



Cardholder Access® Online (AXOL) QUICK GUIDE

for
Approving Purchase Card/Alternative
Payments Transactions



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Logging On/Off Access® Online (AXOL)

To access AXOL, you must first register at <http://access.usbank.com> by following these steps:

1. Select the **Register Online** link.
2. Specify your **Organization Short Name** (USDA), **Account Number**, **Expiration Date**, and **Zip Code**.
3. Click **Register This Account**.
4. Review the license agreement and click **I Accept**.
5. Specify your **User ID**, **Password**, **Authentication** and **Contact Information**.
6. Click the **Continue** button to complete the process and then you are automatically logged into AXOL.

Resetting Your Password

If you forget your password or have three failed attempts to enter your password, you can reset your password with the following steps:

1. Type your **Organization Short Name** (USDA) and **User ID**.
2. Click the **Forgot your password?** link.
3. Type your authentication question answer and click **Continue**.
4. Type a new password to times and click **Save**.

NOTE: Passwords must be 8-20 alphanumeric characters with at least one letter and one number. Passwords must be changed every 60 days and you cannot reuse the same password within a 12 month period.

My Personal Information

The **My Personal Information** section of AXOL allows you to manage and view the following:

- **Passwords**- you can change your system password at any time and create or modify your authentication response that will be used when resetting your password.
- **Contact Information**- You can update you User ID contact information (name, address, phone, etc...).
 - *All changes to the contact information in **MUST** also be submitted to your LAPC for further processing.
- **Account Access**- you can view access rights and user specific information as well as add additional card accounts.

Cardholder Maintenance

This quick guide only discusses approving cardholder transactions in AXOL. Cardholders should refer to the **Cardholders Purchase Card Program Guide** for complete details in managing their cardholder account in AXOL. AXOL user guides can be viewed and downloaded at <http://wbt.access.usbank.com>.



Transaction Management

Transaction Management function allows users to view and modify the details of transactions. In AXOL you can view a list of your transactions for the current billing cycle and the past six closed billing cycles. USDA selected the following transaction information to be displayed for its users:

Summary tab – provides a quick overview of the transaction detail, including transaction, merchant, etc. You can approve/dispute a transaction from this tab.

Allocations tab – provides information on how the transaction is allocated.

Transaction Line Items tab – displays if the merchant passed Level III data, which includes line item details.

User Line Items tab – contains fields to add your own information about line items.

Comments tab – displays fields to add comments on the transactions.

Approval History tab – displays information on the approval history of a transaction.

For more specific information, refer to the *US Bank Access Online User Guide, Transaction Management* pages 118-129.

Transaction Approval Process

From the navigation links located on the left side of the screen, select **Transaction Management** and then select **Transaction List**. In Transaction Management, a cardholder can review transaction, reallocate accounting, and approve or dispute transactions. **Cardholders reconcile and dispute their own transactions.**

To approve a transaction:

1. Log into AXOL using the **Organization Short Name**, **User ID** and **Password**
2. Using the Left-Column Navigation Bar, select **Transaction Management/Cardholder Transaction Management**.
3. Filter your transactions by billing cycle date, approval status, purchase ID, transaction status, approval status, or pull back status. Select the number of transactions to display and click the **Search** button.
4. To approve a transaction from the Transaction List, select a check box for a transaction with a **Pending or Pulled Back** status. Enter the required information for the type of transaction you are approving, i.e., card or check.
5. Click the **Approve** button.
6. Select your Approval Manager and click the **Select Approver** button.
7. Click **Approve**. The system forwards the approved transaction(s) to the specified Approving Official (AO).

For detailed instructions, refer to *US Bank Access Online User Guide/Transaction Approval Process*, pages 1-17.

Guidelines for Approving Transactions

1. Cardholders must approve transactions within 30 days.
2. Cardholders must select their AO in AXOL to approve their transactions.
3. The mandatory fields to be completed when approving a purchase card transaction are: Date Received, FPDS/SF-281 Code (if greater than \$3,000), Item Description, and Agency Reference Number. Insert the Agency Reference Number in the field designated as "DCN – FAS Only" until further notice. This field is 6-characters in length. Acquisition personnel shall enter "22" in the FPDS/SF-281 block for transactions greater than \$3,001 and all awards in the Small Business Competitiveness Demonstration Program regardless of the dollar value in the designated industry groups.
4. The mandatory fields to be completed when approving checks are the same as purchase cards in addition to Merchant Name, Merchant Address, Merchant City, Merchant State & Merchant Zip code, Tax Identification Number (TIN) or Employee Identification Number (EIN), and applicable Debt Collection Improvement Act Waiver Code. The Debt Collection Waiver Codes are listed in Exhibit 3. Enter the TIN or EIN and waiver code in the block designated as TIN. Enter the Merchant name, address, city, state and zip code in the block designated as "Comments Field 3." Acquisition personnel shall enter "22" in the FPDS/SF-281 block for transactions greater than \$3,001 and all awards in the Small Business Competitiveness Demonstration Program regardless of dollar value in the designated industry groups. As you are aware, checks cannot be issued over \$2,500 unless approved by the APC.

Use the following TIN's when approving checks to Foreign Governments, Government Entities, and Universities:

- Foreign/International Governments–989898989
- Government Entities (Local, State, and Federal) – 787878787

Adding User Line Items – This function enables you to enter the line item information for a transaction. To add user line items:

1. On the list of transactions, click the **date link** in the **Transaction Date** column for the transaction you want to add line items to. The **Transaction Management: Transaction Detail** screen displays.
2. Select the **User Line Items** tab.
3. If needed, type the number of line items to add.
4. Click the **Add** button. New rows display on the tab.
5. Enter the information about each line item. The **Item Description** and **Line Item Total** are the only required fields. The system calculates totals for you as you work.
6. Save your work.
 - To reallocate the transaction by line item, save your work by clicking the Save Line Items Only button or If you do not want to reallocate the transaction by line item, then click the **Save Line Items & Line Item Allocations** button.

Reallocating Transactions

When you reallocate a transaction, you change the accounting information to allocate the transaction to a different accounting code. You can reallocate the transaction to one accounting code or to multiple accounting codes; however total allocation amounts must always equal 100%.

To reallocate a transaction:

1. Log into AXOL using the **Organization Short Name, User ID and Password**.
2. Using the Left-Column Navigation Bar, select **Transaction Management/ Transaction List**.
3. On the **Transaction List**, click the transaction's **Accounting Code** link.
4. Click the magnifying glass icon to select a valid value.
5. Click the code's **Select** link.
6. Add additional allocations, if needed. Specify the amount or percentage for the additional allocations. Specify the valid value for the additional allocations.
7. Click the **Save Allocations** button. A confirmation message appears.

Refer to US Bank Access Online: *Reallocate a Transaction Quick Reference Guide* on <https://wbt.access.usbank.com>.

Modifying the Default Accounting Code

1. Log into AXOL using the **Organization Short Name, User ID and Password**.
2. Using the Left-Column Navigation Bar, select **Account Information/ Account Profile**.
3. Click the **Cardholder Account Profile** link to display the Cardholder Account Profile Information screen.
4. To view default accounting code information, click the **Default Accounting Code** link to display the Cardholder Account Profile Default Accounting Code screen. This screen lists the default accounting code assigned to the account, including the segment name(s) and segment value(s). The default accounting code is the accounting code the system assigns to your transactions when the transactions enter Access Online.
5. Make necessary changes to the default accounting code and click **Save**.

Disputing a Transaction

All transactions are paid, then disputed. The cardholder must contact the vendor and try to resolve any dispute before processing it through AXOL. If the dispute with the vendor cannot be resolved, the cardholder will need to dispute the transaction in AXOL. The cardholder has 90 days to file a dispute.

NOTE: Checks cannot be disputed.

If the dispute cannot be resolved, then process it through Access Online using the following steps:

Log into AXOL using the **Organization Short Name, User ID and Password**.

1. Using the Left-Column Navigation Bar, select **Transaction Management/Transaction List**.
2. In the Transaction Management function, on the Transaction List, click the **date link** for the transaction you want to dispute.
3. Click the **Dispute** button.
4. Select the **radio button** for the appropriate dispute reason.
5. Click the **Select** button.
6. Fill in any additional required or optional information
7. Click **Continue**.
8. Print, sign and send with the completed Cardholder Statement of Questioned Item Form to the address on the form. Maintain a dispute file of all disputed transactions by fiscal year. The form is available at http://www.usbank.com/cgi_w/cfm/inst_govt/products_and_services/pdf/Forms2008/civilianForms/purchaseCard/CardholderStatementofQuestionedItem_0508.pdf.

Relationship between the AXOL/FFIS Interface

NOTE: A cardholder's transactions should be only for their agency that is in the same FFIS application

1. FFIS valid accounting values are used in AXOL to assign Default Accounting Codes (DAC) to each purchase cardholder and to provide codes for reallocation purposes. If a cardholder cannot find the appropriate accounting values in AXOL, s/he follow specific agency procedures for requesting that the code(s) be added. The codes will be visible in AXOL one business day after they are entered into FFIS.
2. Invalid DACs are reported to the agency for correction. Cardholders should contact their specific agency functional administrator for the correct DAC. In addition, cardholders will need to correct the accounting (thru the reallocation screens) for all transactions made with an incorrect DAC.
3. A cardholder may perform reallocation on the transaction only once as long as the transaction has not been Final Approved. After cardholder reallocates once, approves the transactions and forwards it to his/her supervisor for approval, the transaction is locked in AXOL. Please note that if a cardholder clicks the "Save Allocations" button in AXOL, the system will assume the cardholder changed the accounting, even if s/he didn't update any values. To prevent the system from saving the allocation if a change was not made to the accounting, the cardholder should click the 'Back to Transactions List' located at the bottom left corner of the screen. All subsequent reallocations must be performed directly in FFIS.