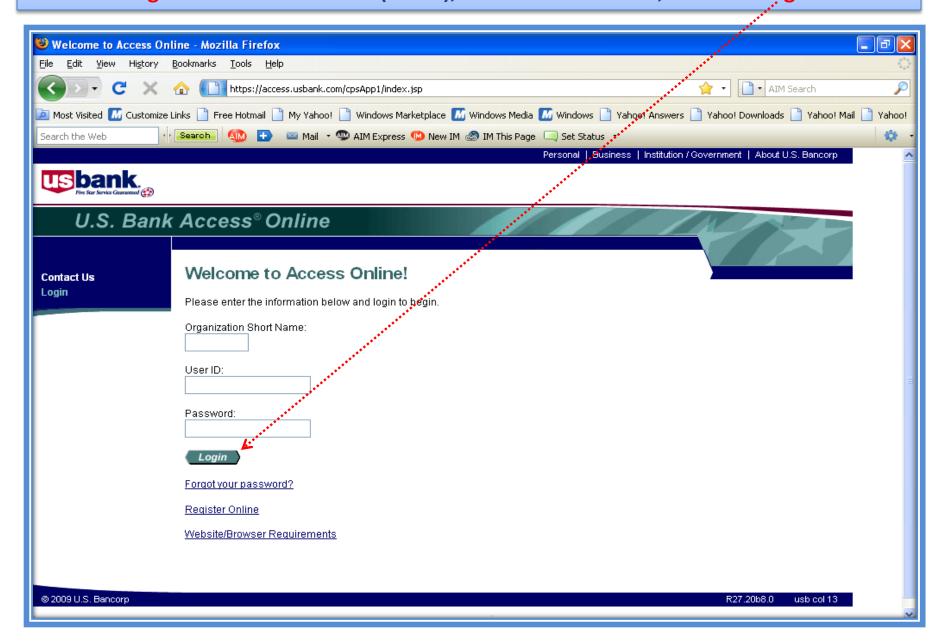
# Cardholder Guidelines for Approving and Re-allocating Transactions in Access Online



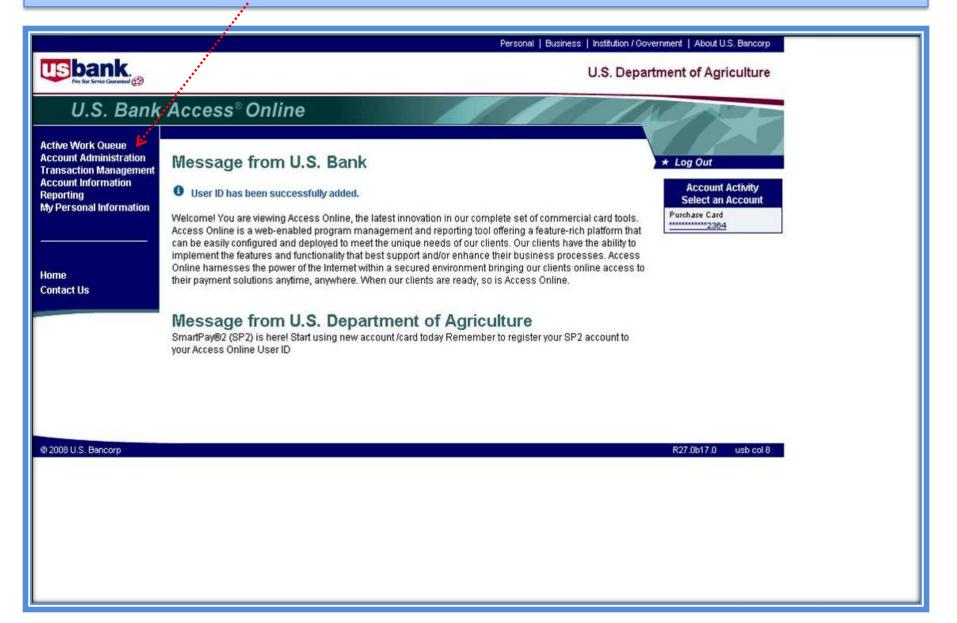


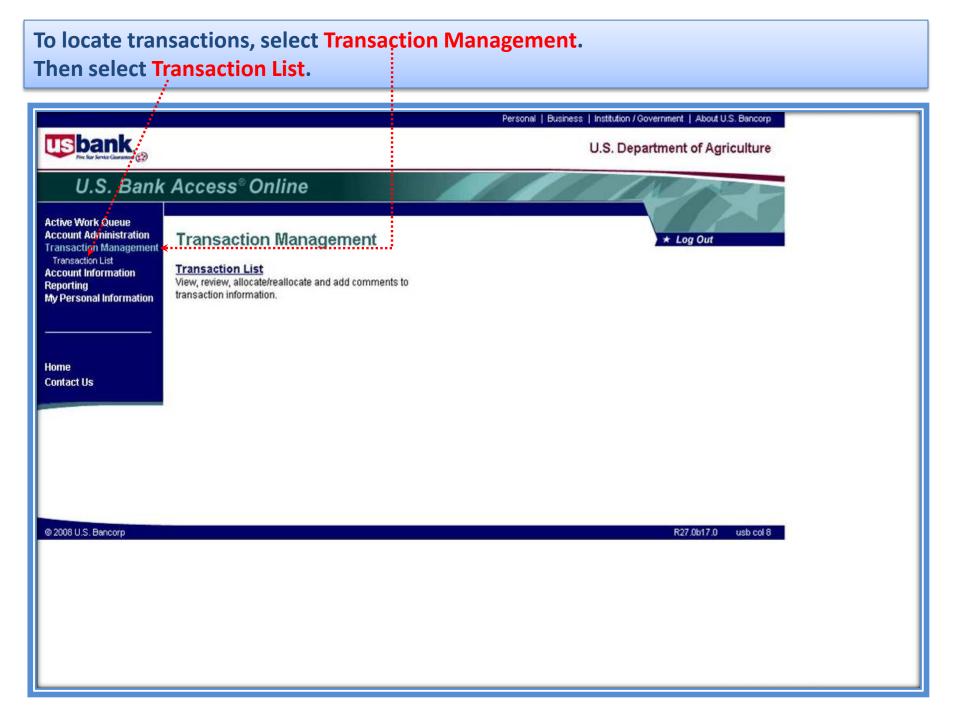
Prepared by:

Office of Procurement and Property Management, Charge Card Service Center (CCSC) Use the following address to log in to Access Online (AXOL): <a href="https://access.usbank.com">https://access.usbank.com</a>. Enter the Organization Short Name (USDA), User ID & Password; and click Login.

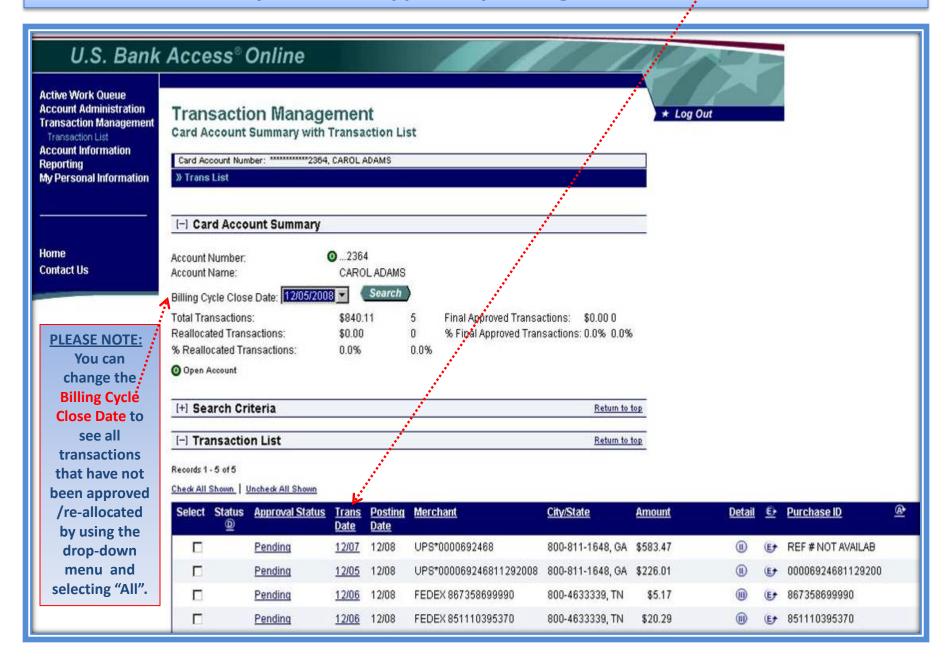


After logging into AXOL, you will be re-directed to the HOMEPAGE pictured below. You will use the Navigation Bar in the left blue box to navigate within AXOL.





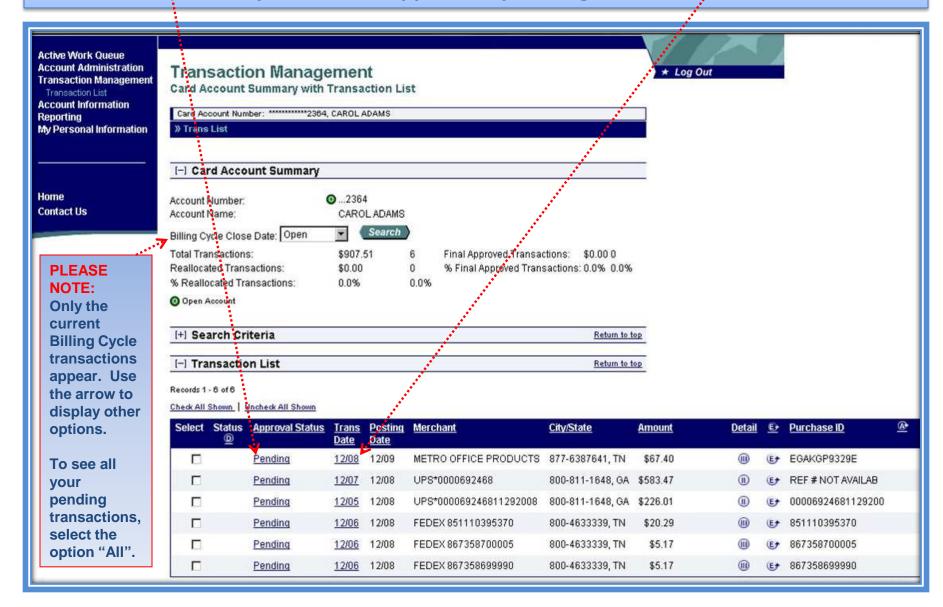
#### Select the transaction you want to approve by clicking on Trans Date.



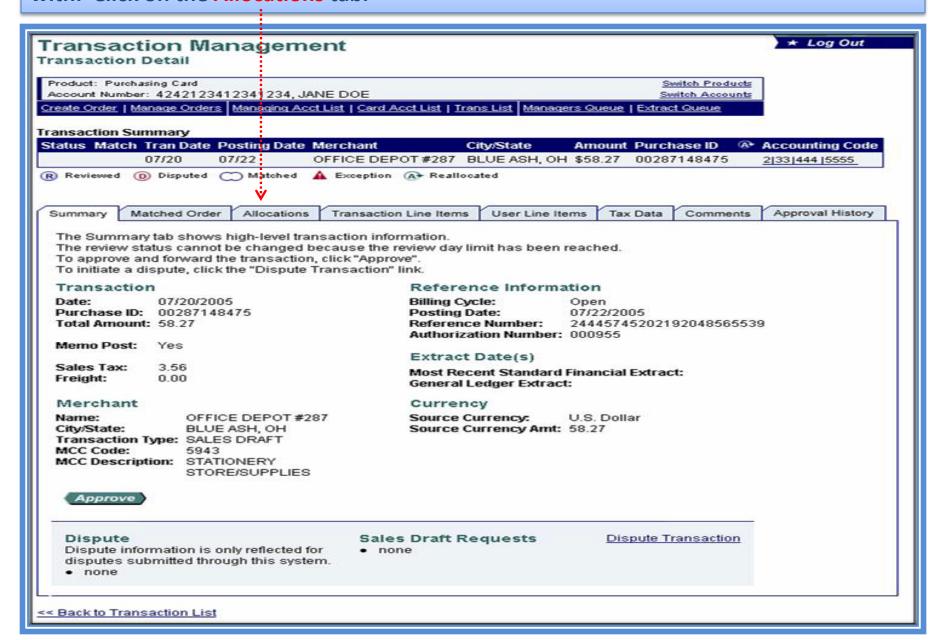
This screen will list all your open transactions.

The Approval Status will show "Pending" or "Pulled Back".

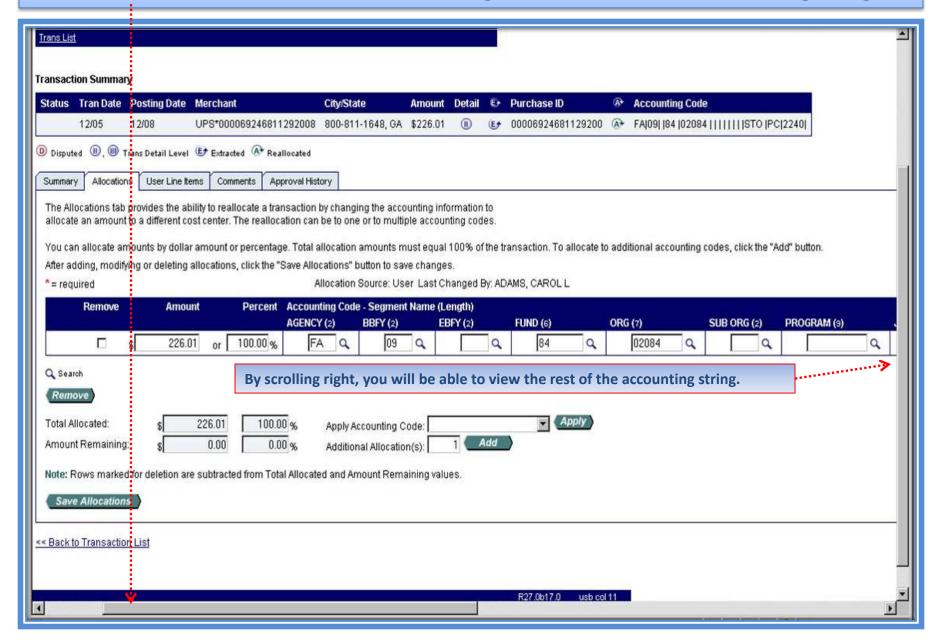
Select the transaction you want to "approve" by clicking on the Trans Date.



## Step 1: The first screen shows a summary of the transaction you have selected to work with. Click on the Allocations tab.

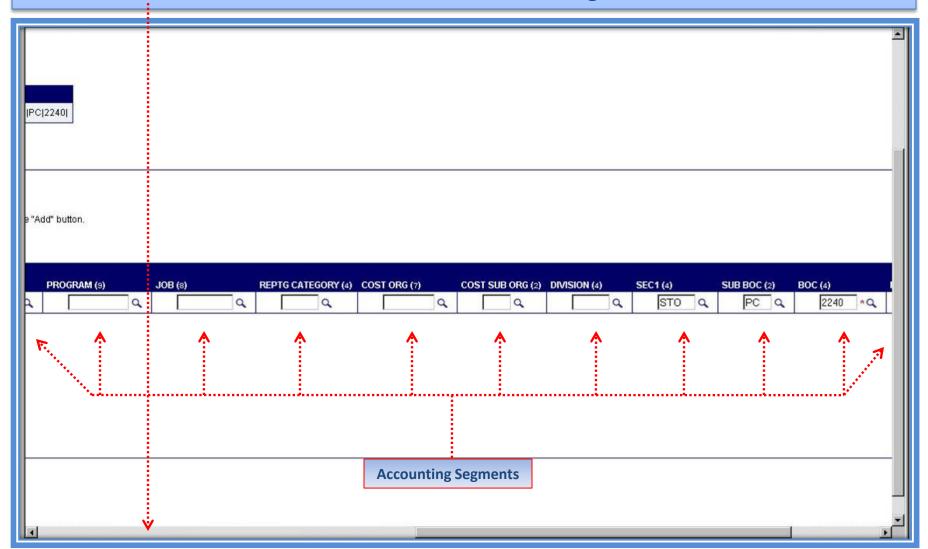


This page shows the accounting string. You can re-allocate a transaction on this screen. Use the scroll bar to move the screen left or right to view the entire accounting string.

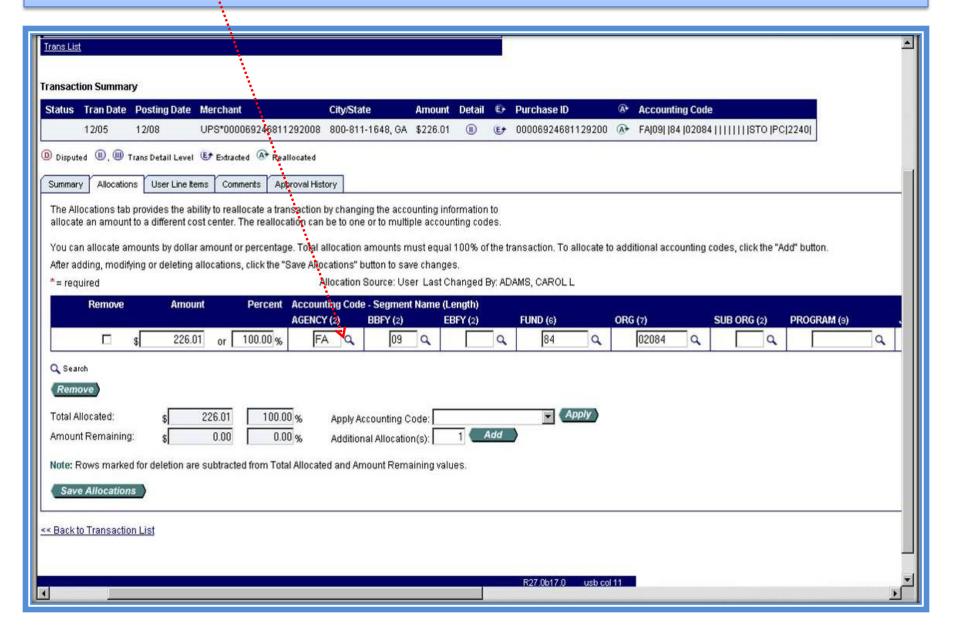


Check the accounting segments. Enter your document control number (may also be referred to as your agency reference number or agency log number) in the field designated as DCN (FAS only).

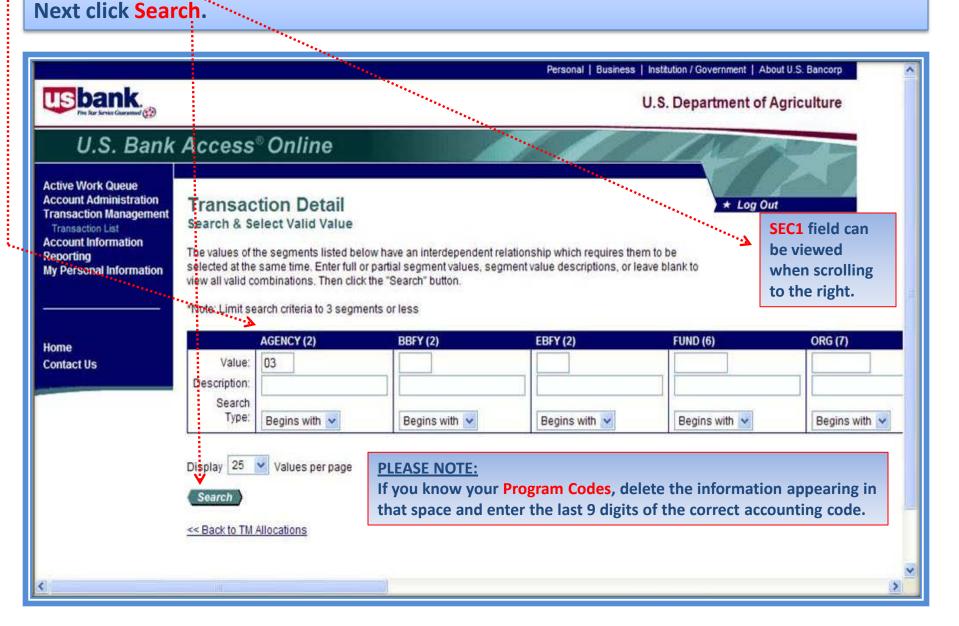
Pull the scroll bar back to the left side of the screen to begin the search.



Click the "magnifying glass" next to any field on the accounting segment line. Clicking the "magnifying glass" allows you to search for other valid accounting codes.



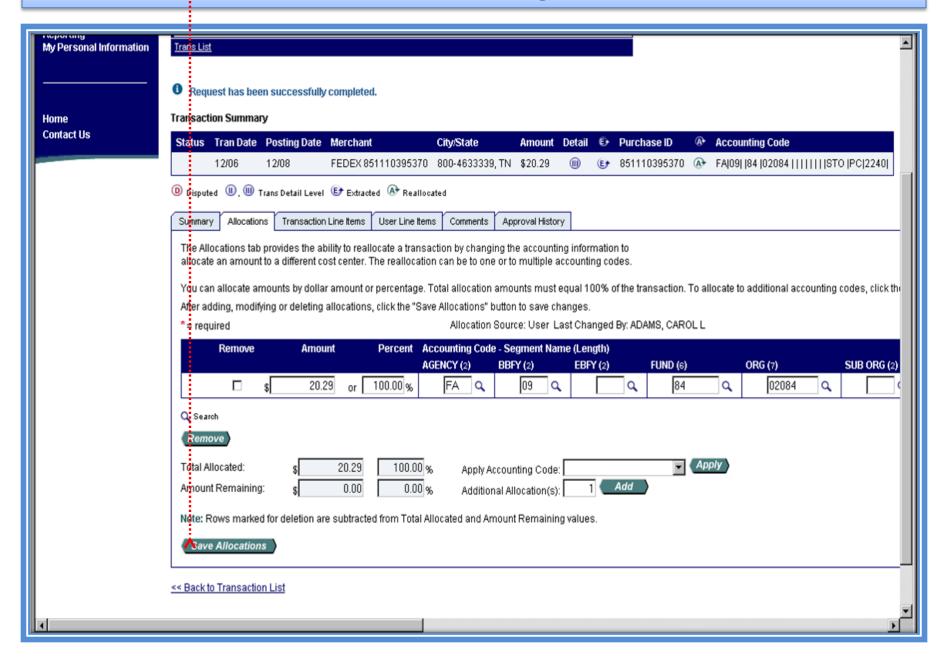
To narrow and expedite the search function, at minimum, it is suggested that you enter **AGENCY** and **SEC1** fields. Limit your search criteria to 3 segments or less.



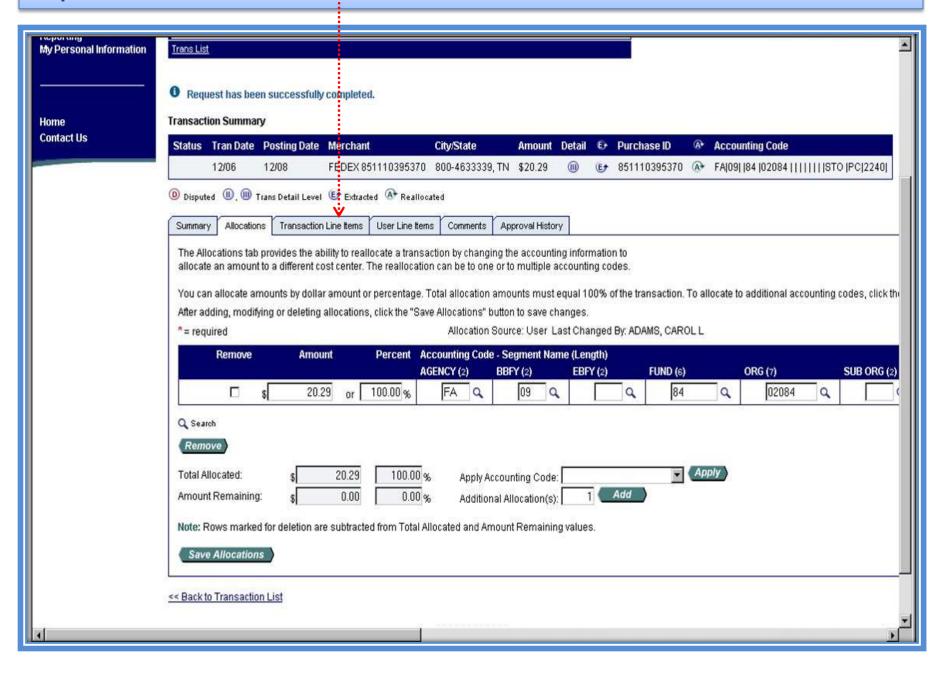
Use scroll bar at right to move to the bottom of the page to select the appropriate accounting segment values. Click Select to populate the accounting segments in the appropriate fields.

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	Display	25 × Va	alues per	nage								
	Search	110	arues per	page								
	Jearen											
	C	alid value fr	from the r	esults lis	t below.							
	C	alid value fr	from the r	esults lis	t below.					_		
	Select a va	alid value fr	from the r	esults lis	t below.				Segmer	nt Value		
	Select a vo	alid value fr	from the r	esults lis	t below.	<u>org</u>	SUB ORG	PROGRAM		nt Value REPTG CATEGORY	<u>COST ORG</u>	COST SUB ORG
	Select a va	alid value fr				<u>ORG</u>	SUB ORG	PROGRAM: 013635910			<u>COST ORG</u>	COST SUB ORG
	Select a va	alid value fr Z of 2 AGENCY 03	B8FY			<u>ORG</u>	SUB ORG	Barrier and America			<u>COST ORG</u>	COST SUB ORG
	Select a vo	alid value fr 7 of 2 AGENCY 03 03	88FY 08			<u>ORG</u>	<u>SUB ORG</u>	013635910			<u>COST ORG</u>	COST SUB ORG
	Select a von Records 1 - Select Select	alid value fr 7 of 2 AGENCY 03 03	08 09			ORG	SUB ORG	013635910			COST ORG	COST SUB ORG
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	Select a von Records 1 - Select Select	alid value fr 7 of 2 AGENCY 03 03	08 09			ORG	<u>SUB ORG</u>	013635910			COST ORG	COST SUB ORG

#### Select the Save Allocations button to save the change.



#### **Step 2: Now select the Transaction Line Items tab.**



# Note this tab (shown below) will only appear if the merchant provides the information. Review the information for accuracy.

Summary Matched Order Allocations Transaction Line Items User Line Items Tax Data Comments Approval History

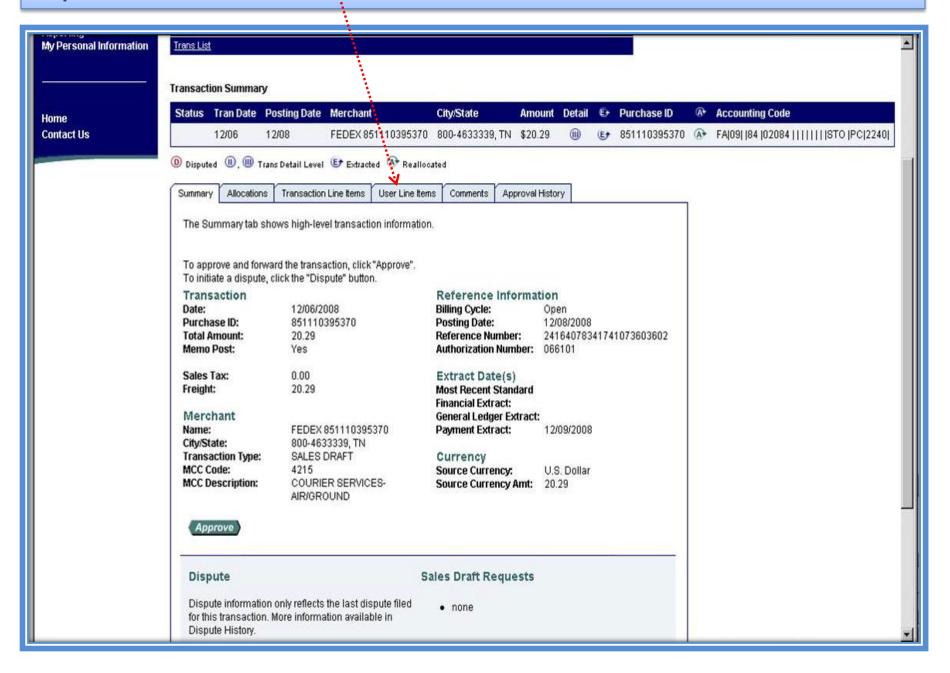
The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 3 of 3

Product Code	<u>Item</u> <u>Description</u>	Qty	Unit of Measure		Line Item Tax Amount	THE RESERVE AND ADDRESS OF	% of Trans Amount	Item Commodity Code
0156556	SHEETPROTECTOR, NONSTCK, H	5,0000	NMB	5,9900	\$0,00	29.95	51,40%	0156556
0679824	CDRW,OD,12X,25-PK,SPINDL	2.0000	NMB	8.0000	\$0.00	16.00	27.46%	0679824
0933531	INDEX,INSERT,11X8.5,CLEA	4.0000	NMB	2.1900	\$0.00	8.76	15.03%	0933531

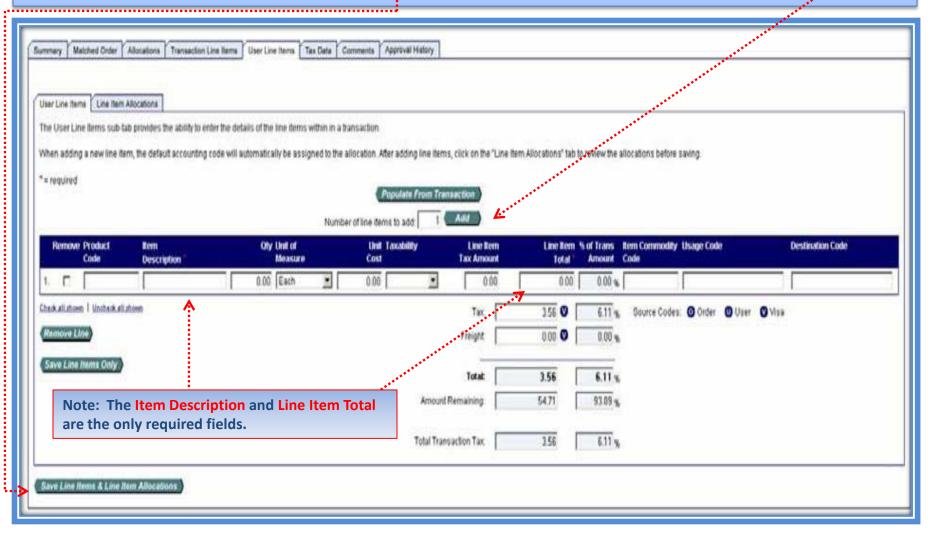
Records 1 - 3 of 3

#### Step 3: Next click the User Line Items tab.

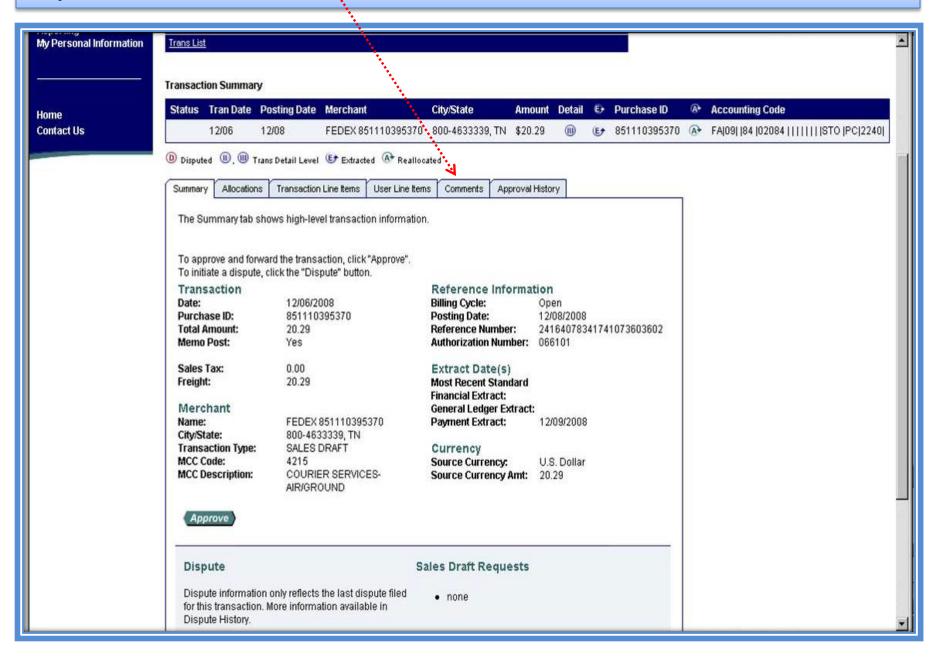


The User Line Item tab provides the ability to enter details about the purchase. If you need to enter information for several line items, click the Add button and new rows will display on the tab.

The system adds the transaction line item data to the User Line Items tab. Save your work by clicking the Save Line Items & Line Item Allocations.



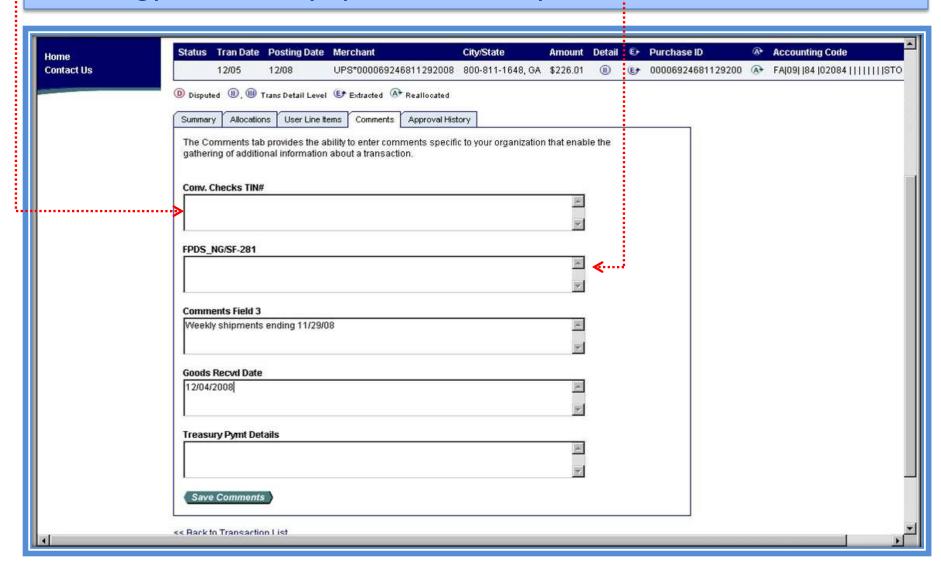
#### **Step 4: Next click the Comments tab.**



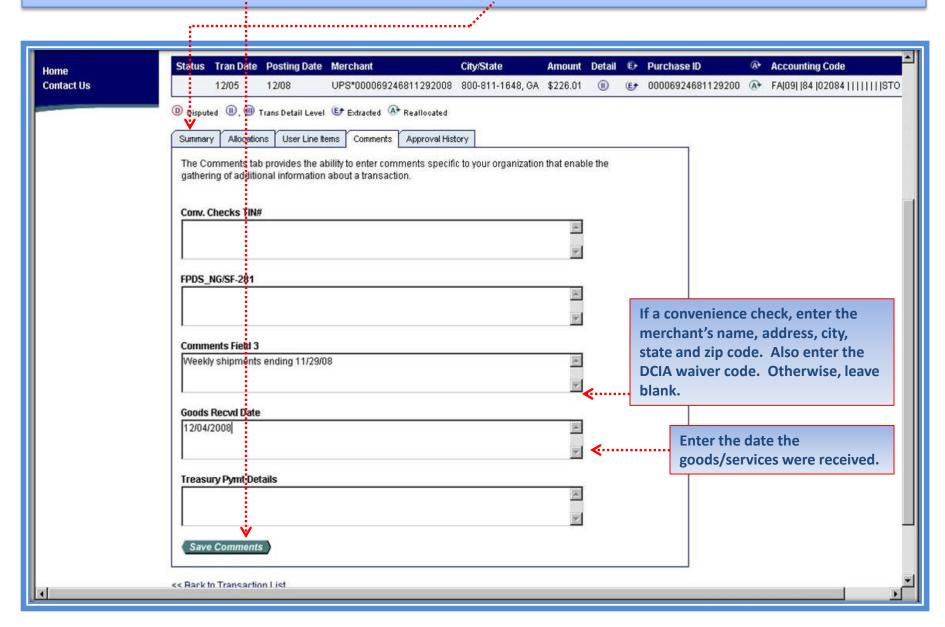


- (1) Conv. Checks TIN# If a convenience check was written, enter the merchant's TIN;
  - (2) FPDS\_NG/SF281 Enter "22" if the amount of the transaction is over \$3000.

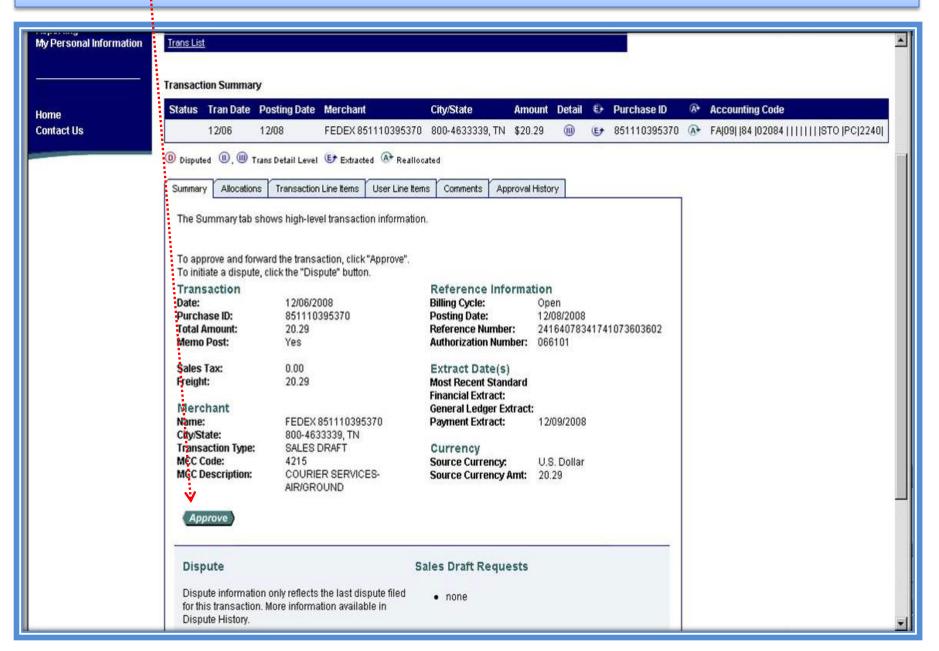
Contracting personnel shall prepare an FPDS-NG report.



# Enter the information: (3) Comments Field 3 and (4) Goods Recvd Date Then click on Save Comments. Select the Summary tab.



#### Click the Approve button. This will send you to the screen to select your approver.





#### U.S. Department of Agriculture

\* Log Out

#### U.S. Bank Access® Online

Active Work Queue Account Administration Transaction Management Transaction List

Account Information Reporting My Personal Information

Home Contact Us Transaction Management

Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

\*= required Approval Action

♠ Approver's Name.\* Select Approver

C No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$226.01

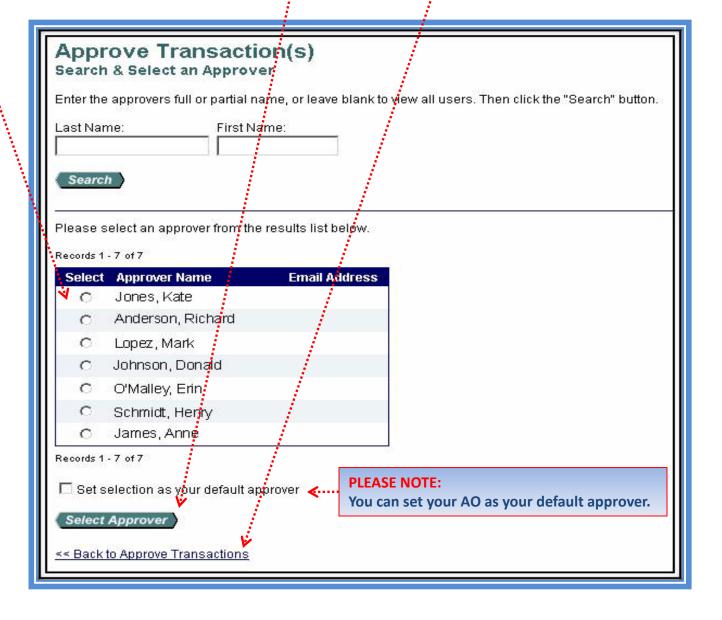
Approve

Cancel

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#### Enter the Last Name of your approver (supervisor); then click Search. Personal | Business | Institution / Government | About U.S. Bancorp US bank. U.S. Department of Agriculture U.S. Bank Access® Online **Active Work Queue Account Administration** Approve Transaction(s) \* Log Out **Transaction Management** Search & Select an Approver Transaction List **Account Information** Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button. Reporting My Personal Information Last Name: First Name: Search Home << Back to Approve Transactions **Contact Us** @ 2008 U.S. Bancorp R27.0b17.0 usb col 11

Select your approver; then click Select Approver. If your supervisor's name does not appear in the list, contact your LAPC. Click Back to Approve Transactions.



### **Transaction Management**

Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

\*= required

Approver's Name: Anderson, Richard Switch Approver

#### Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$80.93



Cancel

Please note: NEVER select No further approval needed for these transactions.

### **Transaction Management**

Approve Transaction(s)

A No approver has been selected. Please select an approver and resubmit.

Please select an approver to forward these transaction(s) to, "Final" if no further approval is needed, or "Cancel" if you do not want to approve / forward these transactions at this time:

\*= required

Approval Action

Approver's Name.\* Select Approver

No further approval needed for these transactions

#### Summary of Transactions to be Approved

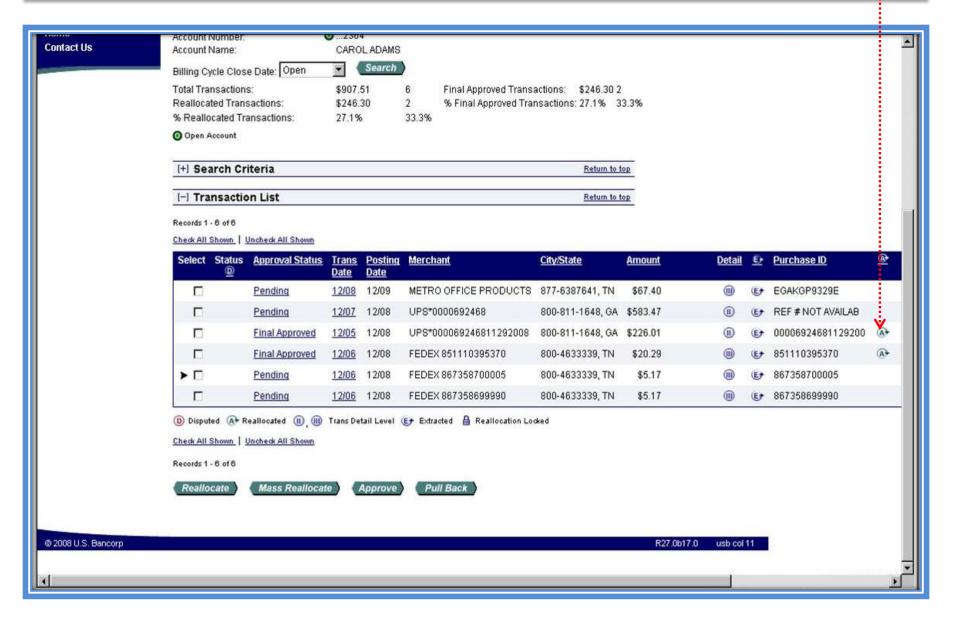
Number of Transactions: 3

Total Dollar Amount: \$5.92

Approve

Cancel

The transactions you have "approved" will be designated with an (a) in the far right column only when you re-allocate the transaction (i.e. change the accounting).



### You have successfully 'Approved' a transaction.

Additional information on the *Charge Card Service Center* including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc... can be accessed at <a href="http://www.da.usda.gov/procurement/ccsc/">http://www.da.usda.gov/procurement/ccsc/</a>.





Please contact the <a href="mailto:ccsc@da.usda.gov">ccsc@da.usda.gov</a>. with questions or concerns.