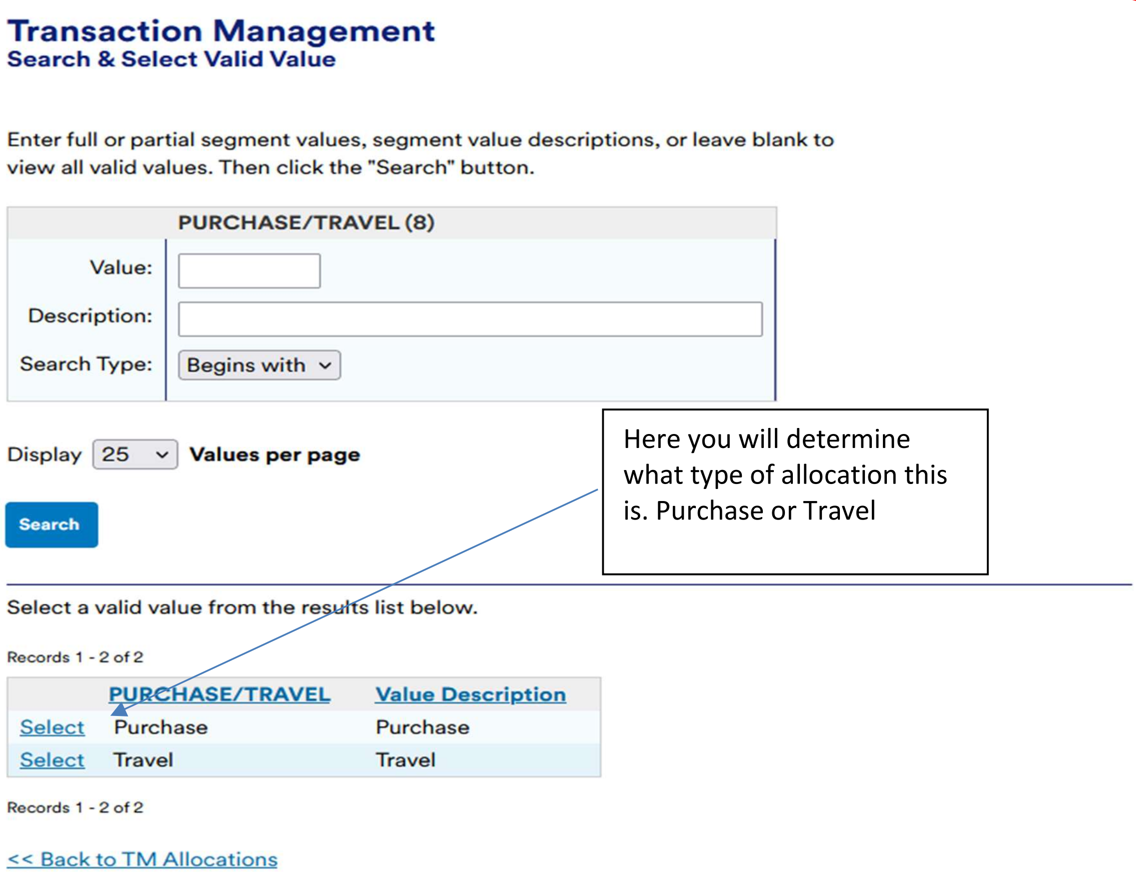
2.0 Allocating Transactions

2.1 All transactions posted during the billing cycle will appear here with a "Pending" approval status. Begin by clicking the box of the transaction you want to allocate first and then **click** on 'Add allocation' link.

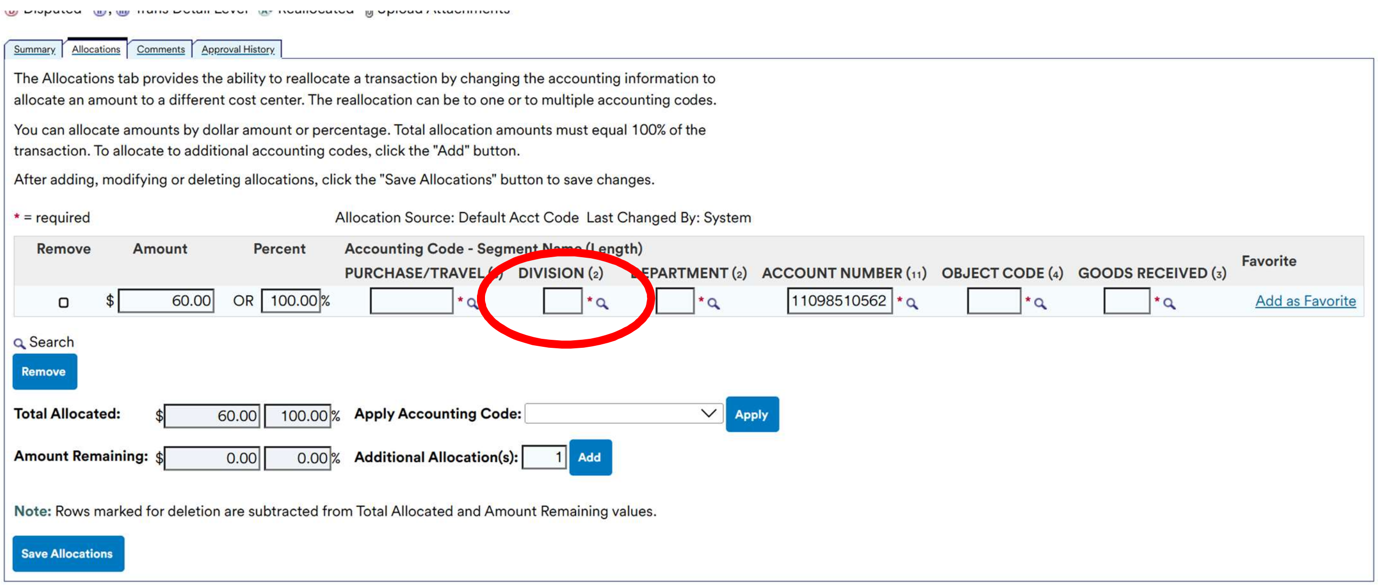


2.2 On the *Transaction Summary* page open the *Allocations* tab and **click** on the under the heading '*Accounting Code-Segment Name*; and select whether the transaction is a Purchase related expense or Travel related expense.





2.3 Next, use the 🔍 to locate your Division.



2.4 When you have located your division and the account number you want to use, click 'Select'

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	Segment Value			Segment Value Description		
	DIVISION	DEPARTMENT	ACCOUNT NUMBER	DIVISION	DEPARTMENT	ACCOUNT NUMBER
Select	03	07	11078600862	Business & Finance	Physical Plant	PP Purchased Services
Select	03	07	11078602792	Business & Finance	Physical Plant	Paving Lot/Paving
Select	03	07	11108602892	Business & Finance	Physical Plant	Indirect Cost - SUB
Select	03	07	12179300162	Business & Finance	Physical Plant	[illegible]
Select	03	07	12179502062	Business & Finance	Physical Plant	[illegible]
Select	03	07	12179700362	Business & Finance	Physical Plant	[illegible]
Select	03	07	40089900392	Business & Finance	Physical Plant	R&R - General
Select	03	07	40089900892	Business & Finance	Physical Plant	Residence Hall/AC R&R
Select	03	07	40089901192	Business & Finance	Physical Plant	Campus Landscaping
Select	03	07	40089912992	Business & Finance	Physical Plant	BOX Marquee Replacement
Select	03	08	11078206092	Business & Finance	Purchasing/Inventories/Central Supply	Lean Sigma Six
Select	03	08	[illegible]	Business & Finance	Purchasing/Inventories/Central Supply	Trash Disposal
Select	03	08	11098510562	Business & Finance	Purchasing/Inventories/Central Supply	Purchasing Office
Select	03	08	[illegible]	Business & Finance	Purchasing/Inventories/Central Supply	Lean Six Sigma - Initiatives
Select	03	08	11098513962	Business & Finance	Purchasing/Inventories/Central Supply	Central Receiving And Storage Operations
Select	03	08	11098521162	Business & Finance	Purchasing/Inventories/Central Supply	HUB Operations
Select	03	08	11108517592	Business & Finance	Purchasing/Inventories/Central Supply	COVID 19 Purchases
Select	03	08	11108602792	Business & Finance	Purchasing/Inventories/Central Supply	Comdata Card Clearing
Select	03	08	11108602992	Business & Finance	Purchasing/Inventories/Central Supply	Facility Moves
Select	03	08	12199401992	Business & Finance	Purchasing/Inventories/Central Supply	Misc income
Select	03	09	11078507592	Business & Finance	University Police Department	USF-Bus Operations
Select	03	09	11078601892	Business & Finance	University Police Department	Lockshop Maintenance Cash Services
Select	03	09	11078602462	Business & Finance	University Police Department	Parking Services
Select	03	09	11078602592	Business & Finance	University Police Department	UPD Training
Select	03	09	11078602662	Business & Finance	University Police Department	USF - University Police Department

Find your Division / Account number and click Select

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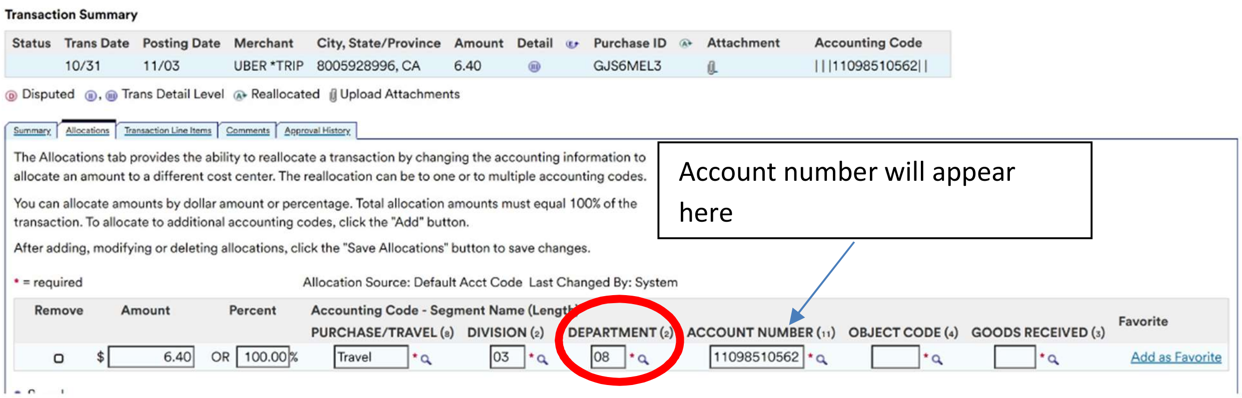
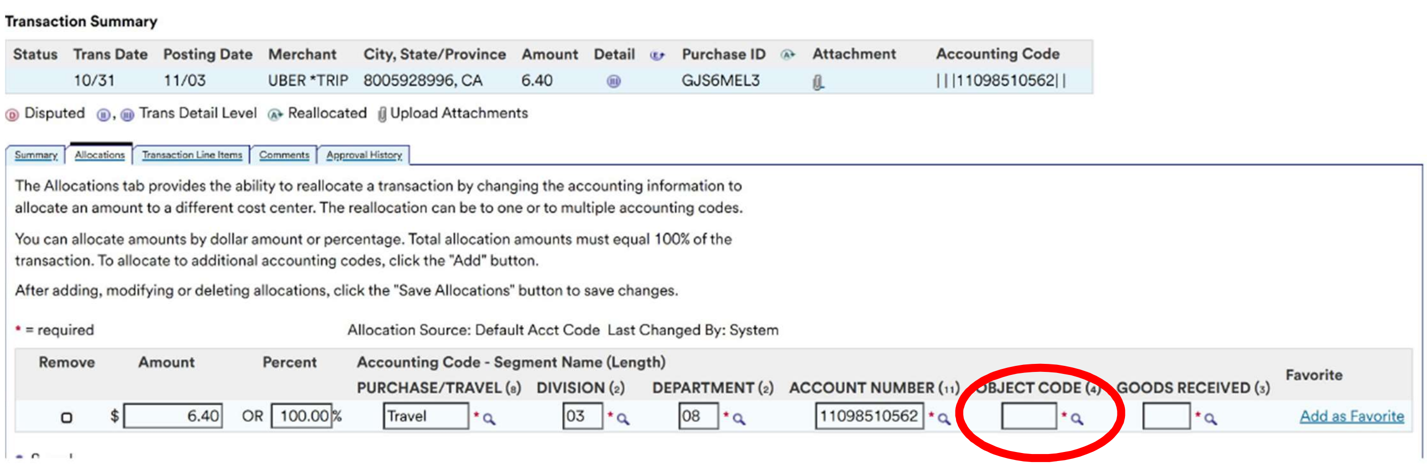
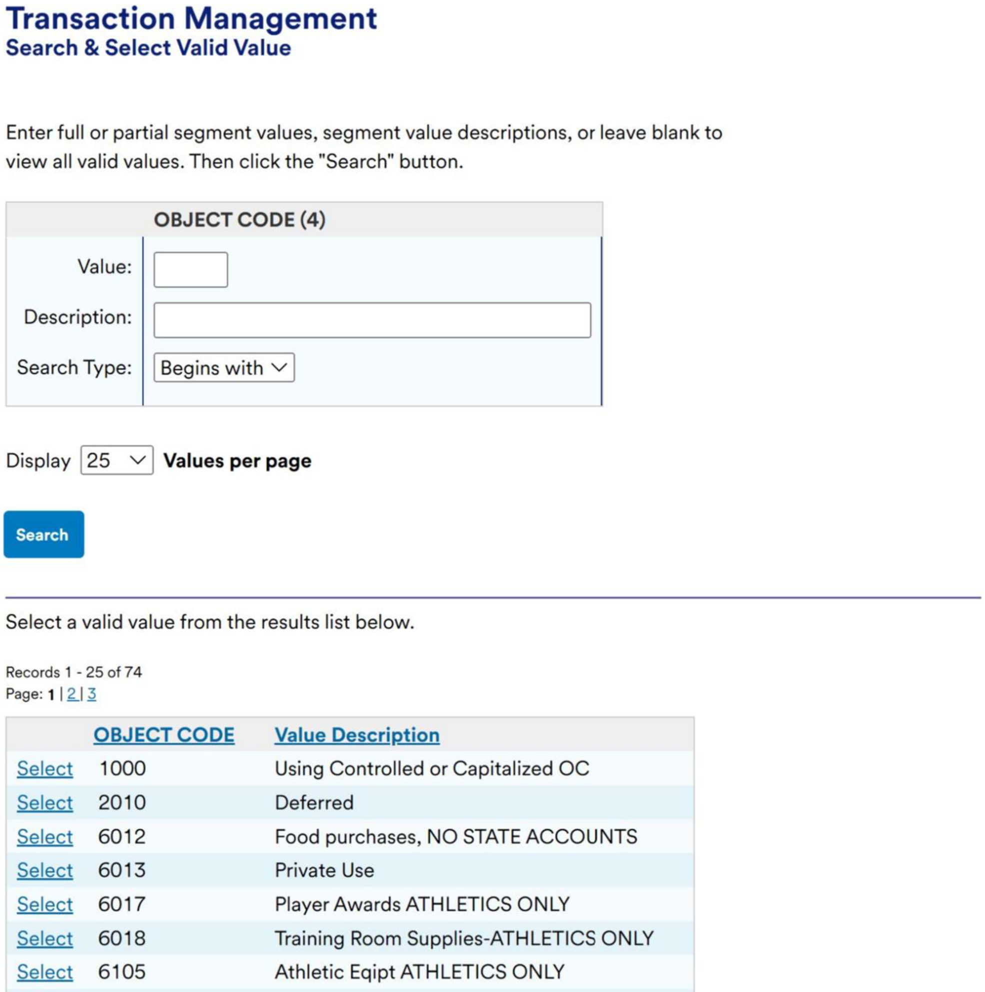
Note that your Department number will auto-populate and the account number you chose will be listed in the Account Number field

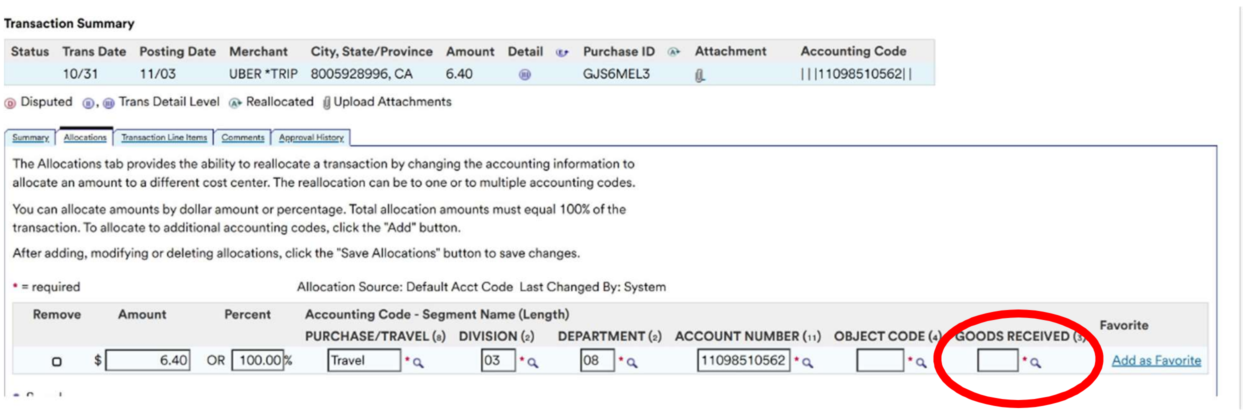


2.5 Next, you will enter the object code for the item(s) you are allocating. IF you are not sure use the magnifying glass for a complete list of options.





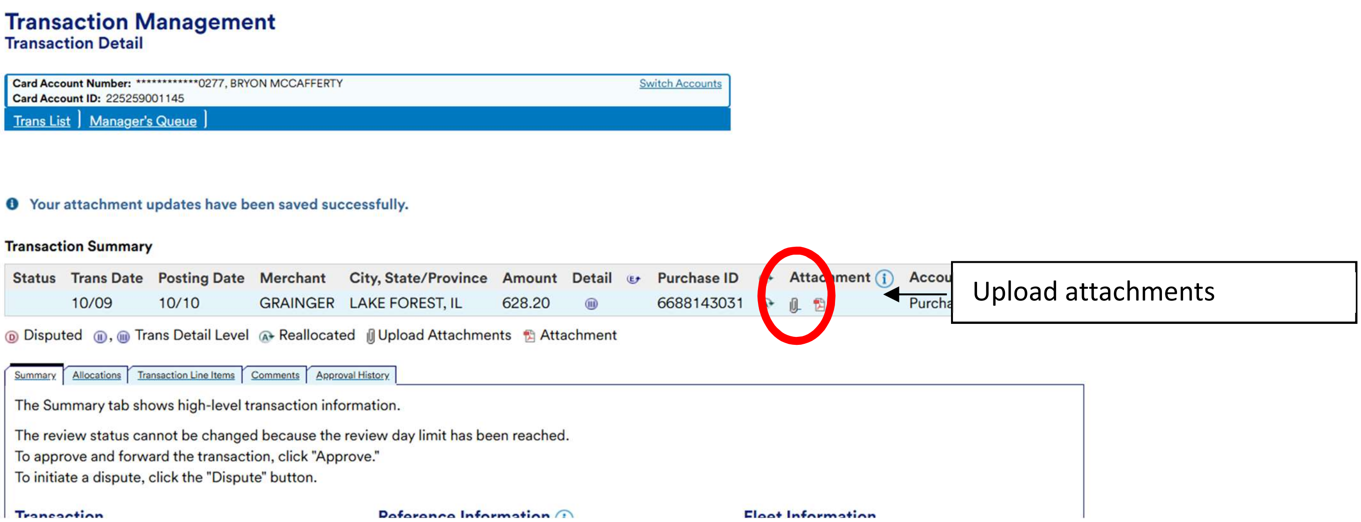
2.6 Next, you will need to indicate whether or not you have received the items you purchased by using magnifying glass to navigate to the next screen. Select Y or N

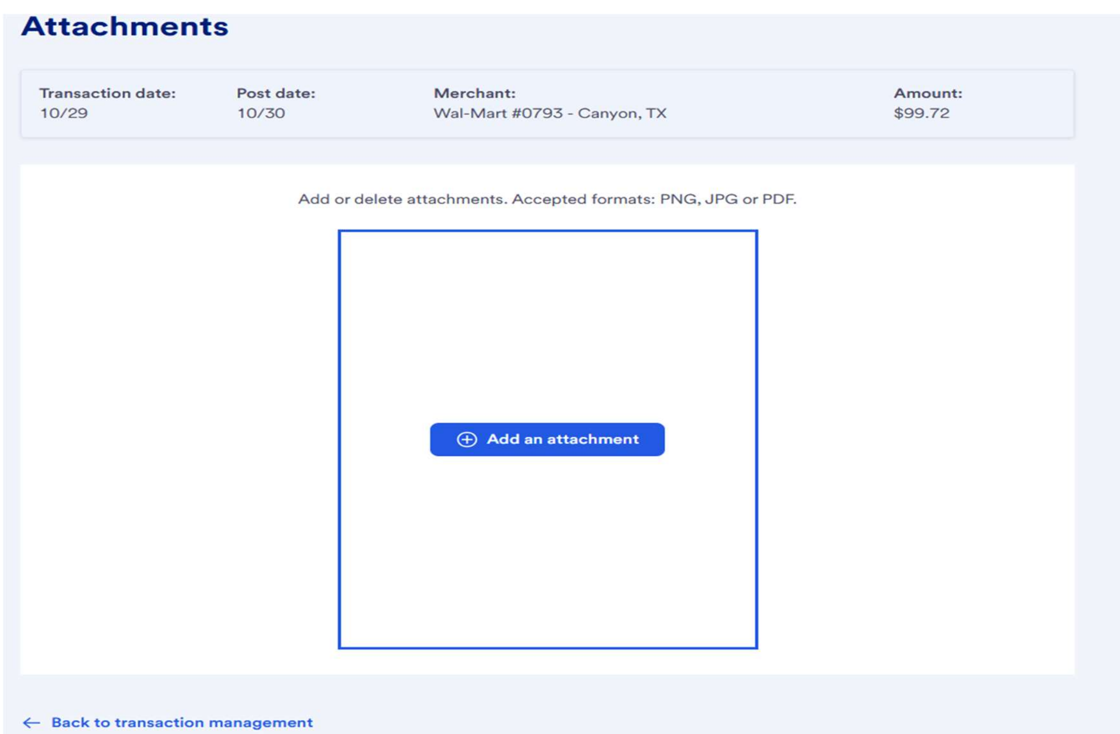


IF you have not received the items then you will need to complete the ProCard Exception form to include with your receipt.

NOTE: It is very important to Click on <u>Save Allocation</u> otherwise you will lose all of your work.

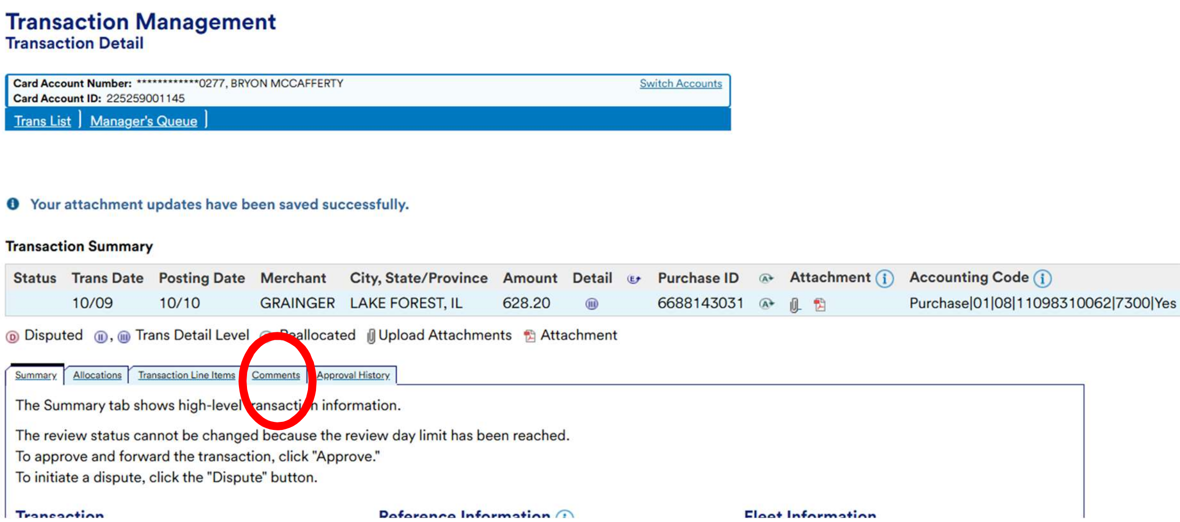
2.7 Next, you will need to upload your attachments by clicking on the paper clip  icon under the word "Attachment'

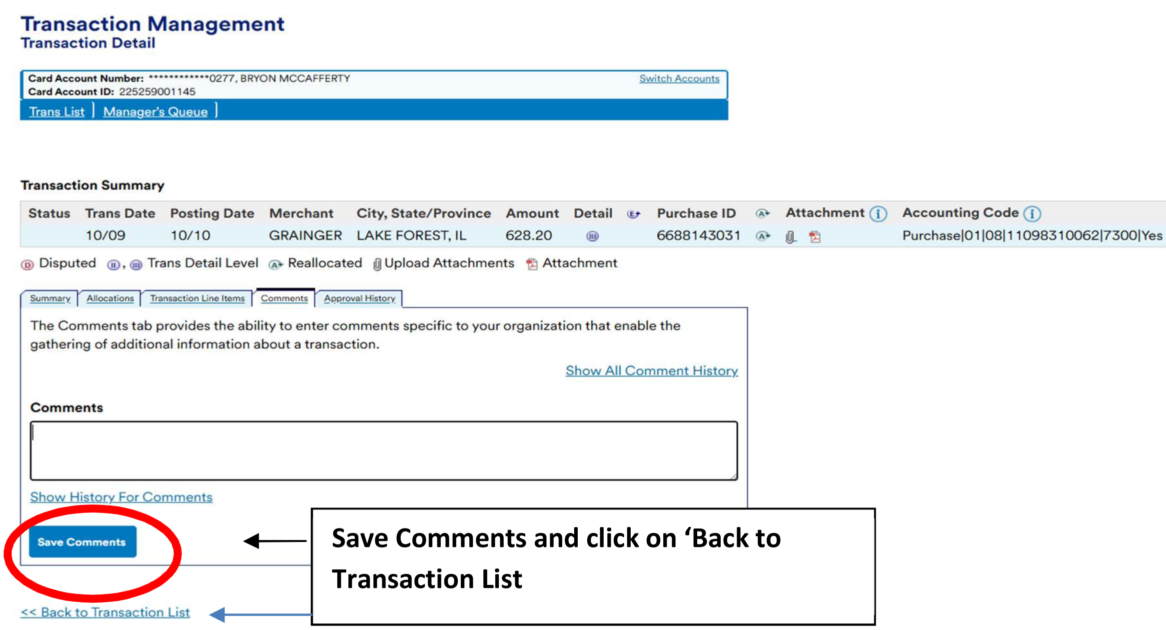




2.8 Add your document(s) and hit save. If you have several to attach be sure to hit save each time.

2.9 Open the 'Comments' tab to enter Expense Description and Save Comments. Every allocation MUST have an expense description (no one word descriptions please!)



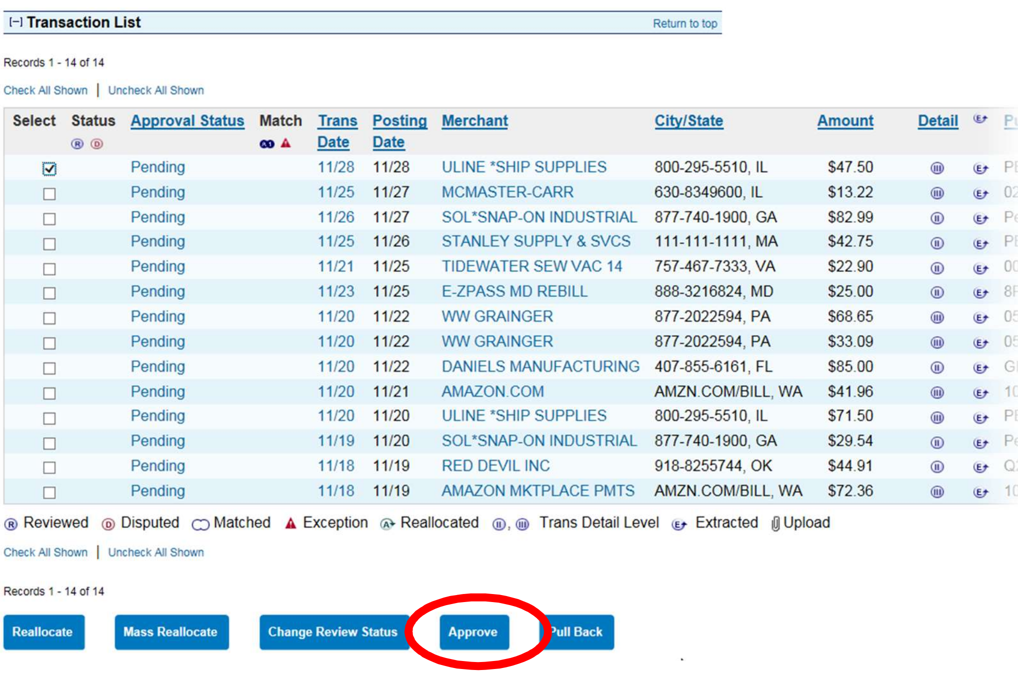


2.10 To approve a transaction from the transaction list:

1. Select a check box for a transaction with a *Pending* or *Pulled Back* status. You can select multiple transactions, but be sure they are all going to the same approver. Also, you can select the **Check All Shown** link if you want to approve all the displayed transactions, and they are all going to the same approval manager.
2. Click the **Approve** button.

   OR

   Click the **Transaction Date** link. (If you clicked the **Transaction Date** link, you land on the *Transaction Detail screen, Summary* tab. Click the **Approve** button.)



[-] Transaction List — Return to top

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Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail
☑		Pending		11/28	11/28	ULINE *SHIP SUPPLIES	800-295-5510, IL	$47.50	
☐		Pending		11/25	11/27	MCMASTER-CARR	630-8349600, IL	$13.22	
☐		Pending		11/26	11/27	SOL*SNAP-ON INDUSTRIAL	877-740-1900, GA	$82.99	
☐		Pending		11/25	11/26	STANLEY SUPPLY & SVCS	111-111-1111, MA	$42.75	
☐		Pending		11/21	11/25	TIDEWATER SEW VAC 14	757-467-7333, VA	$22.90	
☐		Pending		11/23	11/25	E-ZPASS MD REBILL	888-3216824, MD	$25.00	
☐		Pending		11/20	11/22	WW GRAINGER	877-2022594, PA	$68.65	
☐		Pending		11/20	11/22	WW GRAINGER	877-2022594, PA	$33.09	
☐		Pending		11/20	11/22	DANIELS MANUFACTURING	407-855-6161, FL	$85.00	
☐		Pending		11/20	11/21	AMAZON.COM	AMZN.COM/BILL, WA	$41.96	
☐		Pending		11/20	11/20	ULINE *SHIP SUPPLIES	800-295-5510, IL	$71.50	
☐		Pending		11/19	11/20	SOL*SNAP-ON INDUSTRIAL	877-740-1900, GA	$29.54	
☐		Pending		11/18	11/19	RED DEVIL INC	918-8255744, OK	$44.91	
☐		Pending		11/18	11/19	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	$72.36	

Reviewed Disputed Matched Exception Reallocated Trans Detail Level Extracted Upload

Check All Shown | Uncheck All Shown

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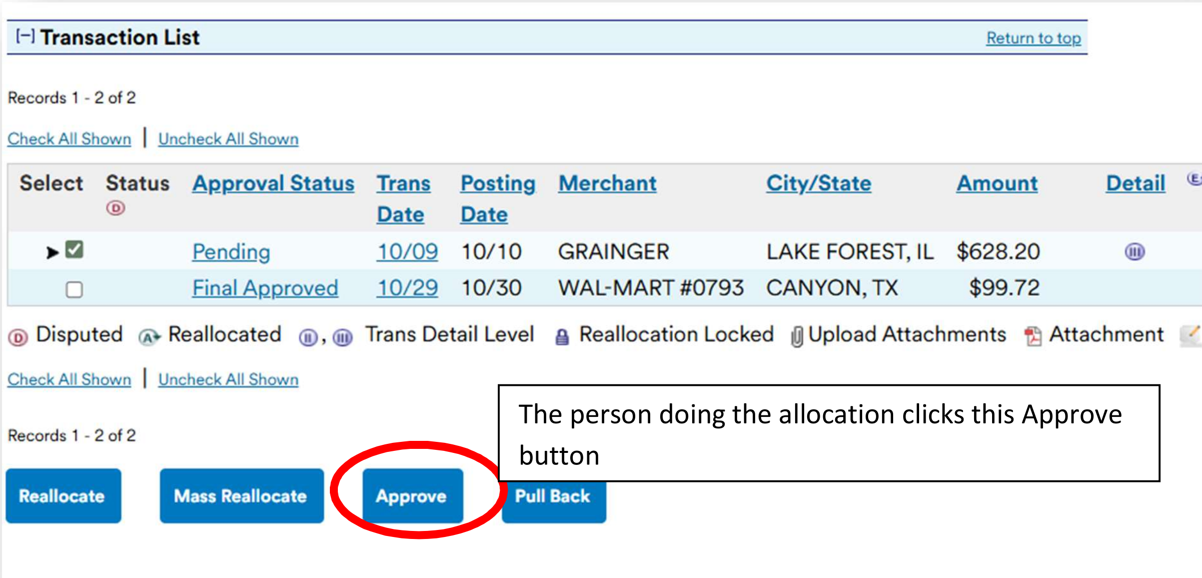
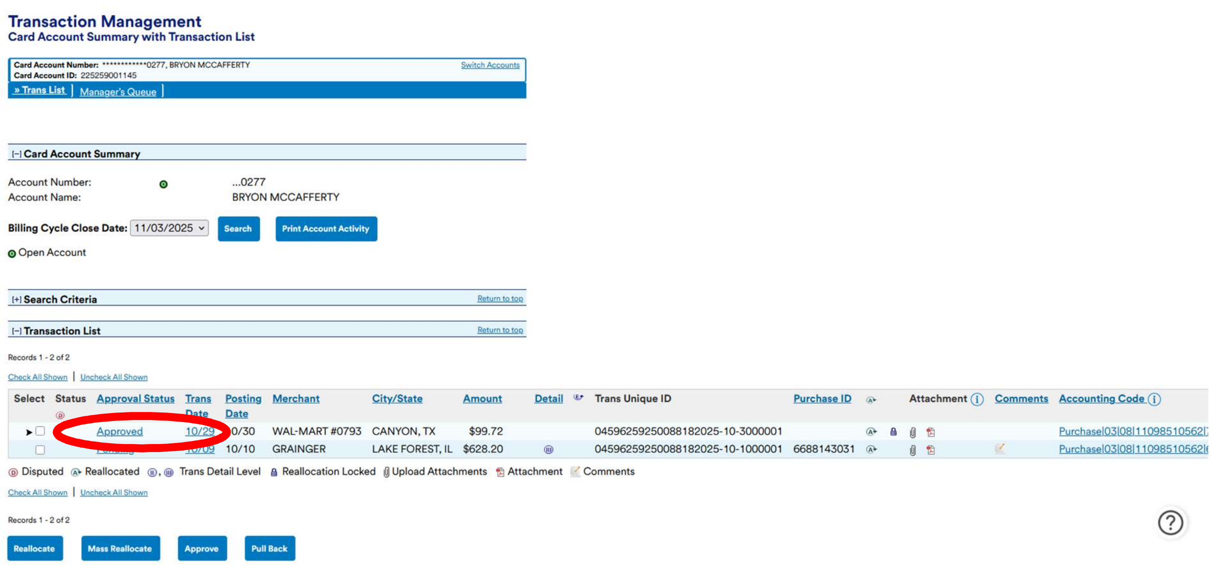
Reallocate | Mass Reallocate | Change Review Status | Approve | Pull Back

***** IMPORTANT NOTE*****

By clicking the "Approve" button, you are verifying that your allocation is complete and your documents are uploaded and ready to be approved by your manager. This is the same as using the "reviewed" button in the old system.



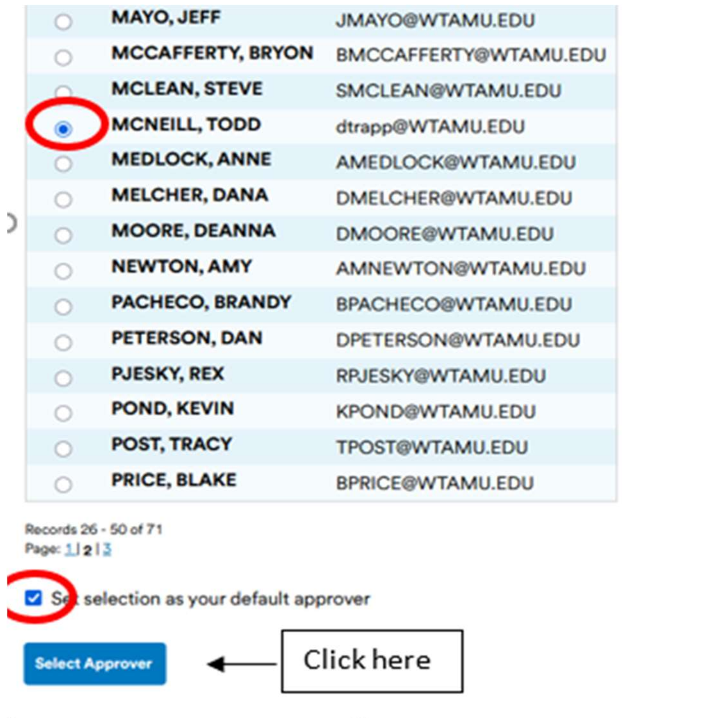
2.11 The ‘Approval Status’ on the *Transaction Management* screen now has changed from “Pending” to “Approved” as show in the screen shot below:



2.12 The final step is to have your allocation approved by your Approval Manager. This next screen is the *Transaction Management - Approve Transaction(s)* screen where you will **click** the ‘select approver’ link and then the “Approve” button.

2.13 To search for your Approval Manager, specify the search criteria OR leave the fields blank to return a complete list.

A list of approval managers who match your search criteria displays. Select your approver. If desired, select the **'Set selection as your default approver'** check box to make the selected person your default approval manager. Click the 'Select Approver' button.



2.14 The *Transaction Management - Approve Transaction(s)* screen opens with your selected approver displayed.

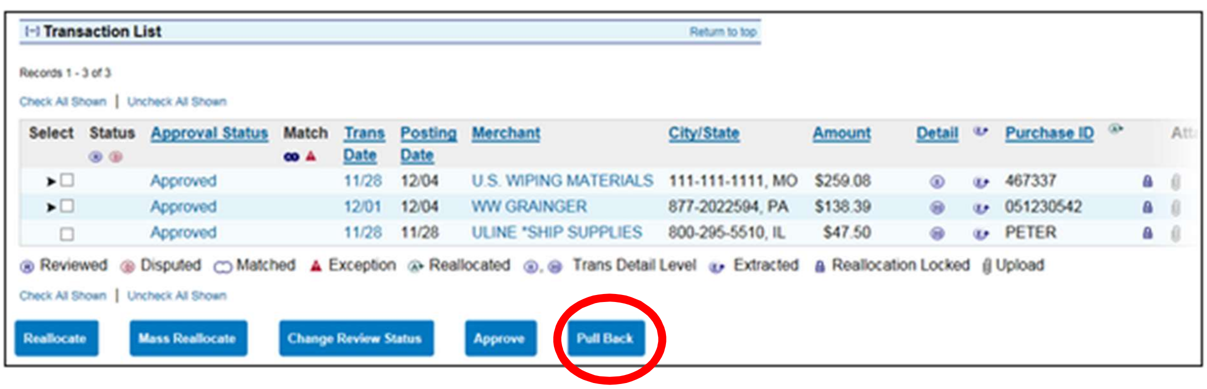
Click the *Approve* button. The system forwards your approved transaction to the specified Approval Manager. This allocation will now be sent to your Approving Managers queue. Verify on the *Transaction Management: Card Account Summary with Transaction List* screen the transaction status changes to Approved.

2.15 Repeat each of the steps above for every additional purchase that is listed until ALL are transactions are allocated. IF you need to split a purchase between two different account numbers or object codes please refer to **Section 3.0 Splitting Transactions** for those instructions. <u>REMINDER: Allocations using State funds (10-accounts) cannot be split.</u>

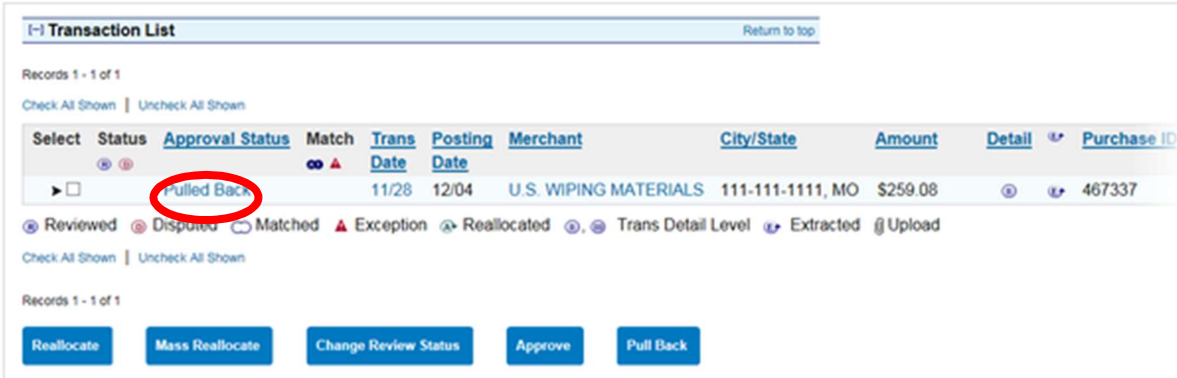
2.16 **Pull back transactions function:** You can pull back a transaction before the approval manager has approved, rejected, or modified (e.g., reallocated) the transaction. After an approval manager takes action your transaction, the transaction now belongs to the current Approval Manager. You can no longer pull back the transaction.

However, an Approval Manager who final-approves a transaction can pull back the transaction at any time. For example, you need to add a comment to a transaction that your Approval Manager has final-approved. Your Approval Manager can pull back the transaction and send the transaction back to you to add your comment or make additional changes.

From the List of Transactions screen, select a check box for the transaction with an *Approved* status and Click the **Pull Back** button.



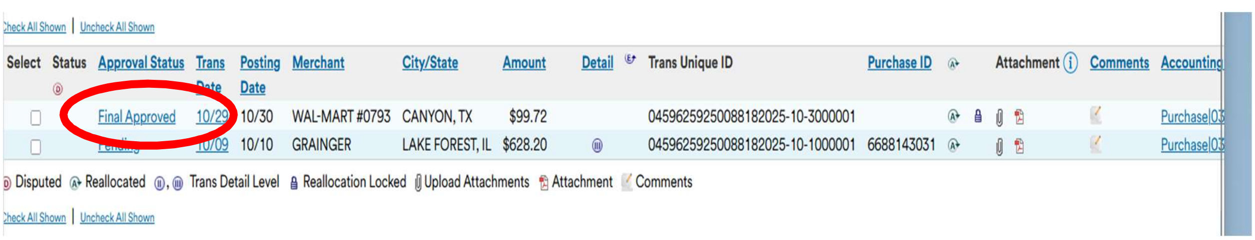
A confirmation message displays and the status changes to *Pulled Back*.



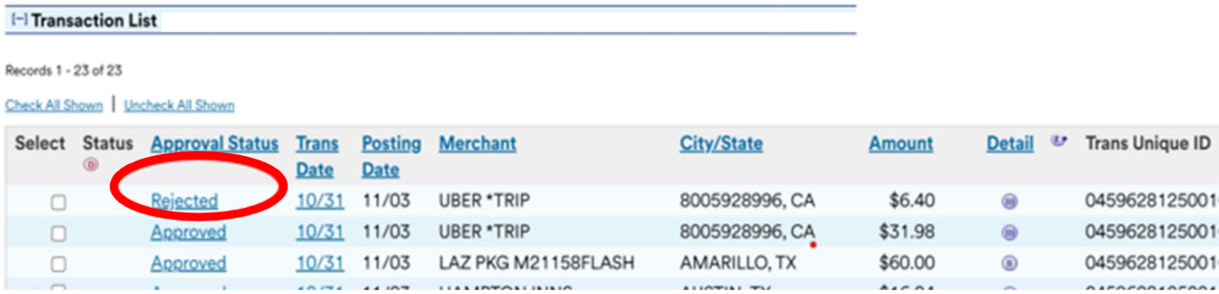
*****IMPORTANT NOTE*****

It is your responsibility to notify your Approving Manager when your allocations are ready to be Approved. Please be courteous and mindful of the lengthy approval process and do not wait until the last day to request approvals from the Approving Manager as this can result in the delay of approvals and the use of **your** card being affected.

2.12 IF the Approving Manger has approved your allocations, then the Approval Status will show 'Final Approved' and the allocation is locked and no more changes are allowed.

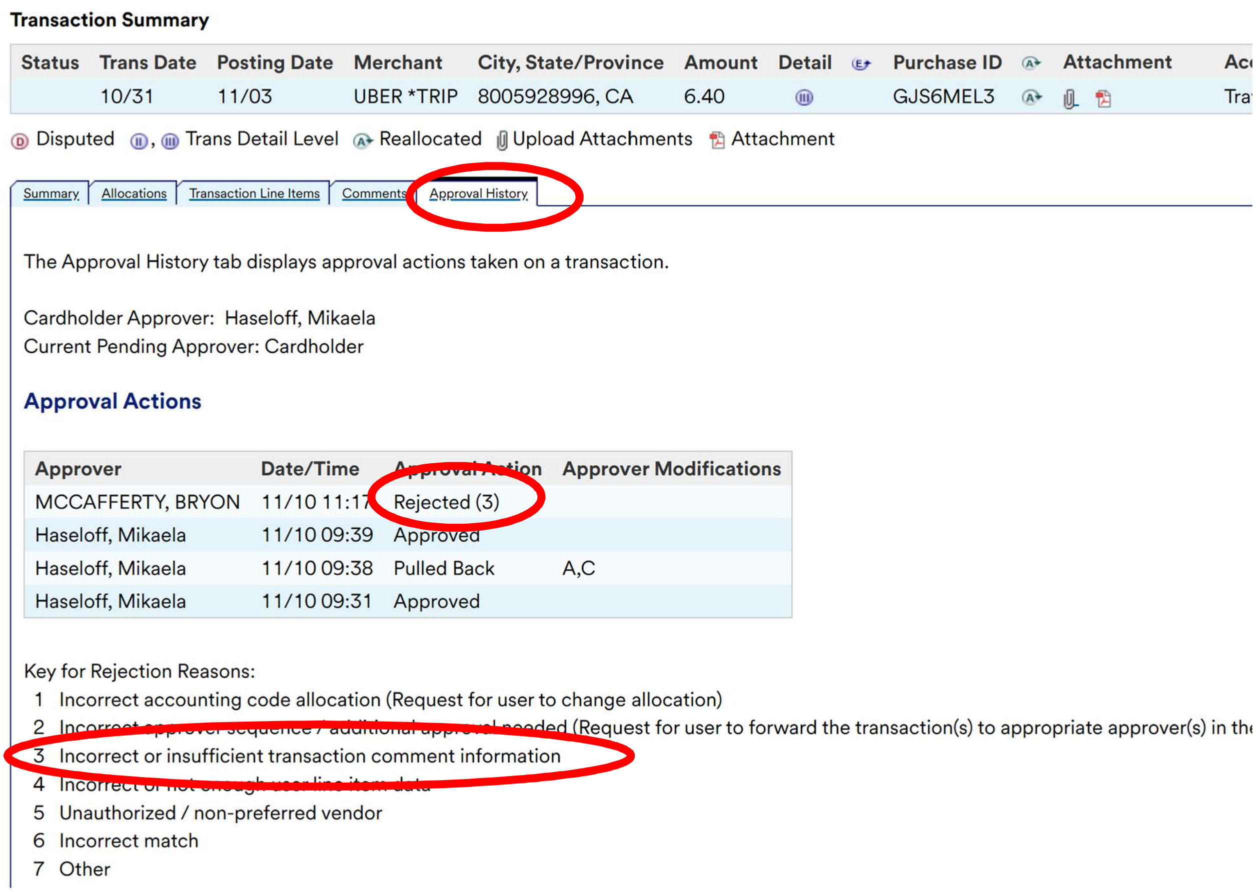


2.14 IF the Approving Manager rejects your allocation, THEN it is sent back to the cardholder for rework. The Approval Status will show "Rejected" on the Transaction List page. The rejecting approval manager must specify a rejection reason so that the cardholder receiving the rejected transaction knows how to manage the rejected transaction.



2.15. **Select** the rejected transaction and then click on 'Pull back Transaction' button. Use the 'back to transaction management' link to go back.

2.15 You will need to go to the Transaction Summary page and open up the "Approval History" tab to see the reason for the rejected allocation.

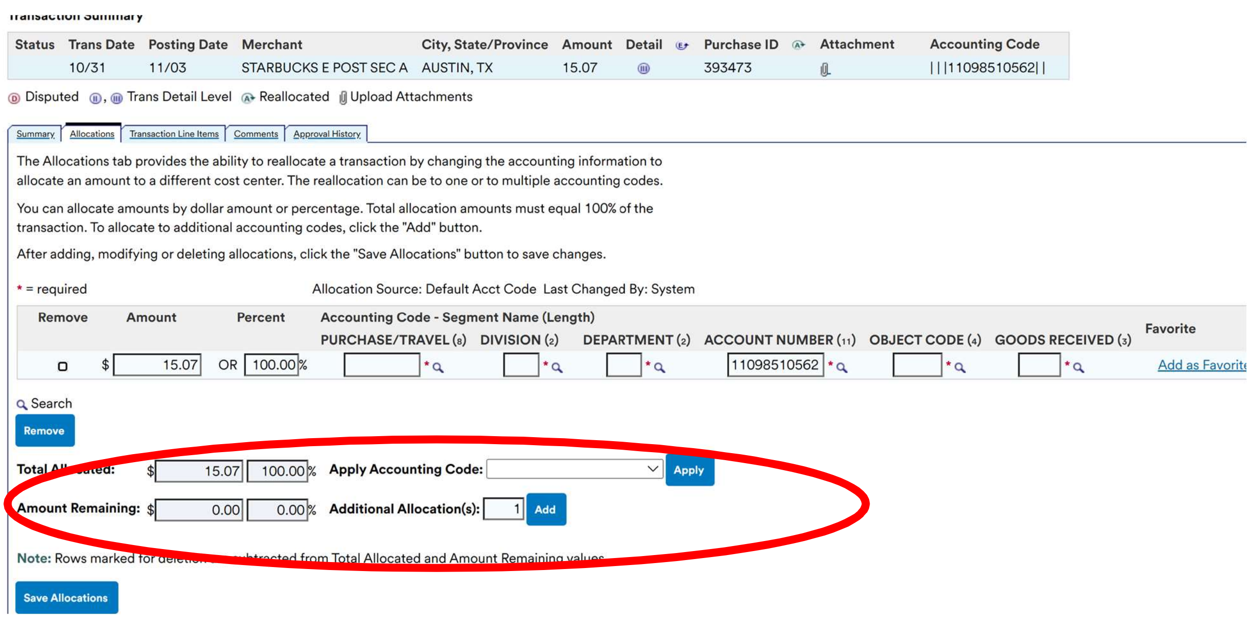


2.16 Once you have made corrections, it will have to go back through the approval process.

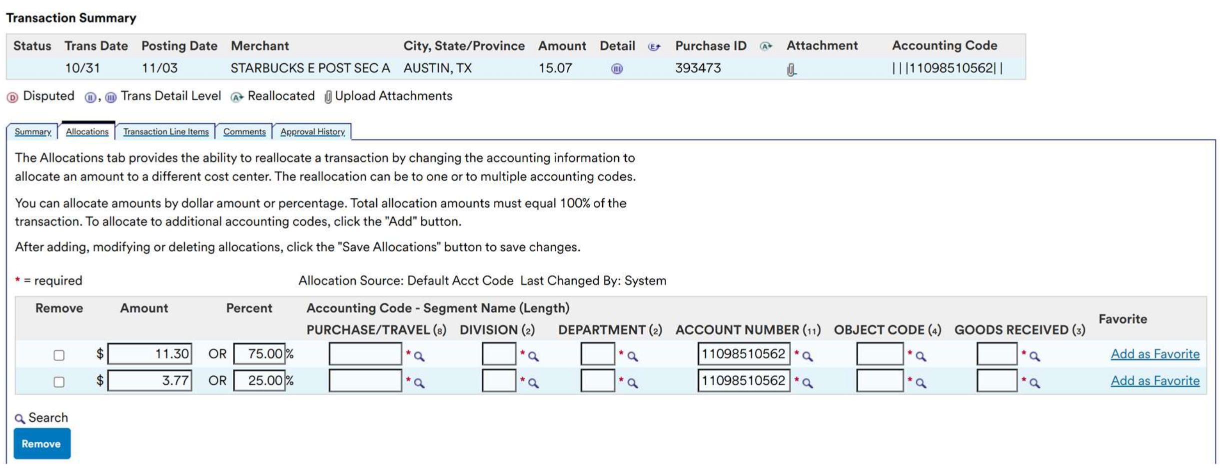
3.0 Splitting Transactions

Splitting a transaction is done when a cardholder needs to separate a purchase between more than one account number and/or object code.

3.1 Transactions can be split by an amount or by a percentage of the purchase.

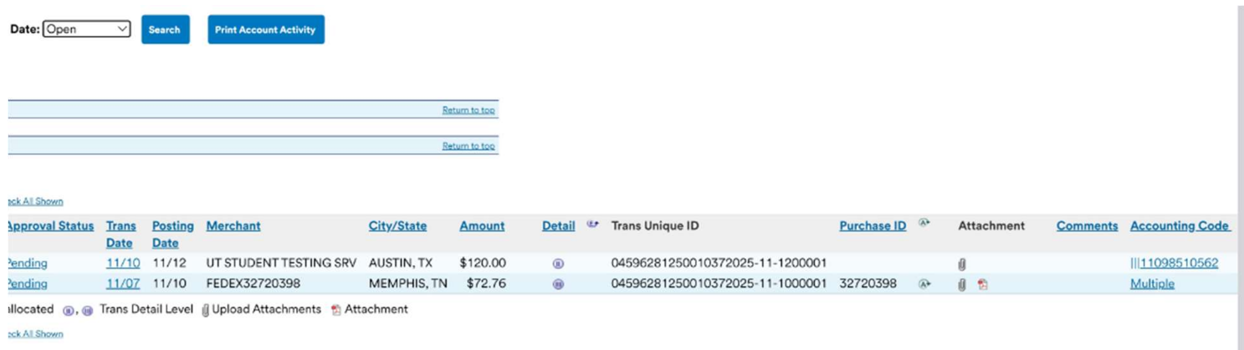


3.2 Enter the number of splits you would like to create, and then click the 'add".



3.3 Enter the description and cost of each line item. Upload the receipt and all supporting documentation just as you did with the other allocations.
<u>Then save your work.</u>

3.8 Click the "approve" box and save your work just like a normal transaction. Once your work is reviewed and saved, make sure and have split transactions approved too.



Program Contacts

The ONEcard program is administered through the Purchasing Department. The following staff members are available to assist with any questions or concerns regarding the ONEcard:

Procurement Purchases
Aida Jones
ONEcard Coordinator
806-651-2096

Travel Expenses
Jeff Mayo
ONEcard Coordinator
806-651-2090