

## **US Bank Access Online (AXOL) Receipt Functionality Instructions for Uploading Attachments**

First, make sure you have all the required documentation for the transaction that must be uploaded saved to your computer or network drive before you start reconciling the transaction in AXOL. AXOL only accepts PDF, PNG, or JPG file formats and a maximum of 5 megabytes (MB) of documentation (approximately 15-20 PDF pages) may be uploaded per transaction. If you have supporting documentation that exceeds the 5 MB limit, please upload a note to direct the reviewer/auditor to you for the additional information. Information that cannot be uploaded because it exceeds the maximum upload limit must be kept by the cardholder or approving official for six years. Cardholders shall keep all supporting documents for 90 days from upload, in the event there are issues with the transaction.

### **Documentation required for Upload in AXOL Transactions under the Micro-Purchase Threshold (MPT)**

#### **Documentation required for upload in AXOL for all transactions (in order of precedence)**

- Authorization to use funds *prior* to purchase (i.e., blanket funds authorization, e-mail, AD-700, etc.).
- Request document (i.e., e-mail, AD-700, memo to file, etc.) – this is required even for self-generated purchases.
- Vendor order confirmation, quotes, etc.
- Receipt, invoice, packing slip, and/or e-mail with notation of date supplies/services were received and by whom.
- \*Optional USDA forms, when required

#### **Additional documentation, depending on purchase**

- \*Non-Required Source Vendor Form (AD-3110) if purchased outside of mandatory source.
- \*Service Contract Labor Standards (SCLS) Exemption form if services over \$2,500 that are exempt from the SCLS.
- Market research documents to support forms above.
- Copies of the approval emails from AO/approver.
- Vendor order confirmation.
- Vendor quotes.
- Additional documents to support purchase (i.e., W-9 for checks, guidance from budget and fiscal office regarding appropriation law questionable purchases, etc.).
- Any additional information the purchase cardholder feels is important to explain or justify the purchase to reviewers/auditors.

#### **UPS/FedEx Shipping Documentation**

- Receipt copy from shipping label. On the receipt copy, please document the name of the requestor, account code to charge the shipment, and description of what is being shipped.
- Invoice

#### **Convenience Check Fees**

Do not require documentation as convenience check charge shall have documentation.

**Fraudulent and Disputed Transaction Documentation**

- For fraudulent charges, please upload the completed Affidavit form from US Bank.
- For disputed transactions, please upload your Cardholder Statement of Questioned Item form you submit to US Bank.
- Transaction credits and charges shall be reconciled under both accounts.

**Documentation required for Upload in AXOL  
Transactions over the Micro-Purchase Threshold (MPT)**

**Contracts, purchase orders, task orders, or delivery orders awarded in the Integrated Acquisition System (IAS)**

- Acquisitions where the purchase card is only a payment vehicle.
- Invoice only need to be uploaded. All other supporting documentation must be uploaded in IAS.
- The Procurement Instrument Identification (PIID) Number must be entered in Comment Tab under Agency Specific Field in AXOL.

**Note:** Purchase Card Approving Officials, Location Agency Program Coordinators, Agency Program Coordinator, Department Charge Card Service Center Coordinators, and the Office of Inspector General (OIG) monitors and reviews purchase card transactions through AXOL to ensure the USDA Purchase Card Program is compliant with policies and regulations.

## Instructions on how to Upload into AXOL

Once you log in to AXOL, navigate to the Transaction Management – Transaction Detail page in AXOL as you normally would to reconcile the transaction.


Under the Transaction Summary heading click on the paperclip icon under “Attachments” to go to the Transaction Management – Manage Attachment page where you will upload attachments in AXOL.

### Transaction Management Transaction Detail

Product: Purchasing Card	<a href="#">Switch Products</a>
Card Account Number: ***** 1234, Card Holder	<a href="#">Switch Accounts</a>
Card Account ID:	

[Create](#) | [Manage](#) | [Managing Acct List](#) | [Card Acct List](#) | [Trans List](#)

### Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	90.59		NOSKCAJ		111327SPIF2720 [2670]

[Disputed](#) [Matched](#) [Exception](#) [Trans Detail Level](#) [Reallocated](#) [Valid Accounting Code](#) [Upload Attachments](#)

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

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

#### Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
There hasn't been any approval action taken on this transaction.			

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 proper sequence)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

On the Transaction Management - Manage Attachments page click on “Add Attachments” in the center of the screen. A file browser will next appear.

Trans Date	Posting Date	Merchant	City, State/Province	Amount
03/16	03/20	Www.bsctsource.com	TEL3367590551, NC	\$90.59

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.



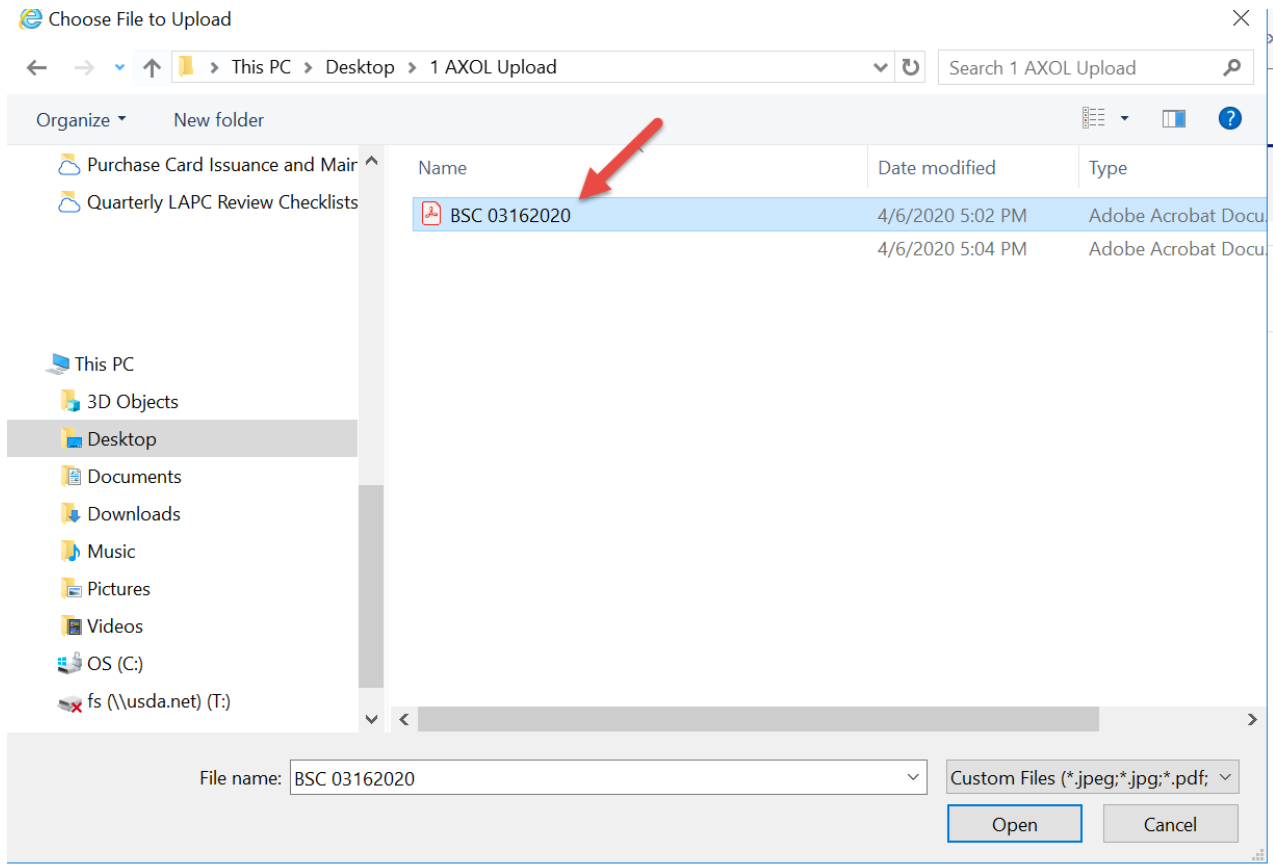
[Back](#) [Save](#)

Step 1. In the file browse navigate to where you saved the transaction files.

Step 2. Select files and click on “Open” to upload files in AXOL. Large files can take a minute or two to upload, so be patient. Once the documentation files are uploaded in AXOL, they will be merged into one PDF file.

**Tip:** Hold shift key when clicking on the file to select multiple files to upload at once. Continue adding files until all required files are uploaded.

**Remember:** Only PDF, PNG, and JPG file can be uploaded into AXOL. Up to 5 Megabytes (MB) of documents (equal to 15-20 pages of PDF) can be uploaded per transaction.



Click on "Save" to complete the upload.

**Note:** You can click on the trash can icon to delete documents you accidentally uploaded to the wrong transaction.

Manage Attachments

Please add or delete attachments. Only PNG, JPG or PDF files are allowed.

The screenshot displays the 'Manage Attachments' interface. At the top, there is a header 'Manage Attachments' and a sub-header 'Please add or delete attachments. Only PNG, JPG or PDF files are allowed.' Below this, a document preview is shown within a blue border. The document is a scanned page with text and a table. Below the preview, the file size '0.17MB' and a trash can icon are visible. Underneath, a thumbnail gallery titled 'Images 2-4 of 6' shows three thumbnails, with the first one highlighted. A red arrow points from the 'Save' button to the 'Add Another Attachment' link. At the bottom of the interface, there are two buttons: 'Back' on the left and 'Save' on the right.

Documents should all show up in screen. Verify all data is legible and accurate.

Click on "Add Another Attachment" to go to the file browser to find more documents to upload.

The PDF icon on the Transaction Summary Line under “Attachments” shows the supporting documents have been uploaded.

Click on PDF icon to view the upload documents.

Continue reconciling transaction by reviewing/editing information in Allocation and Comments tabs.

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	90.59		NOSKCAJ		111327SPIF2720  2670

Disputed  Matched  Exception  Trans Detail Level  Reallocated  Valid Accounting Code  Upload Attachments  Attachment

Summary | Match | Allocations | Transaction Line Items | **Comments** | Approval History | Client Data

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

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recvd Date

Item Description

Attachment Icon should appear - shows documentation has

[<< Back to Transaction List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	90.59		NOSKCAJ		111327SPIF2720 [2670]

Disputed Matched Exception Trans Detail Level Reallocated Valid Accounting Code Upload Attachments Attachment

Summary Match Allocations Transaction Line Items Comments Approval History Client Data

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: Allocation Rule Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)	BOC (s)	DCN (FAS USE ONLY) (s)	Favorite
<input type="checkbox"/>	\$ 90.59	OR 100.00 %	111327SPIF2720	2634		<a href="#">Add as Favorite</a>

Valid Accounting Code Search

Remove

Total Allocated: \$ 90.59 100.00 % Apply Accounting Code:  Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

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

Save Allocations

The PDF icon also appears on the Main Transaction List so both Purchase Cardholders and Purchase Card Approving Officials can easily see which transactions have the supporting documentation attached to the transaction. Click on the PDF icon to view the attachments in AXOL.

Records 1 - 10 of 10

Check All Show Uncheck All Show

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending			03/16	03/20	WWW.BSCSOURCE.COM	TEL3367590551, NC	\$90.59		08203316182387022020-03-2000001	NOSKCAJ			111327SPIF27202670

Disputed Matched Exception Reallocated Trans Detail Level Included in Extract Reallocation Locked Upload Attachments Attachment Valid Accounting Code Comments

Check All Show Uncheck All Show

Records 1 - 10 of 10

Reallocate Mass Reallocate Match to Order Approve Pull Back

If the purchase cardholder forgets to upload the documents during the reconciliation process they can go back and upload the documentation after the transaction is final approved in AXOL.

The supporting documentation is required to be uploaded. Purchase cardholders must go back and upload documents if they forget!

**Important! - Approving Officials shall only final approve transactions with the all the required supporting documents attached. Transactions without the required attached supporting documentation must be rejected back to the purchase cardholder to add the supporting documentation.**

## Additional AXOL Training for Uploading Documentation

For more information, refer to the *Transaction Management* web-based training lesson and user guide which can be found under “Training” in AXOL.

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Event Driven Notification
- Order Management
- Transaction Management
- Account Information Reporting
- Dashboard
- Data Exchange
- My Personal Information

### Welcome to Access Online Card Holder

Your last login was 04/06/2020

### Message Center

[Message\(s\) from Access Online](#)

### Home

[Email Center](#)

[Contact Us](#)

[Training](#)

[Government Services](#)

Access<sup>®</sup> Online

[Get help](#) | [Contact us](#) | [Français](#)

### Access Online Web-based Training

Go to Access Online class registration    Go to Insights on Demand class registration    Go to WBT reporting    Welcome,  [Log out](#)

Open a topic area below and select content from each tab to create your own learning plan.

- Get started using Access Online ⓘ
- Configure the system ⓘ
- Manage accounts and users ⓘ
- Work with transactions ⓘ
  - Lessons
  - User guides
  - Videos
  - Quick references
  - Recorded classes
  - Certifications
  - Accounting Code Favorites
  - Approve a Transaction
  - Approve a Statement
  - Attach a File to a Transaction
  - Confirm and Pay
  - Declined Transactions
  - Dispute a Transaction
  - Icons
  - Mass Reallocation
  - Matching Multiple Orders and Transactions
  - Matching in Order Management
  - Matching in Transaction Management

- Start training ⓘ
- Go to my learning plan ⓘ

Change user type:  
Government Administrator ▼

**Announcements**    March 19, 2020

**General Services Administration SmartPay® Training Forum:** Participants at the GSA SmartPay® Training Forum in Atlanta can download the [GSA Training Forum presentations](#).

**Videos:** We added new videos to give you quick overviews of key tasks. New videos include: an [Online Registration video](#), a [Home Page Navigation video](#), a [Cardholder Account Setup video](#), and a [User Profiles video](#), a [Single Purchase Limit Update video](#), and a [Credit Limit Update video](#). Look for more videos in the future.