

Approving Official Guidelines for Final Approving 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

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

Personal Business Institution / Government About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Bank Access® Online

Contact Us
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](#)

© 2009 U.S. Bancorp R27.20k8.0 usb col 13

After logging into AXOL, you will be re-directed to the HOMEPAGE pictured below. Click on the **Transaction Management** Link.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access® Online

Request Status Queue
Active Work Queue
Account Administration
Transaction Management
Data Exchange
Account Information Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

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	*****7477
Purchase Card	*****1390
Travel Card	*****9834

© 2009 U.S. Bancorp R27.20b3.0 usb col 16

Click on the **Manager Approval Queue** Link.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access® Online

Transaction Management ★ Log Out

Request Status Queue
Active Work Queue
Account Administration
Transaction Management
Transaction List
Manager Approval Queue
Manager Approval History
Data Exchange
Account Information
Reporting
My Personal Information

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

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.

Home
Contact Us

© 2009 U.S. Bancorp R27.20b3.0 usb col 16

This will say **Pending** or **Pulled Back**.

Moving the screen to the left or right provides basic transaction detail including the BOC.

Transaction Management

Manager Approval Queue

★ Log Out

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

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount: \$

Cardholder Approver: Last Approver:

Accounting Code Validation Status:

Display Transactions per page

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 3 of 3.

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

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	E→	Account Number	Cardholder Approver	Last Approver
<input type="checkbox"/>	Pulled Back	12/09	A V R E INC	BINGHAMTON, NY	\$212.51	CR	II	E→ ...7469	Shilcrat, Sherri F	Warnick, Ma
<input type="checkbox"/>	Pulled Back	12/09	A V R E INC	607-7242428, NY	\$212.51		II	E→ ...7469	Shilcrat, Sherri F	Warnick, Ma
<input type="checkbox"/>	Pulled Back	12/05	A V R E INC	607-7242428, NY	\$212.51		II	E→ ...7469	Shilcrat, Sherri F	Warnick, Ma

[II](#), [III](#) Trans Detail Level [E→](#) Extracted [A→](#) Reallocated [🔒](#) Reallocation Locked

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

Records 1 - 3 of 3.

For more detailed information on a specific item click on the **Trans Date**.

Transaction Management
Manager Approval Queue

★ Log Out

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

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All
Approval Status: All
Transaction Amount: All \$

Cardholder Approver: All
Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

[Search](#) [Reset](#)

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	ⓔ	Account Number	Cardholder Approver	Last Approver
<input type="checkbox"/>	Pulled Back	12/09	A V R E INC	BINGHAMTON, NY	\$212.51	CR	ⓔ	...7469	Shilcrat, Sherri F	Warnick, Ma
<input type="checkbox"/>	Pulled Back	12/09	A V R E INC	607-7242428, NY	\$212.51		ⓔ	...7469	Shilcrat, Sherri F	Warnick, Ma
<input type="checkbox"/>	Pulled Back	12/05	A V R E INC	607-7242428, NY	\$212.51		ⓔ	...7469	Shilcrat, Sherri F	Warnick, Ma

ⓔ, ⓓ Trans Detail Level ⓔ Extracted ⓐ Reallocated Ⓛ Reallocation Locked

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

Records 1 - 3 of 3

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

If transactions are ready to be approved, place a checkmark in the box under **Select**. (You can select one at a time or multiple transactions at a single time.) Click on the **Approve** icon.

Trans List » Manager's Queue

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: 01/07/2009
 Approval Status: All
 Transaction Amount: All \$

Cardholder Approver: All
 Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

Search **Reset**

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 3 of 3

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

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	E	Account Number	Cardholder Approver	Last Approver	A	Accounting Code
<input checked="" type="checkbox"/>	Pulled Back	12/09	A V R E INC	BINGHAMTON, NY	\$212.51	CR	Ⓜ	...7469	Shilcrat, Sherri F	Warnick, Mark	Ⓜ	CEI09 187 49000 ICC IPC 2671
<input checked="" type="checkbox"/>	Pulled Back	12/09	A V R E INC	607-7242428, NY	\$212.51		Ⓜ	...7469	Shilcrat, Sherri F	Warnick, Mark	Ⓜ	CEI09 187 49000 ICC IPC 2671
<input checked="" type="checkbox"/>	Pulled Back	12/05	A V R E INC	607-7242428, NY	\$212.51		Ⓜ	...7469	Shilcrat, Sherri F	Warnick, Mark	Ⓜ	CEI09 187 49000 ICC IPC 2671

Ⓜ, Ⓜ Trans Detail Level E Extracted A Reallocated Ⓜ Reallocation Locked

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

Records 1 - 3 of 3

Approve **Reject** **Reallocate** **Mass Reallocate**

Select **No further approval needed for these transactions.**
Click **Approve.**

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access® Online

Request Status Queue
Active Work Queue
Account Administration
Transaction Management
Managing Acct List
Card Account List
Transaction List
Data Exchange
Account Information
Reporting
My Personal Information

★ Log Out

Transaction Management

Approve Transaction(s)

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: [Switch Approver](#)

No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 3
Total Dollar Amount: \$212.51

Home
Contact Us

© 2009 U.S. Bancorp R27.20b3.0 usb col 16

You will receive a message stating **Request has been successfully completed.**
Click **Log Out**.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access® Online

Request Status Queue
Active Work Queue
Account Administration
Transaction Management
Transaction List
Manager Approval Queue
Manager Approval History
Data Exchange
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Manager Approval Queue

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

i Request has been successfully completed.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount: \$

Cardholder Approver: Last Approver:

Accounting Code Validation Status:

Display Transactions per page

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Accounting Code
No transactions were found. Please change the search criteria and search again.										

If there are more transactions to review, you will see them list in the box above. If not, it shows **No Transactions were found.**

You have successfully 'Final Approved' a transaction as an Approving Official.

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.