

West Texas A&M University
ONECard Program
Cardholder Allocation Guide



Contents

1.0 Getting Started.....	3
2.0 Allocating Transactions	5
3.0 Splitting Transactions.....	19

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.



Contact Us

pin

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

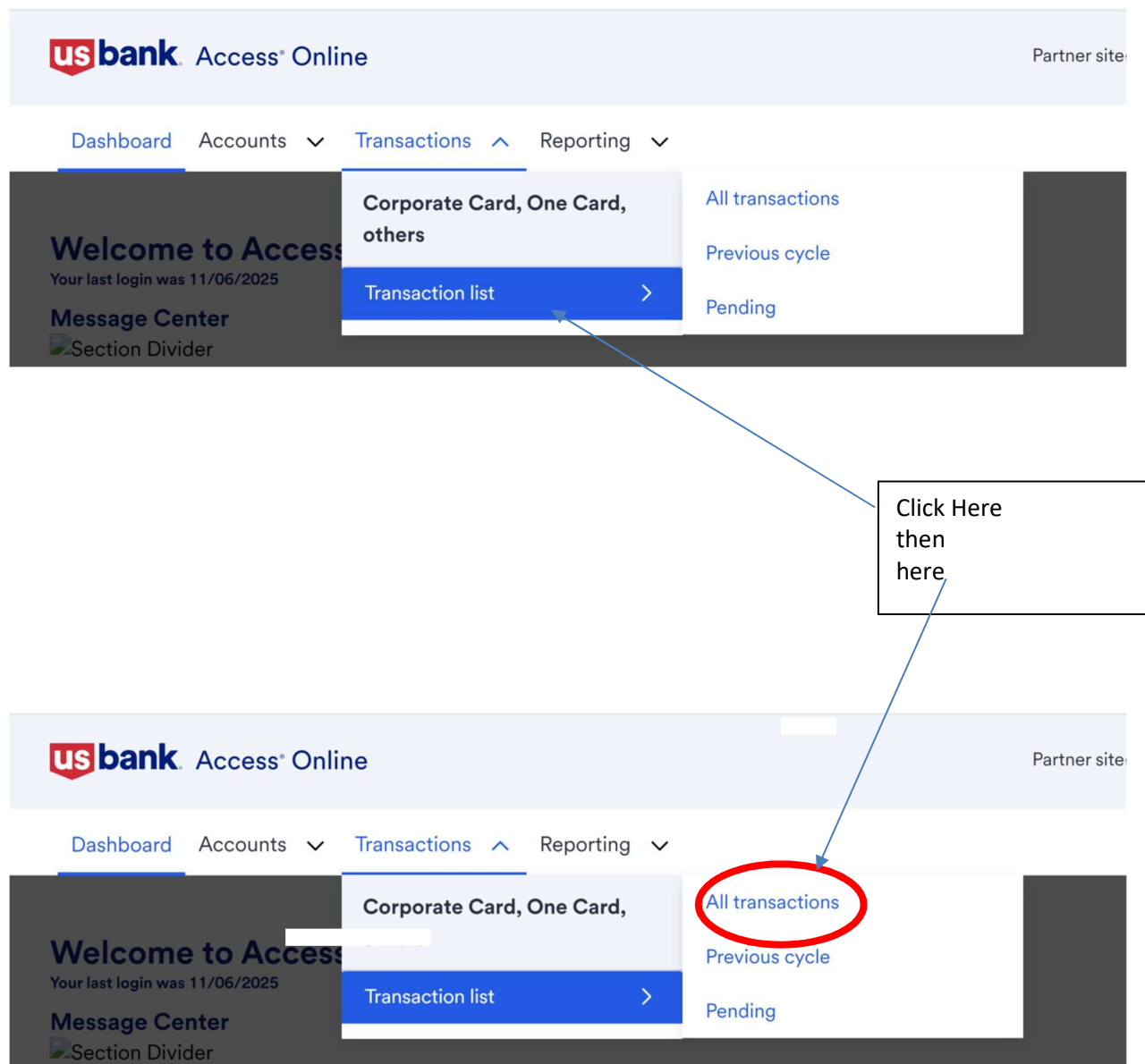
Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

- 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*.

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0277, BRYON MCCAFFERTY [Switch Accounts](#)
Card Account ID: [Trans List](#) [Manager's Queue](#)

Transactions for the cycle were not found.

Card Account Summary

Account Number: ...0277
Account Name: BRYON MCCAFFERTY

Billing Cycle Close Date: 11/03/2025 [Search](#) [Print Account Activity](#)

[Open Account](#)

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Select	Status	Approval	Trans	Posting	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Accounting Code
		Status	Date	Date							

Select reporting cycle
and then 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.

Account Number: ...0277
Account Name: BRYON MCCAFFERTY

Billing Cycle Close Date: 11/03/2025 [Search](#) [Print Account Activity](#)

[Open Account](#)

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 2 of 2

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
☒	Pending		10/29	10/30	WAL-MART #0793	CANYON, TX	\$99.72		04596259250088182025-10-3000001				Add Allocation
☐	Pending		10/09	10/10	GRAINGER	LAKE FOREST, IL	\$628.20		04596259250088182025-10-1000001	6688143031			Purchase03/08/111098510562/60

[Disputed](#) [Reallocated](#) [Trans Detail Level](#) [Upload Attachments](#) [Attachment](#) [Comments](#)

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

- 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.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/29	10/30	WAL-MART #0793	CANYON, TX	99.72				

☐ Disputed ☒ Reallocated ☐ Upload Attachments

Allocations | Summary | Comments | Approval History

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	Prepopulated Accounting Code Selection	Change To:	Accounting Code - Segment
			Current Name		PURCHASE/TRAVEL (a) D
☐	\$ 99.72	OR 100.00%		--Change Current Value--	*

Transaction Management

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

PURCHASE/TRAVEL (8)	
Value:	
Description:	
Search Type:	Begins with

Display Values per page

Search

Here you will determine what type of allocation this is. Purchase or Travel

Select a valid value from the results list below.

Records 1 - 2 of 2

	PURCHASE/TRAVEL	Value Description
Select	Purchase	Purchase
Select	Travel	Travel

Records 1 - 2 of 2

[<< Back to TM Allocations](#)

2.3 Next, use the to locate your Division.

Summary | **Allocations** | Comments | Approval History

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)			ACCOUNT NUMBER (11)	OBJECT CODE (4)	GOODS RECEIVED (3)	Favorite
			PURCHASE/TRAVEL (2)	DIVISION (2)	DEPARTMENT (2)				
☐	\$ 60.00	OR 100.00%				11098510562			Add as Favorite

Q Search

[Remove](#)

Total Allocated: \$ 60.00 100.00% Apply Accounting Code: [Apply](#)

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): [Add](#)

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

[Save Allocations](#)

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

Records 276 - 300 of 1612

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) **12** [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [>>](#) [last](#)

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	
Select	03	07	12179502062	Business & Finance	Physical Plant	
Select	03	07	12179700362	Business & Finance	Physical Plant	
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	11078600892	Business & Finance	Purchasing/Inventories/Central Supply	Lean Sigma Six
Select	03	08	11098510562	Business & Finance	Purchasing/Inventories/Central Supply	Purchasing Office
Select	03	08	11098510562	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

Records 276 - 300 of 1612

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

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/31	11/03	UBER *TRIP	8005928996, CA	6.40		GJS6MEL3		11098510562

Disputed Trans Detail Level Reallocated Upload Attachments

Summary **Allocations** Transaction Line Items Comments Approval History

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)		ACCOUNT NUMBER (11)	OBJECT CODE (4)	GOODS RECEIVED (3)	Favorite
			PURCHASE/TRAVEL (6)	DIVISION (2)	DEPARTMENT (2)			
☐	\$ 6.40	OR 100.00%	Travel	03	08	11098510562		Add as Favorite

Account number will appear here

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.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/31	11/03	UBER *TRIP	8005928996, CA	6.40		GJS6MEL3		11098510562

Disputed Trans Detail Level Reallocated Upload Attachments

Summary **Allocations** Transaction Line Items Comments Approval History

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)		ACCOUNT NUMBER (11)	OBJECT CODE (4)	GOODS RECEIVED (3)	Favorite
			PURCHASE/TRAVEL (6)	DIVISION (2)	DEPARTMENT (2)			
☐	\$ 6.40	OR 100.00%	Travel	03	08	11098510562		Add as Favorite

Transaction Management

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

OBJECT CODE (4)	
Value:	
Description:	
Search Type:	Begins with

Display Values per page

Search

Select a valid value from the results list below.

Records 1 - 25 of 74

Page: 1 | 2 | 3

	OBJECT CODE	Value Description
Select	1000	Using Controlled or Capitalized OC
Select	2010	Deferred
Select	6012	Food purchases, NO STATE ACCOUNTS
Select	6013	Private Use
Select	6017	Player Awards ATHLETICS ONLY
Select	6018	Training Room Supplies-ATHLETICS ONLY
Select	6105	Athletic Eqipt ATHLETICS ONLY

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

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/31	11/03	UBER *TRIP	8005928996, CA	6.40		GJS6MEL3		11098510562

☐ Disputed ☐ Trans Detail Level ☐ Reallocated ☐ Upload Attachments

Summary **Allocations** **Transaction Line Items** **Comments** **Approval History**

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)					Favorite	
			PURCHASE/TRAVEL (4)	DIVISION (2)	DEPARTMENT (2)	ACCOUNT NUMBER (11)	OBJECT CODE (4)	GOODS RECEIVED (5)	
☐	\$ 6.40	OR 100.00%	Travel	03	08	11098510562			Add as Favorite

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 Save Allocation 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" 

Transaction Management

Transaction Detail

Card Account Number: *****0277, BRYON MCCAFFERTY	Switch Accounts
Card Account ID: 225259001145	
Trans List	Manager's Queue

● Your attachment updates have been saved successfully.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Account
	10/09	10/10	GRAINGER	LAKE FOREST, IL	628.20		6688143031		Purchase

Ⓢ Disputed Ⓢ Trans Detail Level Ⓢ Reallocated Ⓢ Upload Attachments Ⓢ Attachment

[Summary](#) [Allocations](#) [Transaction Line Items](#) [Comments](#) [Approval History](#)

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.

To approve and forward the transaction, click "Approve."

To initiate a dispute, click the "Dispute" button.

Transaction

Reference Information

Event Information

Upload attachments

Attachments

Transaction date: 10/29	Post date: 10/30	Merchant: Wal-Mart #0793 - Canyon, TX	Amount: \$99.72
----------------------------	---------------------	--	--------------------

Add or delete attachments. Accepted formats: PNG, JPG or PDF.

 Add an attachment

[← Back to transaction management](#)

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!)

Transaction Management

Transaction Detail

Card Account Number: *****0277, BRYON MCCAFFERTY [Switch Accounts](#)
Card Account ID: 225259001145
[Trans List](#) | [Manager's Queue](#)

📘 Your attachment updates have been saved successfully.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/09	10/10	GRAINGER	LAKE FOREST, IL	628.20		6688143031		Purchase 01 08 11098310062 7300 Yes

⚠️ Disputed ⓘ Trans Detail Level ⚠️ Reallocated 📎 Upload Attachments 📎 Attachment

[Summary](#) | [Allocations](#) | [Transaction Line Items](#) | [Comments](#) | [Approval History](#)

The Summary tab shows high-level transaction information.

The review status cannot be changed because the review day limit has been reached.

To approve and forward the transaction, click "Approve."

To initiate a dispute, click the "Dispute" button.

Transaction Reference Information Fleet Information

Transaction Management

Transaction Detail

Card Account Number: *****0277, BRYON MCCAFFERTY [Switch Accounts](#)
Card Account ID: 225259001145
[Trans List](#) | [Manager's Queue](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/09	10/10	GRAINGER	LAKE FOREST, IL	628.20		6688143031		Purchase 01 08 11098310062 7300 Yes

⚠️ Disputed ⓘ Trans Detail Level ⚠️ Reallocated 📎 Upload Attachments 📎 Attachment

[Summary](#) | [Allocations](#) | [Transaction Line Items](#) | [Comments](#) | [Approval History](#)

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

[Show All Comment History](#)

Comments

[Show History For Comments](#)

Save Comments

[← Back to Transaction List](#)

Save Comments and click on 'Back to Transaction List'

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](#)

Records 1 - 14 of 14

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	EP	PU
☒	Pending			11/28	11/28	ULINE *SHIP SUPPLIES	800-295-5510, IL	\$47.50			PE
☐	Pending			11/25	11/27	MCMASTER-CARR	630-8349600, IL	\$13.22			02
☐	Pending			11/26	11/27	SOL*SNAP-ON INDUSTRIAL	877-740-1900, GA	\$82.99			Pe
☐	Pending			11/25	11/26	STANLEY SUPPLY & SVCS	111-111-1111, MA	\$42.75			PE
☐	Pending			11/21	11/25	TIDEWATER SEW VAC 14	757-467-7333, VA	\$22.90			00
☐	Pending			11/23	11/25	E-ZPASS MD REBILL	888-3216824, MD	\$25.00			8P
☐	Pending			11/20	11/22	WW GRAINGER	877-2022594, PA	\$68.65			05
☐	Pending			11/20	11/22	WW GRAINGER	877-2022594, PA	\$33.09			05
☐	Pending			11/20	11/22	DANIELS MANUFACTURING	407-855-6161, FL	\$85.00			GI
☐	Pending			11/20	11/21	AMAZON.COM	AMZN.COM/BILL, WA	\$41.96			10
☐	Pending			11/20	11/20	ULINE *SHIP SUPPLIES	800-295-5510, IL	\$71.50			PE
☐	Pending			11/19	11/20	SOL*SNAP-ON INDUSTRIAL	877-740-1900, GA	\$29.54			Pe
☐	Pending			11/18	11/19	RED DEVIL INC	918-8255744, OK	\$44.91			Q2
☐	Pending			11/18	11/19	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	\$72.36			10

Ⓡ Reviewed Ⓢ Disputed Ⓜ Matched ⚠ Exception Ⓡ Reallocated Ⓢ Trans Detail Level Ⓢ Extracted Ⓢ Upload

Check All Shown | Uncheck All Shown

Records 1 - 14 of 14

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.

Transaction List [Return to top](#)

Records 1 - 2 of 2

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail
☒		Pending	10/09	10/10	GRAINGER	LAKE FOREST, IL	\$628.20	
☐		Final Approved	10/29	10/30	WAL-MART #0793	CANYON, TX	\$99.72	

Disputed
 Reallocated
 Trans Detail Level
 Reallocation Locked
 Upload Attachments
 Attachment

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

Records 1 - 2 of 2

[Reallocate](#)
[Mass Reallocate](#)
[Approve](#)
[Pull Back](#)

The person doing the allocation clicks this Approve button

2.11 The 'Approval Status' on the *Transaction Management* screen now has changed from "Pending" to "Approved" as show in the screen shot below:

Transaction Management
Card Account Summary with Transaction List

Card Account Number: *****0277, BRYON MCCAFFERTY [Switch Accounts](#)
Card Account ID: 22529001145

[Trans List](#) | [Manager's Queue](#)

Card Account Summary

Account Number: ...0277
Account Name: BRYON MCCAFFERTY

Billing Cycle Close Date: 11/03/2025 [Search](#) [Print Account Activity](#)

[Open Account](#)

Search Criteria [Return to top](#)

Transaction List [Return to top](#)

Records 1 - 2 of 2

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
☒		Approved	10/29	10/30	WAL-MART #0793	CANYON, TX	\$99.72		04596259250088182025-10-3000001	6688143031			Purchase03108110985105621
☐		Pending	10/09	10/10	GRAINGER	LAKE FOREST, IL	\$628.20		04596259250088182025-10-1000001	6688143031			Purchase03108110985105621

Disputed
 Reallocated
 Trans Detail Level
 Reallocation Locked
 Upload Attachments
 Attachment
 Comments

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

Records 1 - 2 of 2

[Reallocate](#)
[Mass Reallocate](#)
[Approve](#)
[Pull Back](#)

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.

Transaction Management

Approve Transaction(s)

(+) 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

[Select Approver](#)



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

Approve Transaction(s)

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

First Name:

Search

[<< Back to Approve Transaction\(s\)](#)

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.

☐	MAYO, JEFF	JMAYO@WTAMU.EDU
☐	MCCAFFERTY, BRYON	BMCCAFFERTY@WTAMU.EDU
☐	MCLEAN, STEVE	SMCLEAN@WTAMU.EDU
☒	MCNEILL, TODD	dtrapp@WTAMU.EDU
☐	MEDLOCK, ANNE	AMEDLOCK@WTAMU.EDU
☐	MELCHER, DANA	DMELCHER@WTAMU.EDU
☐	MOORE, DEANNA	DMOORE@WTAMU.EDU
☐	NEWTON, AMY	AMNEWTON@WTAMU.EDU
☐	PACHECO, BRANDY	BPACHECO@WTAMU.EDU
☐	PETERSON, DAN	DPETERSON@WTAMU.EDU
☐	PJESKY, REX	RPJESKY@WTAMU.EDU
☐	POND, KEVIN	KPOND@WTAMU.EDU
☐	POST, TRACY	TPOST@WTAMU.EDU
☐	PRICE, BLAKE	BPRICE@WTAMU.EDU

Records 26 - 50 of 71
Page: 1 | 2 | 3

☒ Set selection as your default approver

[Select Approver](#) ← [Click here](#)

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

Transaction Management

Approve Transaction(s)

[+] 1 Transaction(s) to Approve

Transaction Approval

I want to forward these transaction(s) for further approval to:

MCNEILL, TODD (User ID: TODDMCNEILL) [Select Approver](#)

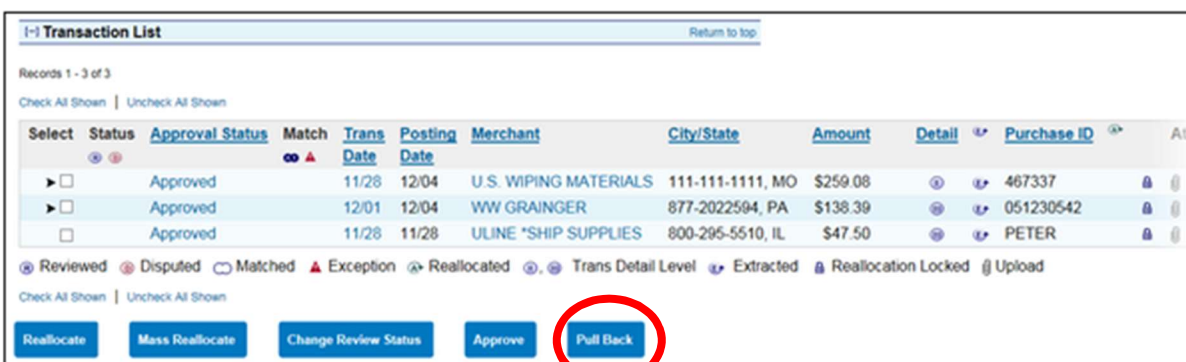
[Approve](#) [Cancel](#) ← [Click here](#)

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. REMINDER: Allocations using State funds (10-accounts) cannot be split.
- 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*.

Transaction List Return to top										
Records 1 - 1 of 1										
Check All Shown Uncheck All Shown										
Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
☐		Pulled Back		11/28	12/04	U.S. WIPING MATERIALS	111-111-1111, MO	\$259.08		467337
Reviewed Disputed Matched Exception Reallocated Trans Detail Level Extracted Upload										
Check All Shown Uncheck All Shown										
Records 1 - 1 of 1										
Reallocate Mass Reallocate Change Review Status Approve Pull 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 Manager has approved your allocations, then the Approval Status will show 'Final Approved' and the allocation is locked and no more changes are allowed.

Check All Shown Uncheck All Shown													
Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting
☐		Final Approved	10/29	10/30	WAL-MART #0793	CANYON, TX	\$99.72		04596259250088182025-10-3000001				Purchase(03
☐		Pending	10/09	10/10	GRAINGER	LAKE FOREST, IL	\$628.20		04596259250088182025-10-1000001	6688143031			Purchase(03
Disputed Reallocated Trans Detail Level Reallocation Locked Upload Attachments Attachment Comments													
Check All Shown Uncheck All Shown													

- 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.

Transaction List									
Records 1 - 23 of 23									
Check All Shown Uncheck All Shown									
Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID
☐		Rejected	10/31	11/03	UBER *TRIP	8005928996, CA	\$6.40		0459628125001
☐		Approved	10/31	11/03	UBER *TRIP	8005928996, CA	\$31.98		0459628125001
☐		Approved	10/31	11/03	LAZ PKG M21158FLASH	AMARILLO, TX	\$60.00		0459628125001

- 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.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Acc
	10/31	11/03	UBER *TRIP	8005928996, CA	6.40		GJS6MEL3		Tra

[Disputed](#) [Trans Detail Level](#) [Reallocated](#) [Upload Attachments](#) [Attachment](#)

[Summary](#)
[Allocations](#)
[Transaction Line Items](#)
[Comments](#)
[Approval History](#)

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: Haseloff, Mikaela
Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
MCCAFFERTY, BRYON	11/10 11:17	Rejected (3)	
Haseloff, Mikaela	11/10 09:39	Approved	
Haseloff, Mikaela	11/10 09:38	Pulled Back	A,C
Haseloff, Mikaela	11/10 09:31	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough supporting item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

- 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.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/31	11/03	STARBUCKS E POST SEC A	AUSTIN, TX	15.07		393473		11098510562

☐ Disputed ☐ Trans Detail Level ☐ Reallocated ☐ Upload Attachments

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)			ACCOUNT NUMBER (11)	OBJECT CODE (4)	GOODS RECEIVED (3)	Favorite
			PURCHASE/TRAVEL (6)	DIVISION (2)	DEPARTMENT (2)				
☐	\$ 15.07	OR 100.00%				11098510562			Add as Favorite

Q Search

Total Allocated: \$ 15.07 100.00% **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.

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

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
	10/31	11/03	STARBUCKS E POST SEC A	AUSTIN, TX	15.07		393473		11098510562

☐ Disputed ☐ Trans Detail Level ☐ Reallocated ☐ Upload Attachments

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.

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Remove	Amount	Percent	Accounting Code - Segment Name (Length)			ACCOUNT NUMBER (11)	OBJECT CODE (4)	GOODS RECEIVED (3)	Favorite
			PURCHASE/TRAVEL (6)	DIVISION (2)	DEPARTMENT (2)				
☐	\$ 11.30	OR 75.00%				11098510562			Add as Favorite
☐	\$ 3.77	OR 25.00%				11098510562			Add as Favorite

Q Search

- 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.
Then save your work.
- 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.

Date:

[Return to top](#)

[Return to top](#)

[Back All Shown](#)

Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
Pending	11/10	11/12	UT STUDENT TESTING SRV	AUSTIN, TX	\$120.00	Ⓢ	04596281250010372025-11-1200001				11098510562
Pending	11/07	11/10	FEDEX32720398	MEMPHIS, TN	\$72.76	Ⓢ	04596281250010372025-11-1000001	32720398			Multiple

Allocated ☐ ☐ Trans Detail Level ☐ Upload Attachments ☐ Attachment

[Back All Shown](#)

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