

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): <https://access.usbank.com>.
Enter the **Organization Short Name (USDA)**, **User ID & Password**; and click **Login**.

Welcome to Access Online - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://access.usbank.com/cpsApp1/index.jsp

AIM Search

Most Visited Customize Links Free Hotmail My Yahoo! Windows Marketplace Windows Media Windows Yahoo! Answers Yahoo! Downloads Yahoo! Mail Yahoo!

Search the Web Search AIM Mail AIM Express New IM IM This Page Set Status

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Login

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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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.

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Active Work Queue
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Message from U.S. Bank

i User ID has been successfully added.

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

★ Log Out

Account Activity

Select an Account

Purchase Card
*****2364

Message from U.S. Department of Agriculture

SmartPay[®]2 (SP2) is here! Start using new account /card today Remember to register your SP2 account to your Access Online User ID

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To locate transactions, select **Transaction Management**.
Then select **Transaction List**.

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★ Log Out

Transaction Management

- Active Work Queue
- Account Administration
- Transaction Management
- Transaction List
- Account Information
- Reporting
- My Personal Information

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Transaction List
View, review, allocate/reallocate and add comments to transaction information.

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

U.S. Bank Access[®] Online

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Transaction Management
Card Account Summary with Transaction List

★ Log Out

Card Account Number: *****2364, CAROL ADAMS
» Trans List

[-] Card Account Summary

Account Number: ...2364
Account Name: CAROL ADAMS
Billing Cycle Close Date: 12/05/2008 Search

Total Transactions: \$840.11 5 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 0.0% 0.0%

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A
<input type="checkbox"/>		Pending	12/07	12/08	UPS*0000692468	800-811-1648, GA	\$583.47			REF # NOT AVAILAB	
<input type="checkbox"/>		Pending	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01			00006924681129200	
<input type="checkbox"/>		Pending	12/06	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17			867358699990	
<input type="checkbox"/>		Pending	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29			851110395370	

PLEASE NOTE:
You can change the **Billing Cycle Close Date** to see all transactions that have not been approved /re-allocated by using the drop-down menu and selecting "All".

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**.

Active Work Queue
Account Administration
Transaction Management
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Transaction Management

Card Account Summary with Transaction List

★ Log Out

Card Account Number: *****2364, CAROL ADAMS

» Trans List

[-] Card Account Summary

Account Number: ...2364

Account Name: CAROL ADAMS

Billing Cycle Close Date:

Total Transactions: \$907.51 6 Final Approved Transactions: \$0.00 0

Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%

% Reallocated Transactions: 0.0% 0.0%

Open Account

[+] Search Criteria

[Return to top](#)

[-] Transaction List

[Return to top](#)

Records 1 - 6 of 6

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A
<input type="checkbox"/>		<u>Pending</u>	<u>12/08</u>	12/09	METRO OFFICE PRODUCTS	877-6387641, TN	\$67.40	III	E	EGAKGP9329E	
<input type="checkbox"/>		<u>Pending</u>	<u>12/07</u>	12/08	UPS*0000692468	800-811-1648, GA	\$583.47	II	E	REF # NOT AVAILAB	
<input type="checkbox"/>		<u>Pending</u>	<u>12/05</u>	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01	II	E	00006924681129200	
<input type="checkbox"/>		<u>Pending</u>	<u>12/06</u>	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	III	E	851110395370	
<input type="checkbox"/>		<u>Pending</u>	<u>12/06</u>	12/08	FEDEX 867358700005	800-4633339, TN	\$5.17	III	E	867358700005	
<input type="checkbox"/>		<u>Pending</u>	<u>12/06</u>	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17	III	E	867358699990	

PLEASE NOTE:

Only the current Billing Cycle transactions appear. Use the arrow to display other options.

To see all your pending transactions, select the option “All”.

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

Transaction Management

Transaction Detail ★ Log Out

Product: Purchasing Card [Switch Products](#)
Account Number: 4242123412341234, JANE DOE [Switch Accounts](#)

[Create Order](#) | [Manage Orders](#) | [Managing Acct List](#) | [Card Acct List](#) | [Trans List](#) | [Managers Queue](#) | [Extract Queue](#)

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
		07/20	07/22	OFFICE DEPOT #287	BLUE ASH, OH	\$58.27	00287148475	2 33 444 5555

Reviewed Disputed Matched Exception Reallocated

[Summary](#) | [Matched Order](#) | [Allocations](#) | [Transaction Line Items](#) | [User Line Items](#) | [Tax Data](#) | [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 Transaction" link.

Transaction	Reference Information
Date: 07/20/2005	Billing Cycle: Open
Purchase ID: 00287148475	Posting Date: 07/22/2005
Total Amount: 58.27	Reference Number: 24445745202192048565539
	Authorization Number: 000955
Memo Post: Yes	Extract Date(s)
Sales Tax: 3.56	Most Recent Standard Financial Extract:
Freight: 0.00	General Ledger Extract:
Merchant	Currency
Name: OFFICE DEPOT #287	Source Currency: U.S. Dollar
City/State: BLUE ASH, OH	Source Currency Amt: 58.27
Transaction Type: SALES DRAFT	
MCC Code: 5943	
MCC Description: STATIONERY STORE/SUPPLIES	

[Approve](#)

Dispute Dispute information is only reflected for disputes submitted through this system. <ul style="list-style-type: none">• none	Sales Draft Requests <ul style="list-style-type: none">• none	Dispute Transaction
------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	-------------------------------------

<< [Back to Transaction List](#)

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.

Trans List

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A	Accounting Code
	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01	II	E	00006924681129200	A	FA 09 84 02084 STO PC 2240

Disputed II, III Trans Detail Level E Extracted A Reallocated

Summary Allocations User 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: User Last Changed By: ADAMS, CAROLL

Remove	Amount	Percent	Accounting Code - Segment Name (Length)						
			AGENCY (2)	BBFY (2)	EBFY (2)	FUND (6)	ORG (7)	SUB ORG (2)	PROGRAM (3)
<input type="checkbox"/>	\$ 226.01	or 100.00 %	FA	09		84	02084		

Q Search

Remove

Total Allocated: \$ 226.01 100.00 % 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

<< Back to Transaction List

R27.0b17.0 usb col 11

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.

The screenshot shows a software interface with a search bar at the top left containing the text "IPC|2240|". Below the search bar is a section labeled "Add" button. The main area contains a table with the following columns: PROGRAM (3), JOB (3), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), SUB BOC (2), and BOC (4). The table contains one row of data with the following values: [] [] [] [] [] [] STO [] PC [] 2240 * []. A red dotted line with arrows points from the "Accounting Segments" label at the bottom to the "BOC (4)" column. A vertical red dotted line with arrows at both ends is positioned on the left side of the table, extending from the top of the search bar to the bottom of the screen.

PROGRAM (3)	JOB (3)	REPTG CATEGORY (4)	COST ORG (7)	COST SUB ORG (2)	DIVISION (4)	SEC1 (4)	SUB BOC (2)	BOC (4)
[]	[]	[]	[]	[]	[]	STO	PC	2240 * []

Accounting Segments

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. Next click **Search**.

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★ Log Out

Transaction Detail

Search & Select Valid Value

The values of the segments listed below have an interdependent relationship which requires them to be selected at the same time. Enter full or partial segment values, segment value descriptions, or leave blank to view all valid combinations. Then click the "Search" button.

Note: Limit search criteria to 3 segments or less

	AGENCY (2)	BBFY (2)	EBFY (2)	FUND (6)	ORG (7)
Value:	<input type="text" value="03"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Search Type:	<input type="text" value="Begins with"/> ▾	<input type="text" value="Begins with"/> ▾	<input type="text" value="Begins with"/> ▾	<input type="text" value="Begins with"/> ▾	<input type="text" value="Begins with"/> ▾

Display ▾ Values per page

[<< Back to TM Allocations](#)

PLEASE NOTE:
If you know your **Program Codes**, delete the information appearing in that space and enter the last 9 digits of the correct accounting code.

SEC1 field can be viewed when scrolling to the right.

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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*Note: Limit search criteria to 3 segments or less

	AGENCY (2)	BBFY (2)	EBFY (2)	FUND (6)	ORG (7)
Value:	03				
Description:					
Search Type:	Begins with ▾	Begins with ▾	Begins with ▾	Begins with ▾	Begins with ▾

Display 25 ▾ Values per page

Search

Select a valid value from the results list below.

Records 1 - 2 of 2

	AGENCY	BBFY	EBFY	FUND	ORG	SUB_ORG	PROGRAM	JOB	REPTG_CATEGORY	COST_ORG	COST_SUB_ORG	D
Select	03	08					013635910					
Select	03	09					013635910					

Records 1 - 2 of 2

[<< Back to TM Allocations](#)

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

Request has been successfully completed.

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	III	851110395370	FA 09 84 02084 STO PC 2240

Disputed Trans Detail Level **Extracted** Reallocated

Summary Allocations **Transaction Line Items** User 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: User Last Changed By: ADAMS, CAROL L

Remove	Amount	Percent	Accounting Code - Segment Name (Length)					
			AGENCY (2)	BBFY (2)	EBFY (2)	FUND (6)	ORG (7)	SUB ORG (2)
<input type="checkbox"/>	\$ 20.29	or 100.00%	FA	09		84	02084	

Search

Remove

Total Allocated: \$ 20.29 100.00% 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

[<< Back to Transaction List](#)

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

<u>Product Code</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>	<u>Line Item Tax Amount</u>	<u>Line Item Total</u>	<u>% of Trans Amount</u>	<u>Item Commodity Code</u>
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

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**.

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

User Line Items Line Item Allocations

The User Line Items sub-tab provides the ability to enter the details of the line items within a transaction

When adding a new line item, the default accounting code will automatically be assigned to the allocation. After adding line items, click on the "Line Item Allocations" tab to review the allocations before saving.

* = required

Populate From Transaction

Number of line items to add: **Add**

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Taxability Cost	Line Item Tax Amount	Line Item Total	% of Trans Amount	Item Commodity Code	Usage Code	Destination Code
<input type="checkbox"/>			0.00	Each	0.00	0.00	0.00	0.00 %			

Check/Allocation | Uncheck/Allocation

Remove Line

Save Line Items Only

Tax: 3.56 6.11 %
Freight: 0.00 0.00 %
Total: 3.56 6.11 %
Amount Remaining: 54.71 93.89 %
Total Transaction Tax: 3.56 6.11 %

Source Codes: Order User Visa

Save Line Items & Line Item Allocations

Note: The **Item Description** and **Line Item Total** are the only required fields.

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

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Contact Us

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01		00006924681129200	FA 09 84 02084 STO

Disputed Trans Detail Level Extracted Reallocated

Summary Allocations User 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.

Conv. Checks TIN#

FPDS_NG/SF-201

Comments Field 3
Weekly shipments ending 11/29/08

Goods Recvd Date
12/04/2008

Treasury Pymt Details

Save Comments

<< Back to Transaction List

If a convenience check, enter the merchant's name, address, city, state and zip code. Also enter the DCIA waiver code. Otherwise, leave blank.

Enter the date the goods/services were received.



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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](#)
- No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$226.01

[Approve](#)

[Cancel](#)

★ [Log Out](#)

Enter the **Last Name** of your approver (supervisor); then click **Search**.

The screenshot displays the U.S. Bank Access Online interface for the U.S. Department of Agriculture. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. The U.S. Bank logo is on the left, and the U.S. Department of Agriculture name is on the right. Below this is a green banner with the text "U.S. Bank Access® Online".

On the left side, there is a dark blue navigation menu with the following items: Active Work Queue, Account Administration, Transaction Management (with a sub-link for Transaction List), Account Information, Reporting, My Personal Information, Home, and Contact Us.

The main content area is titled "Approve Transaction(s) Search & Select an Approver". It contains the instruction: "Enter the approvers full or partial name, or leave blank to view all users. Then click the 'Search' button." Below this instruction are two input fields: "Last Name:" and "First Name:". A red arrow points from the instruction to the "Last Name:" field. Below the input fields is a green "Search" button, with another red arrow pointing to it. Below the search button is a link: "<< Back to Approve Transactions".

At the bottom of the page, there is a footer with the text: "© 2008 U.S. Bancorp" on the left and "R27.0b17.0 usb col 11" on the right.

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**.

Approve Transaction(s)

Search & Select an Approver

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

Last Name: First Name:

Search

Please select an approver from the results list below.

Records 1 - 7 of 7

Select	Approver Name	Email Address
<input checked="" type="radio"/>	Jones, Kate	
<input type="radio"/>	Anderson, Richard	
<input type="radio"/>	Lopez, Mark	
<input type="radio"/>	Johnson, Donald	
<input type="radio"/>	O'Malley, Erin	
<input type="radio"/>	Schmidt, Henry	
<input type="radio"/>	James, Anne	

Records 1 - 7 of 7

Set selection as your default approver

Select Approver

[<< Back to Approve Transactions](#)

PLEASE NOTE:

You can set your AO as your default approver.

Click **Approve**.

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

Approve

Cancel

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

Transaction Management

Approve Transaction(s)

▲ 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  in the far right column only when you re-allocate the transaction (i.e. change the accounting).

Contact Us

Account Number: ● 2304

Account Name: CAROL ADAMS

Billing Cycle Close Date: Search

Total Transactions: \$907.51 6 Final Approved Transactions: \$246.30 2

Reallocated Transactions: \$246.30 2 % Final Approved Transactions: 27.1% 33.3%

% Reallocated Transactions: 27.1% 33.3%

● Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 6 of 6

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A
<input type="checkbox"/>		Pending	12/08	12/09	METRO OFFICE PRODUCTS	877-6387641, TN	\$67.40	III	E	EGAKGP9329E	
<input type="checkbox"/>		Pending	12/07	12/08	UPS*0000692468	800-811-1648, GA	\$583.47	II	E	REF # NOT AVAILAB	
<input type="checkbox"/>		Final Approved	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01	II	E	00006924681129200	A
<input type="checkbox"/>		Final Approved	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	III	E	851110395370	A
<input checked="" type="checkbox"/>		Pending	12/06	12/08	FEDEX 867358700005	800-4633339, TN	\$5.17	III	E	867358700005	
<input type="checkbox"/>		Pending	12/06	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17	III	E	867358699990	

D Disputed
 A Reallocated
 II III Trans Detail Level
 E Extracted
 L Reallocation Locked

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

Records 1 - 6 of 6

Reallocate
Mass Reallocate
Approve
Pull Back

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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 <http://www.da.usda.gov/procurement/ccsc/>.



Please contact the ccsc@da.usda.gov with questions or concerns.