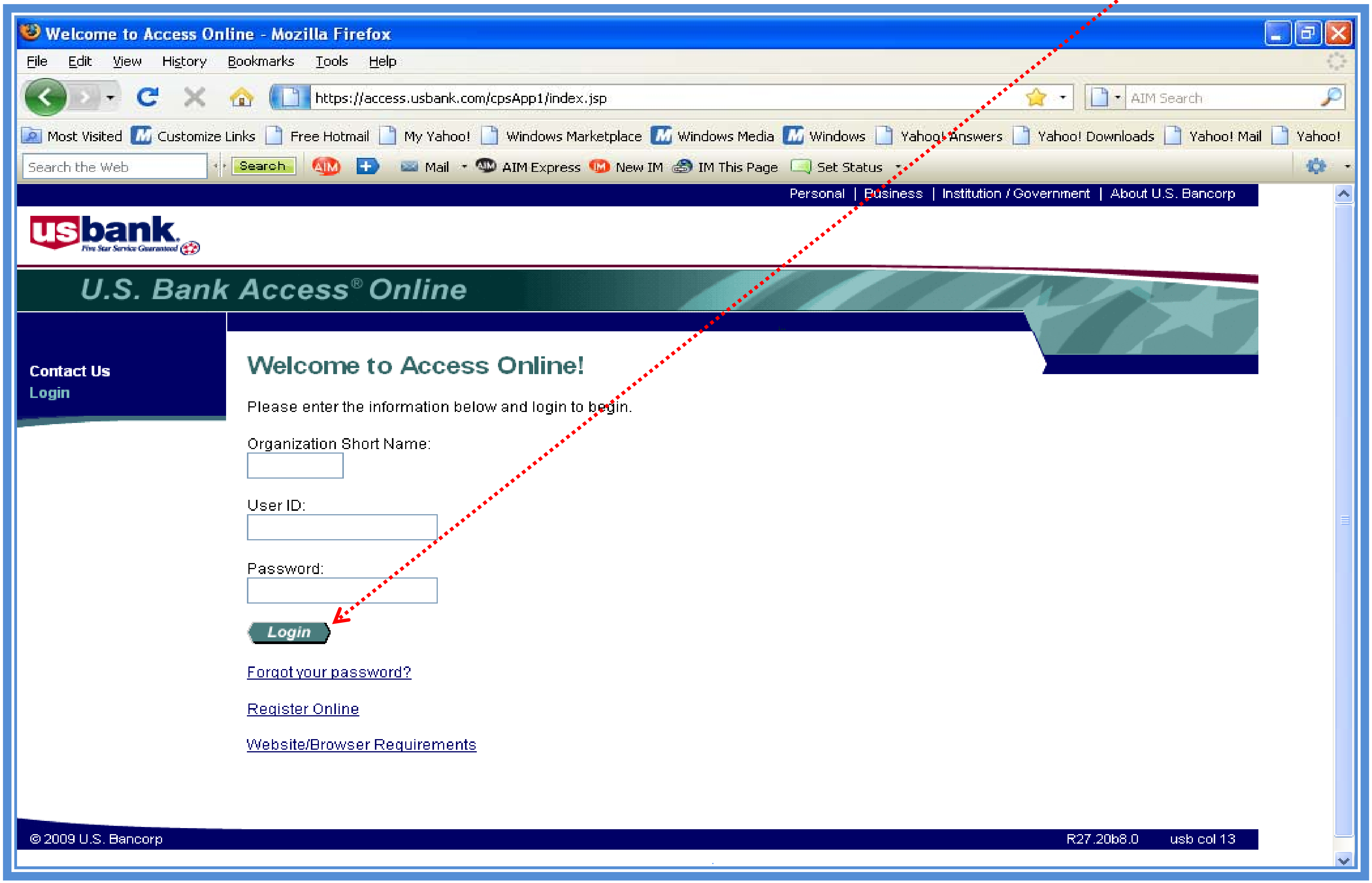
Cardholder Guidelines for Approving and Re-allocating Transactions in Access Online

Prepared by:
Office of Procurement and Property Management,
Charge Card Service Center (CCSC)

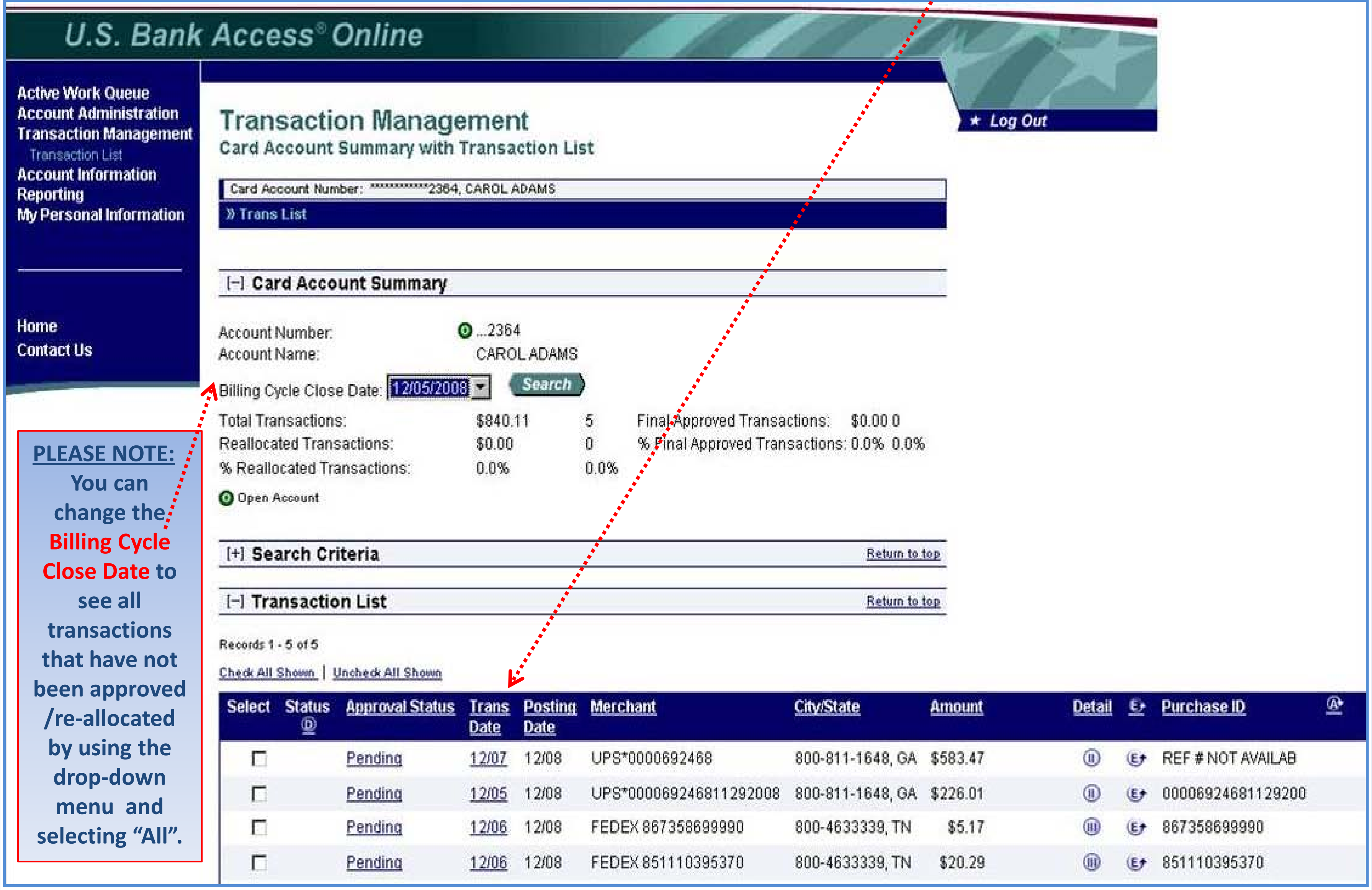
Use the following address to log in to Access Online (AXOL): https://access.usbank.com. Enter the Organization Short Name (USDA), User ID & Password; and click Login.



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.

To access the transactions, select **Transaction Management**.
Then select **Transaction List**.

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

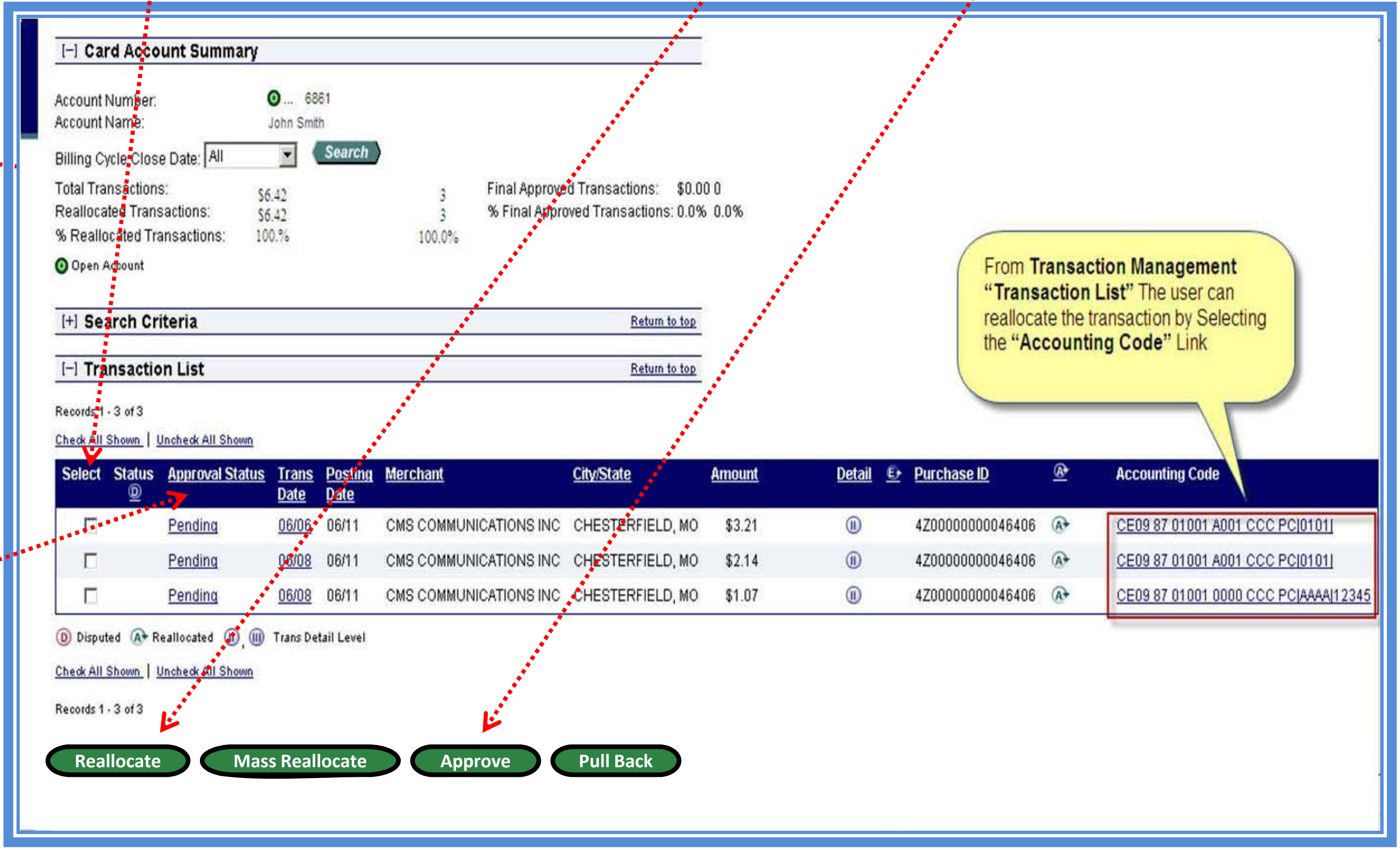


PLEASE NOTE: You can change the **Billing Cycle Close Date** to see all transactions that have not been approved /re-allocated by using the drop-down menu and selecting "All".

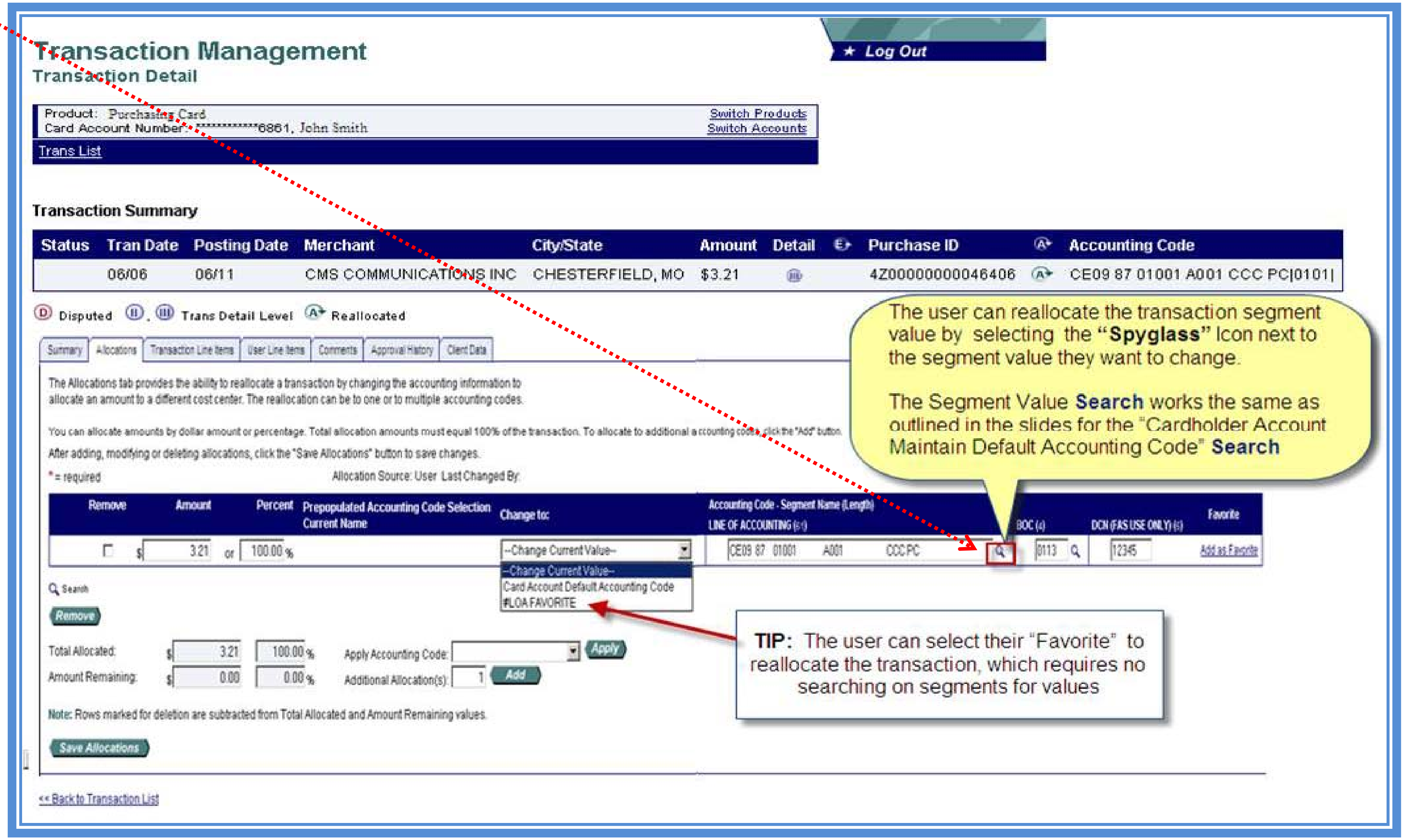
This screen will list all of your transactions.
The Approval Status will show one of the following four statuses: “Pending”, “Rejected”, “Approved” or “Final Approved”.
To reallocate and/or approve a transaction, click the Select box on the transaction line you want to change and then click either the Reallocate or the Approve button.

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”.



This page shows the accounting string. You can re-allocate a transaction on this screen. Click the "spy glass" next to the Line Of Accounting or the BOC segment lines. Clicking the "spy glass" allows you to search for other valid accounting codes or BOCs.



Performing a Search on the LINE OF ACCOUNTING segment using the Search Type: Contains option – searching on a single code value

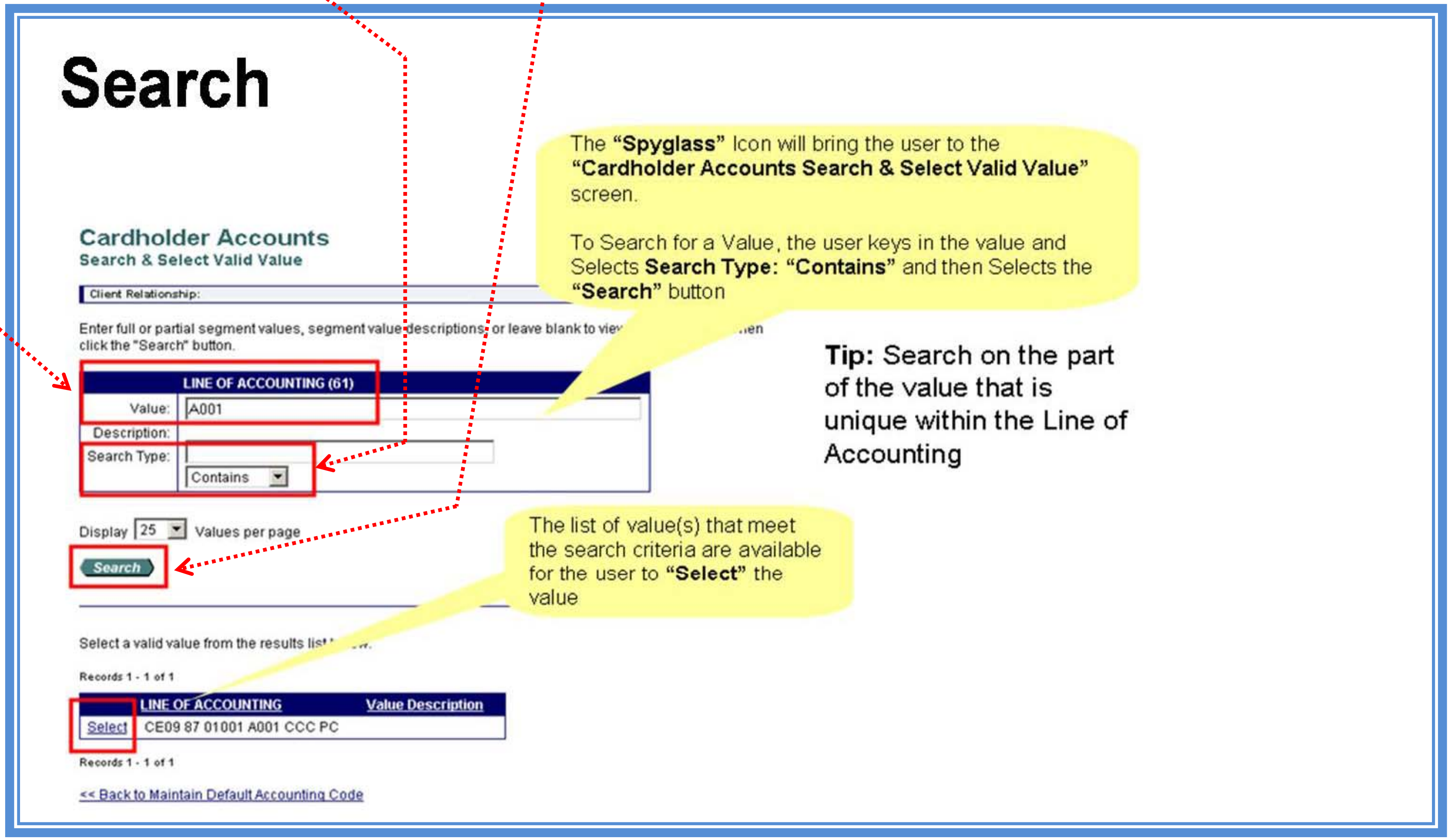
To perform a search, from the "Allocations" tab, the cardholder clicks the "Spyglass" next to the LINE OF ACCOUNTING segment to navigate to the "Transaction Detail Search & Select Valid Value" screen.

To search for the Accounting Code, it is suggested that you enter a unique segment value for your agency, such as the PROGRAM (9) code or JOB (8) code in the Line of Accounting field. Enter the full or partial segment value in the LINE OF ACCOUNTING

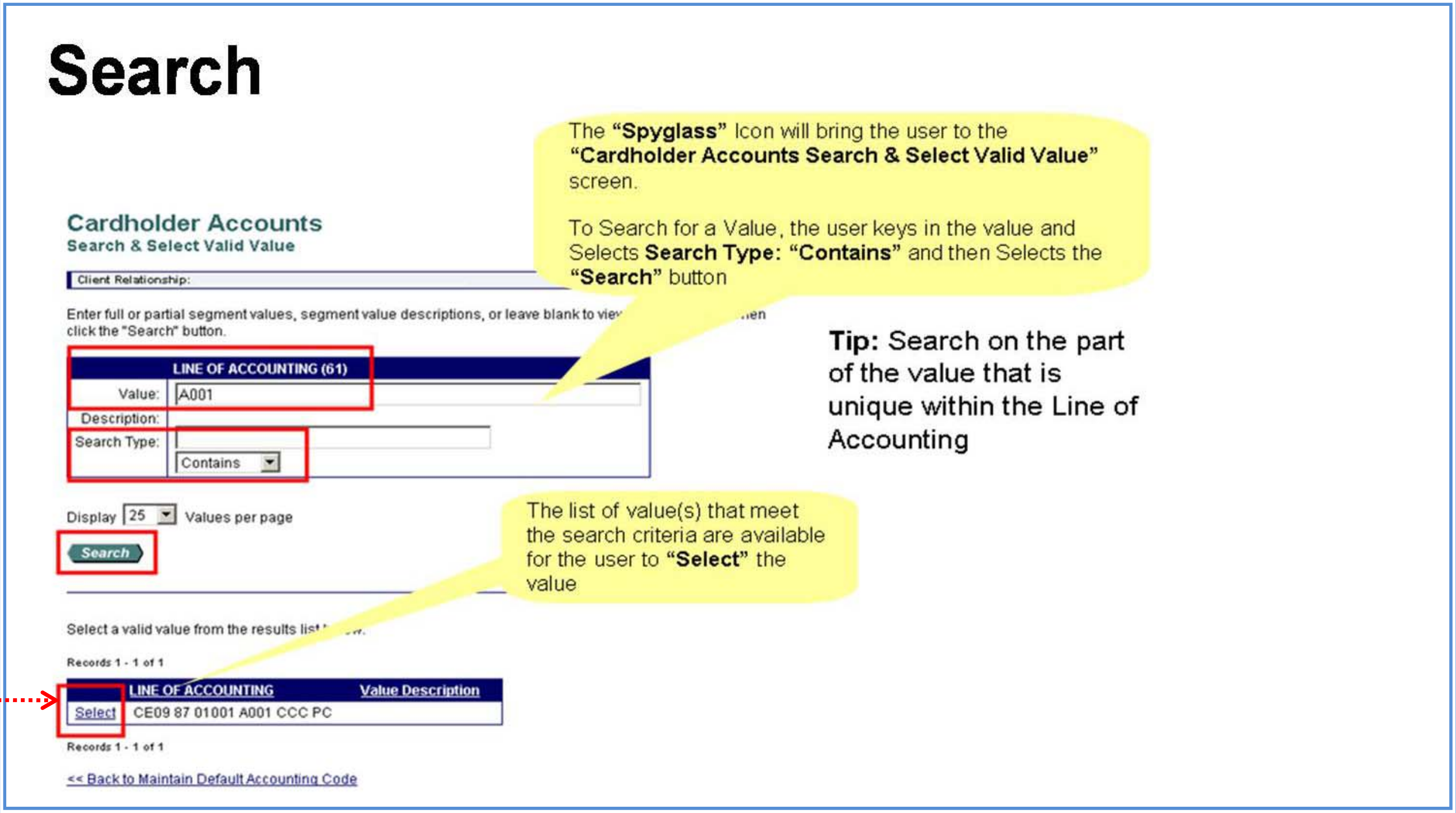
You do not need to enter in the trailing space positions if your code value length is less than the maximum number of positions allowed

NOTE: The "Search & Select Valid Value" search feature will work the same way for Cardholder Account Setup & Maintenance "Default Account Code" and My Personal Information "Accounting Code Favorites" (shown on slides 6 & 7).

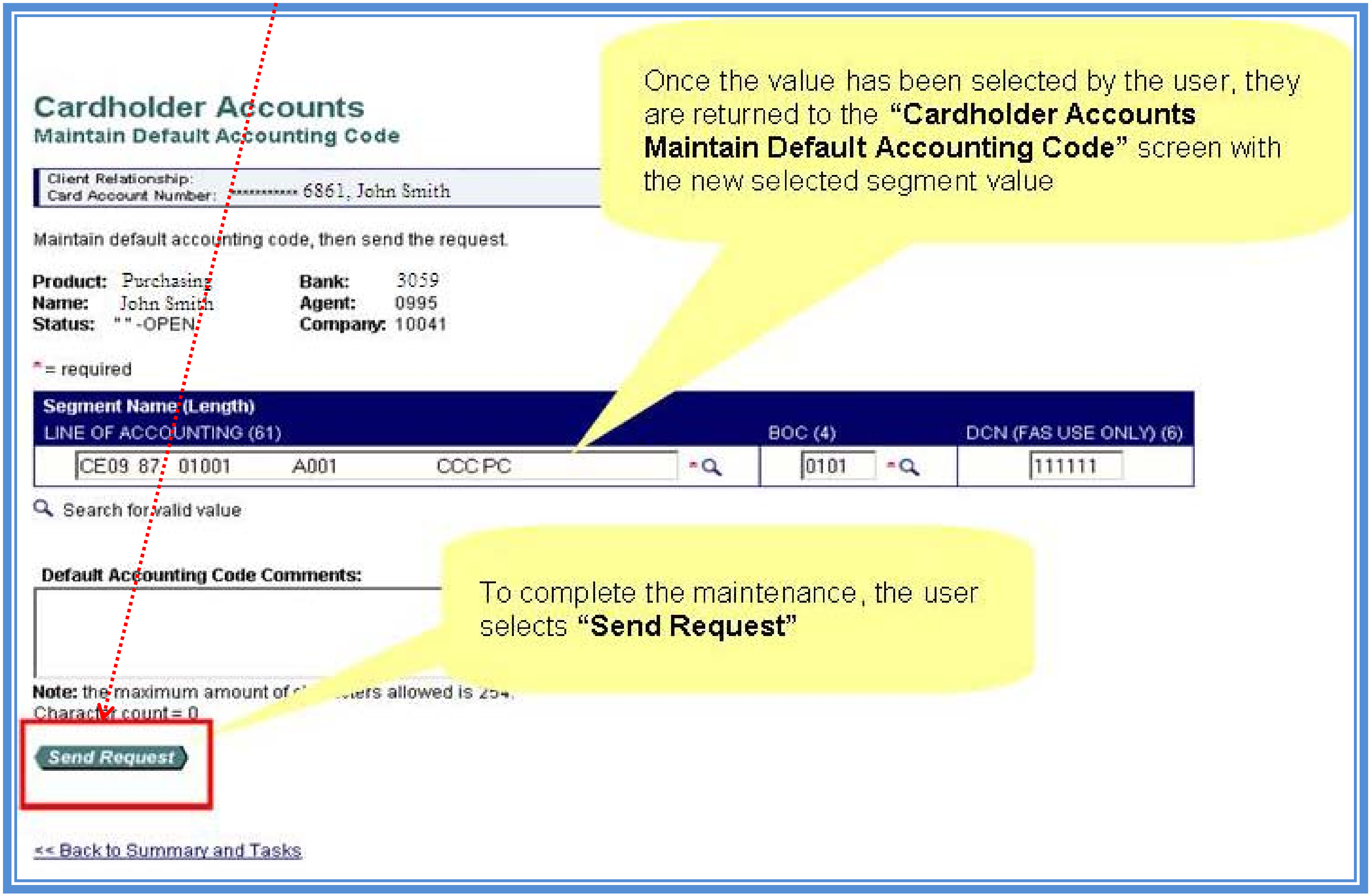
Below is an example of a Search criteria using the Contains option on a single (unique) code value, such as the PROGRAM code.
Enter the full or partial segment value in the LINE OF ACCOUNTING segment. Select Search Type: Contains and click Search.



Upon clicking the Search button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.
Click Select to populate the LINE OF ACCOUNTING segment with the desired accounting value.



Click the **Send Request** button to complete the request.



Performing a Search on the LINE OF ACCOUNTING segment using the Search Type: Contains option – searching on multiple code values

To perform a search, from the "Allocations" tab, the cardholder clicks the "Spyglass" next to the LINE OF ACCOUNTING segment to navigate to the "Transaction Detail Search & Select Valid Value" screen.

To search for multiple code values, the cardholder will be required to leave the appropriate number of spaces in between each value.

The LINE OF ACCOUNTING segment has a total of 61 positions, comprised of:

AGENCY (2), BBFY (2), EBFY (2), FUND (6), ORG (7), SUB ORG (2), PROGRAM (9), JOB (8), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), and SUB BOC (2)

For example, in order to search for the ORG code and JOB code combination, the cardholder would need to know the order of the codes and the total number of space positions between the codes. Positions 13 – 38 are made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8). Therefore, the data would be entered as: "1234567___________12345678", which includes the 11 space positions between the ORG and JOB codes.

Performing a Search on the LINE OF ACCOUNTING segment using the Search Type: Contains option – searching on multiple code values (Continued)

You must enter in the trailing space positions for the first code IF the first code value length is less than the maximum number of positions allowed. You will also need to account for the remaining space positions in the spaces you leave between the codes.

Position 13 – 38 is made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8).

If your ORG code was only 4 positions long, the data would be entered as: "1234______________12345678", which includes 14 spaces between the ORG and the JOB codes (i.e., 3 trailing space positions for the ORG code + 11 space positions between the ORG and JOB codes).

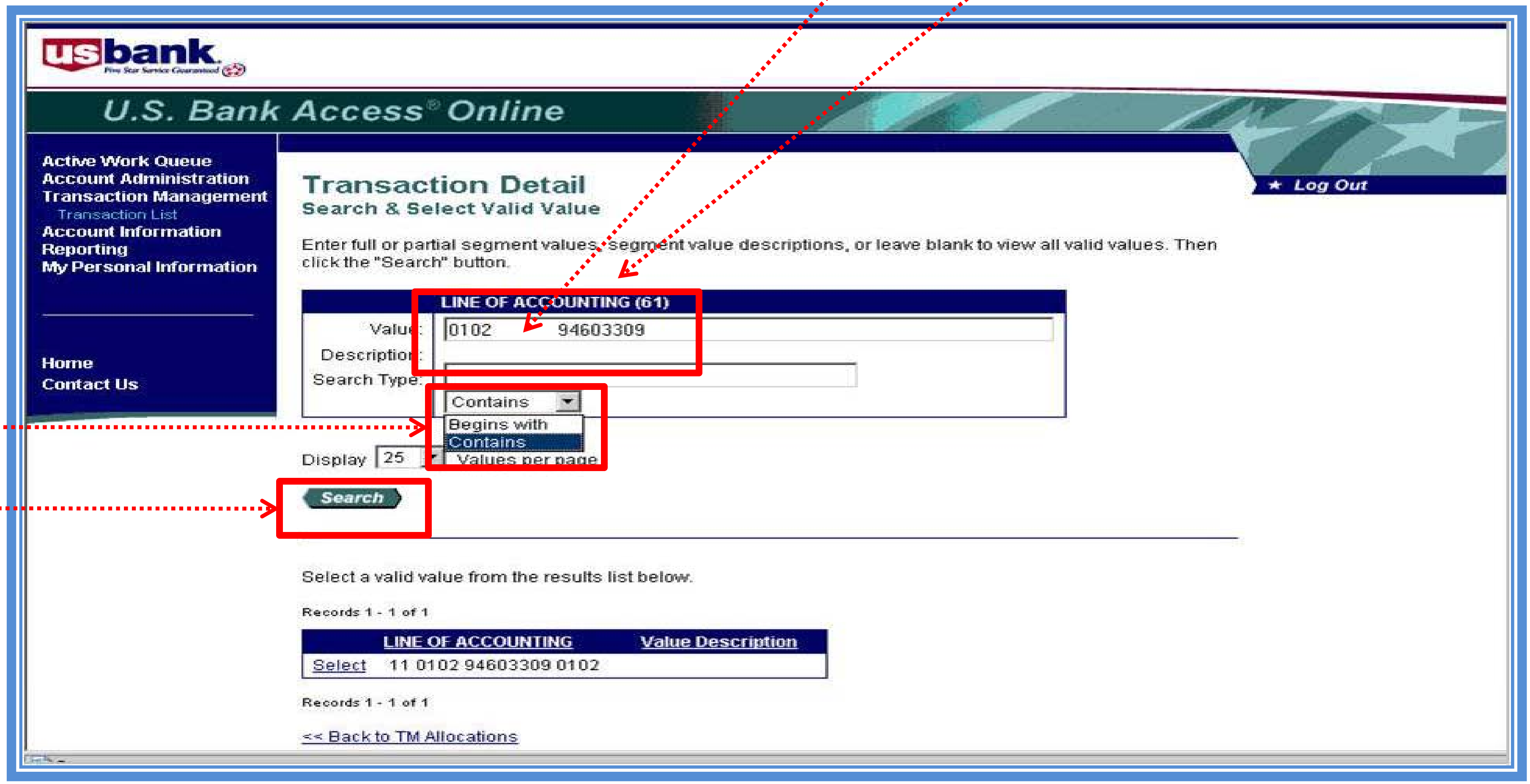
The trailing space positions for the last code does not matter. Therefore, if your JOB code was only 5 positions long, the data would be entered as: "1234______________12345" (shown on slides 18 & 19).

NOTE: The "Search & Select Valid Value" search feature will work the same way for Cardholder Account Setup & Maintenance "Default Account Code" and My Personal Information "Accounting Code Favorites" (shown on slides 6 & 7).

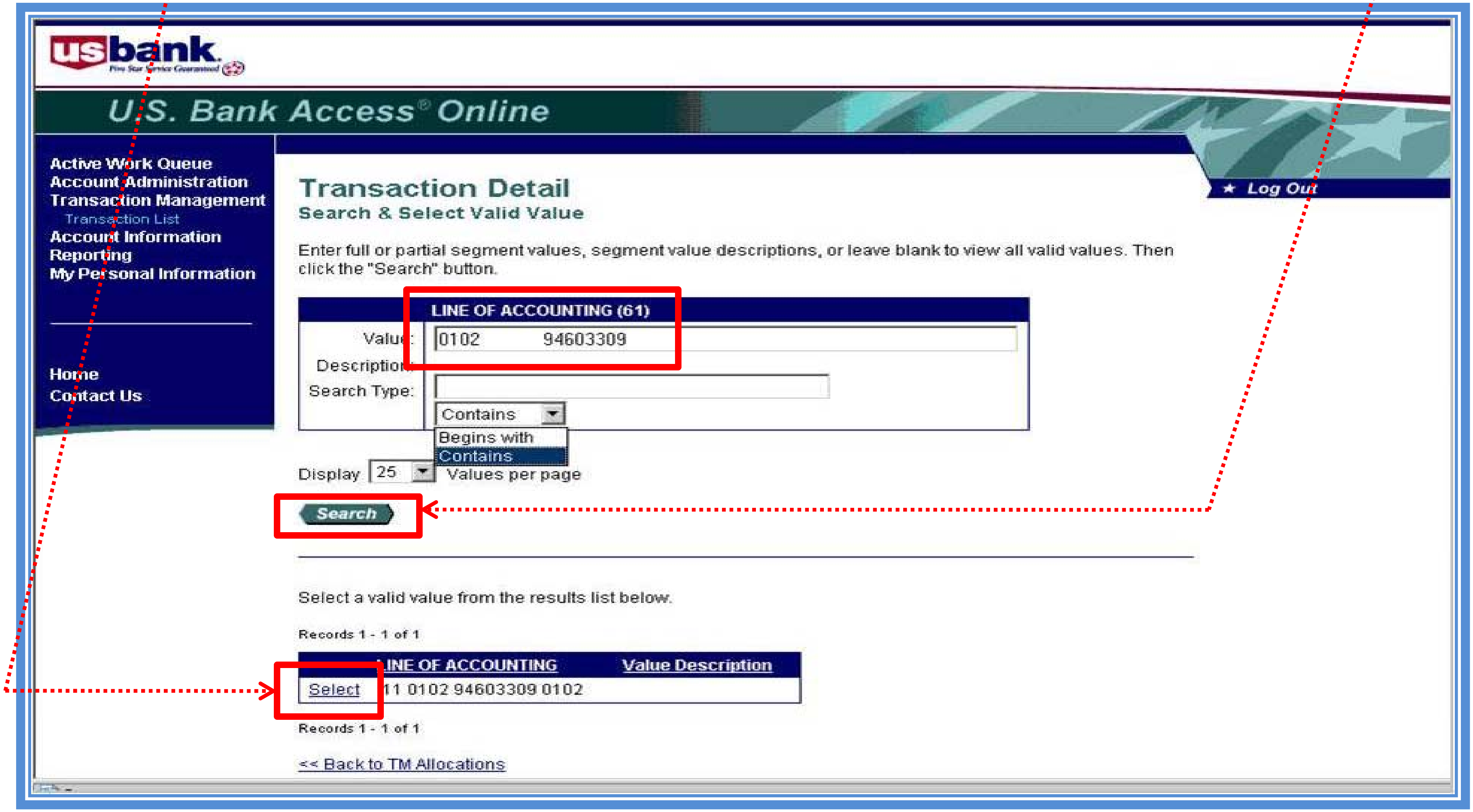
Below is an example of a Search criteria using the **Contains** option on multiple code values, such as the ORG code and the JOB code, entered in the **LINE OF ACCOUNTING** segment.

The cardholder must account for all the necessary **spaces** between each code value. Otherwise, no valid values would be returned in the search results list.

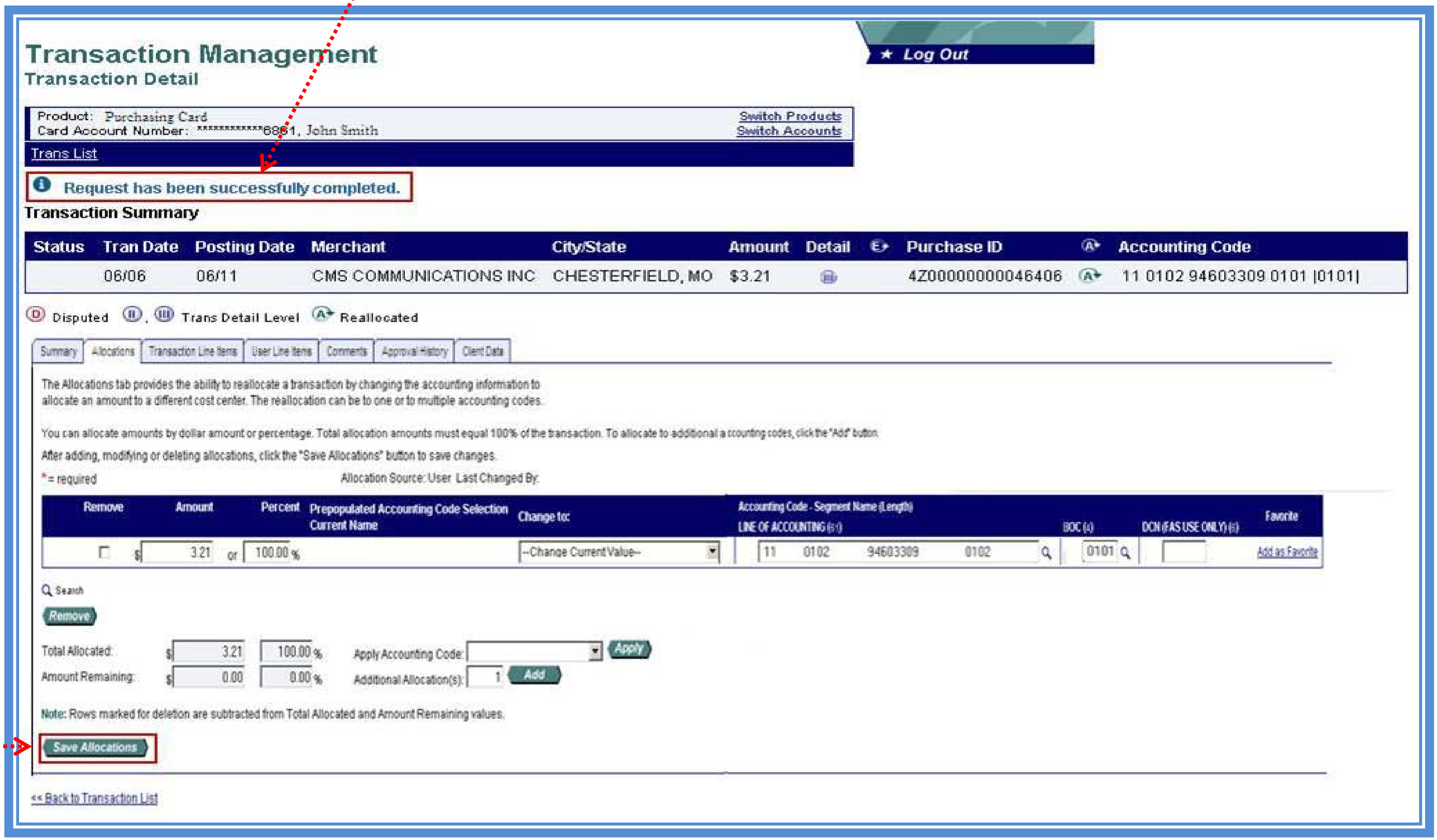
Select Search Type **Contains** and click **Search**.



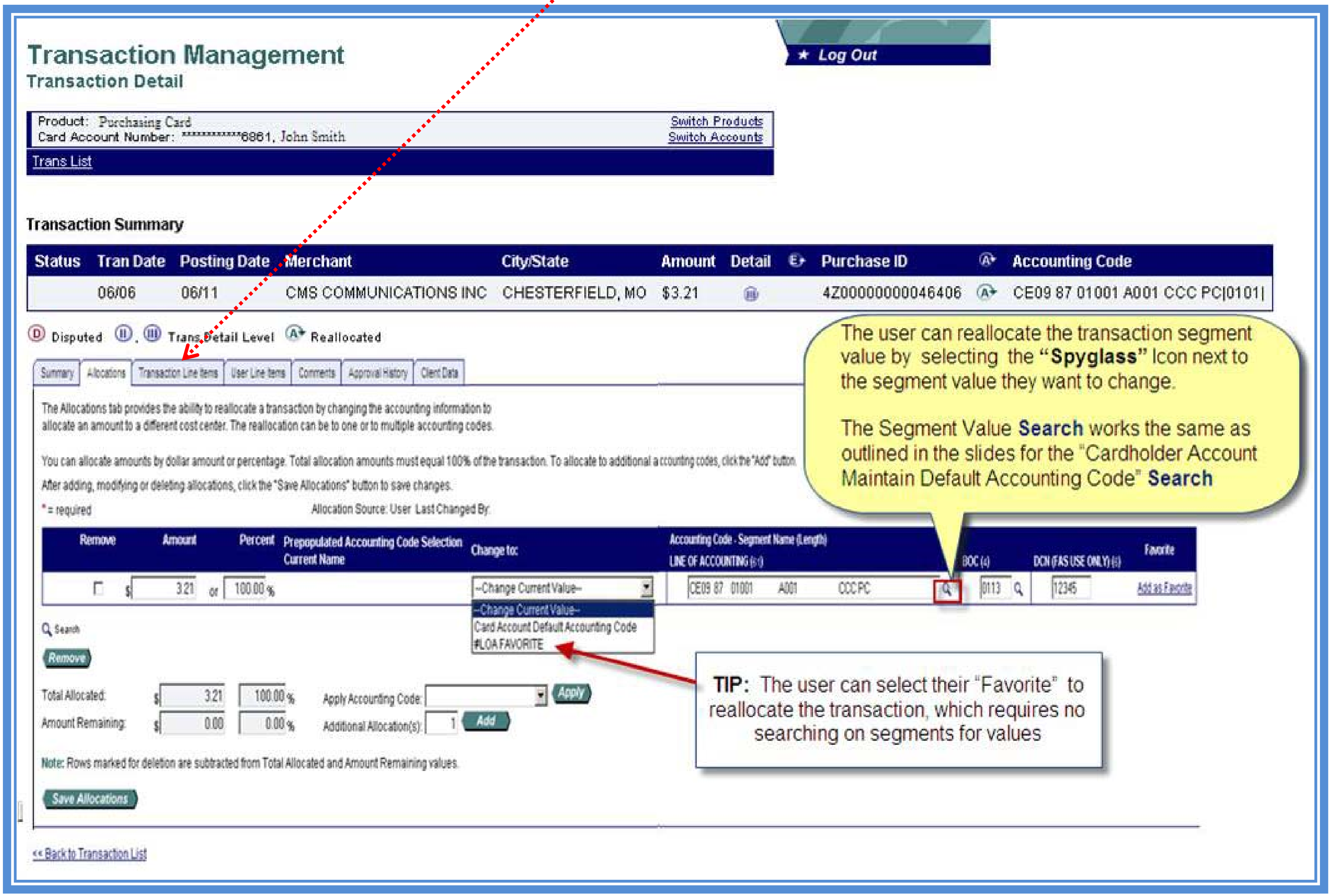
Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.
Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.



Click the Save Allocations button to complete the request.
The "Request has been successfully completed." message will be displayed.



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

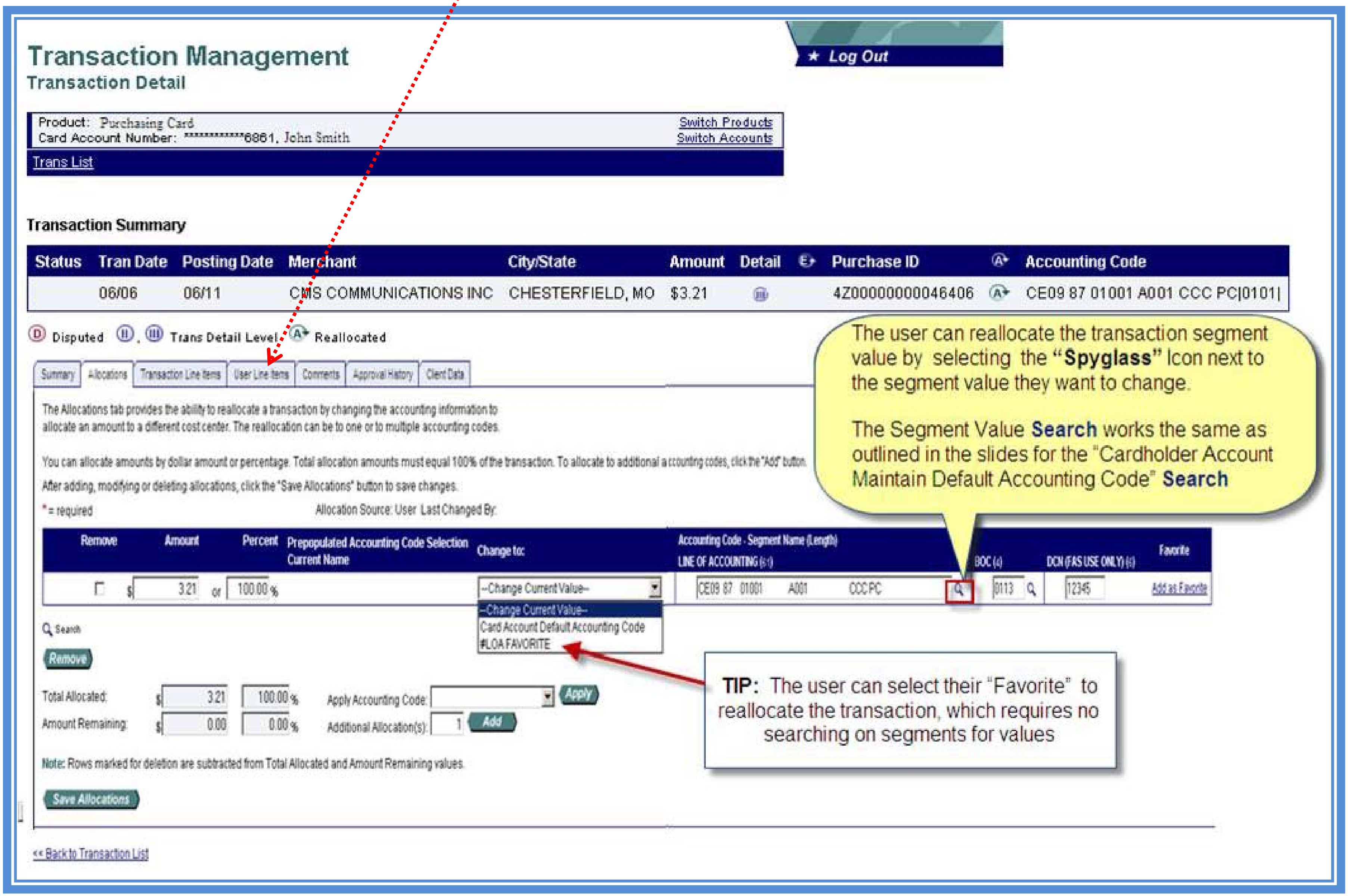
The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 3 of 3

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Tax Amount	Line Item Total	% 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

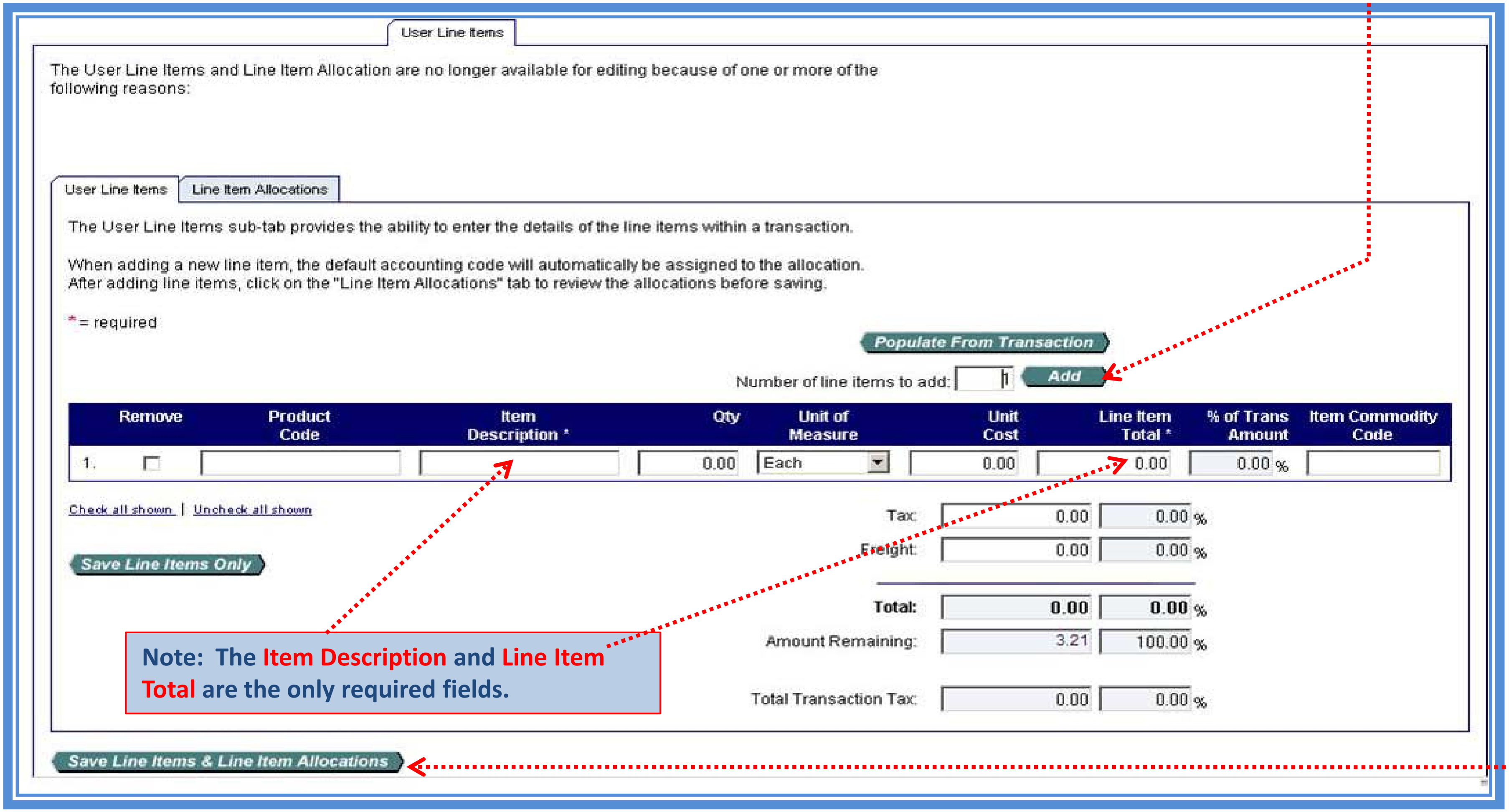
Step 3: Next, click the User Line Items tab.



The User Line Items sub-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 button.

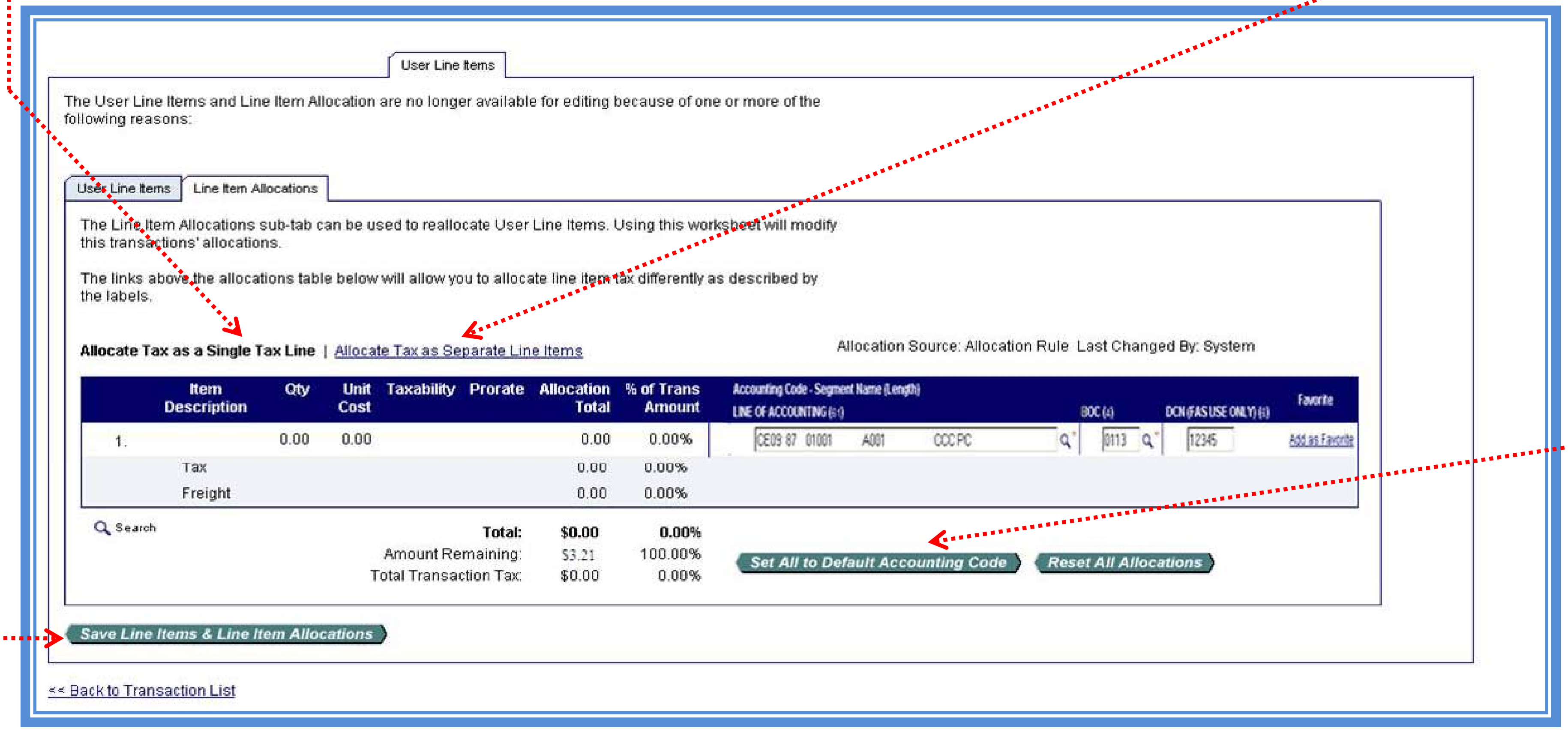


Note: The Item Description and Line Item Total are the only required fields.

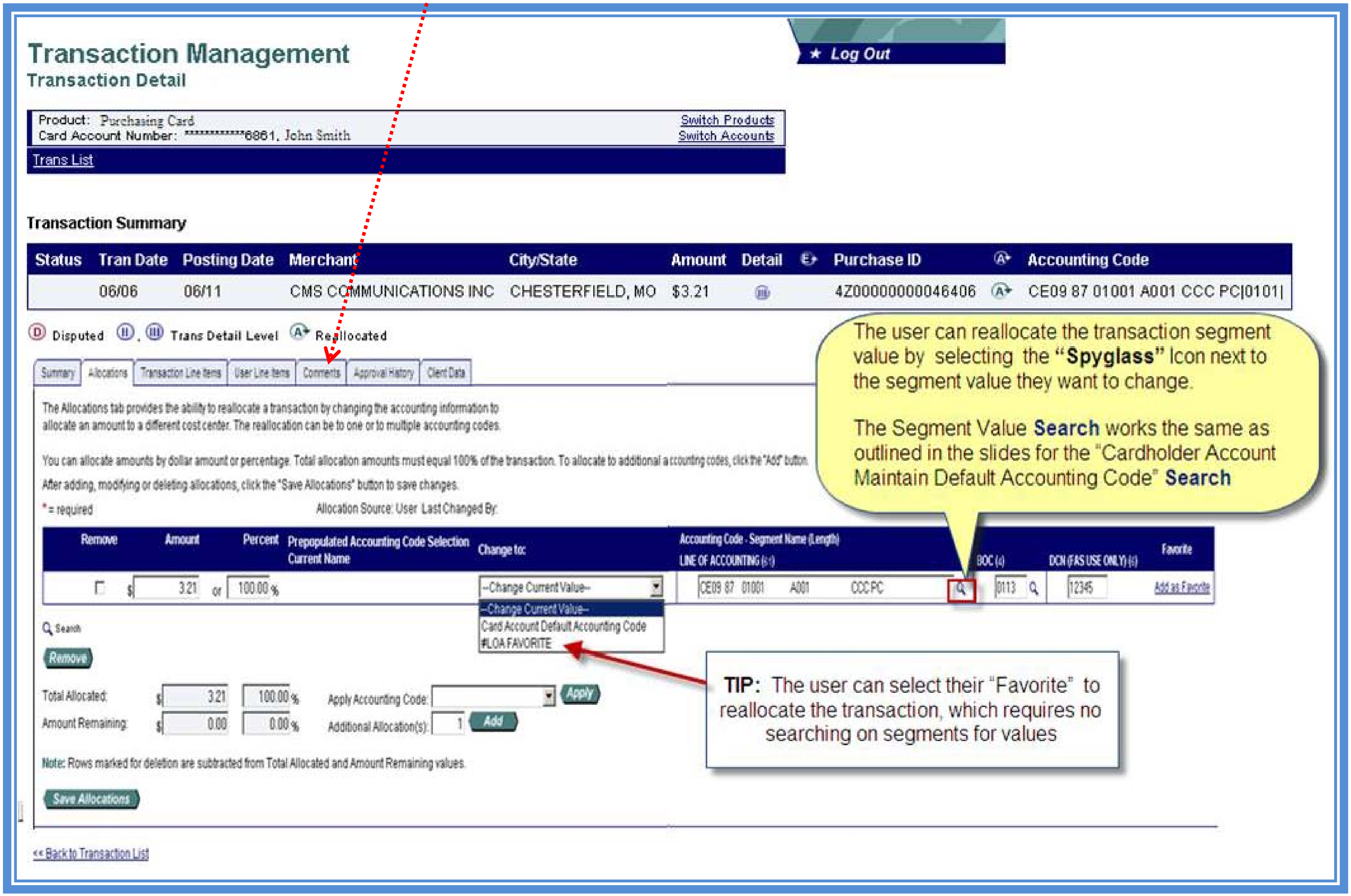
The Line Item Allocations sub-tab provides the ability to reallocate the User Line Items. This tab will allow you to modify transaction's allocation to the DAC value by clicking on the **Set All to Default Account Code** button, or by searching and selecting an Accounting Code value.

The link above the allocations table will allow you to allocate the tax to a **Single Tax Line** or to a **Separate Line Item**.

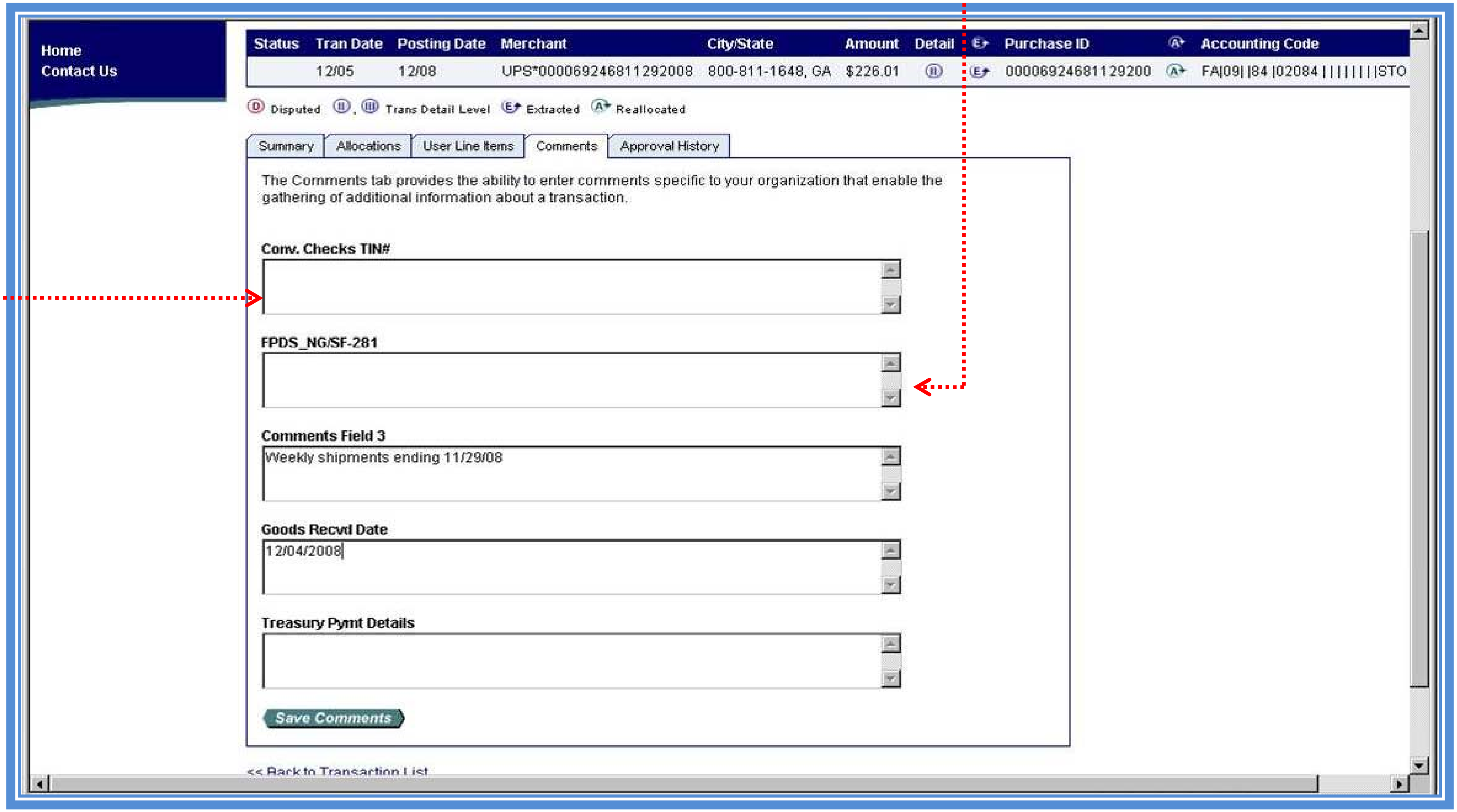
Save your work by clicking the **Save Line Items & Line Item Allocations** button.



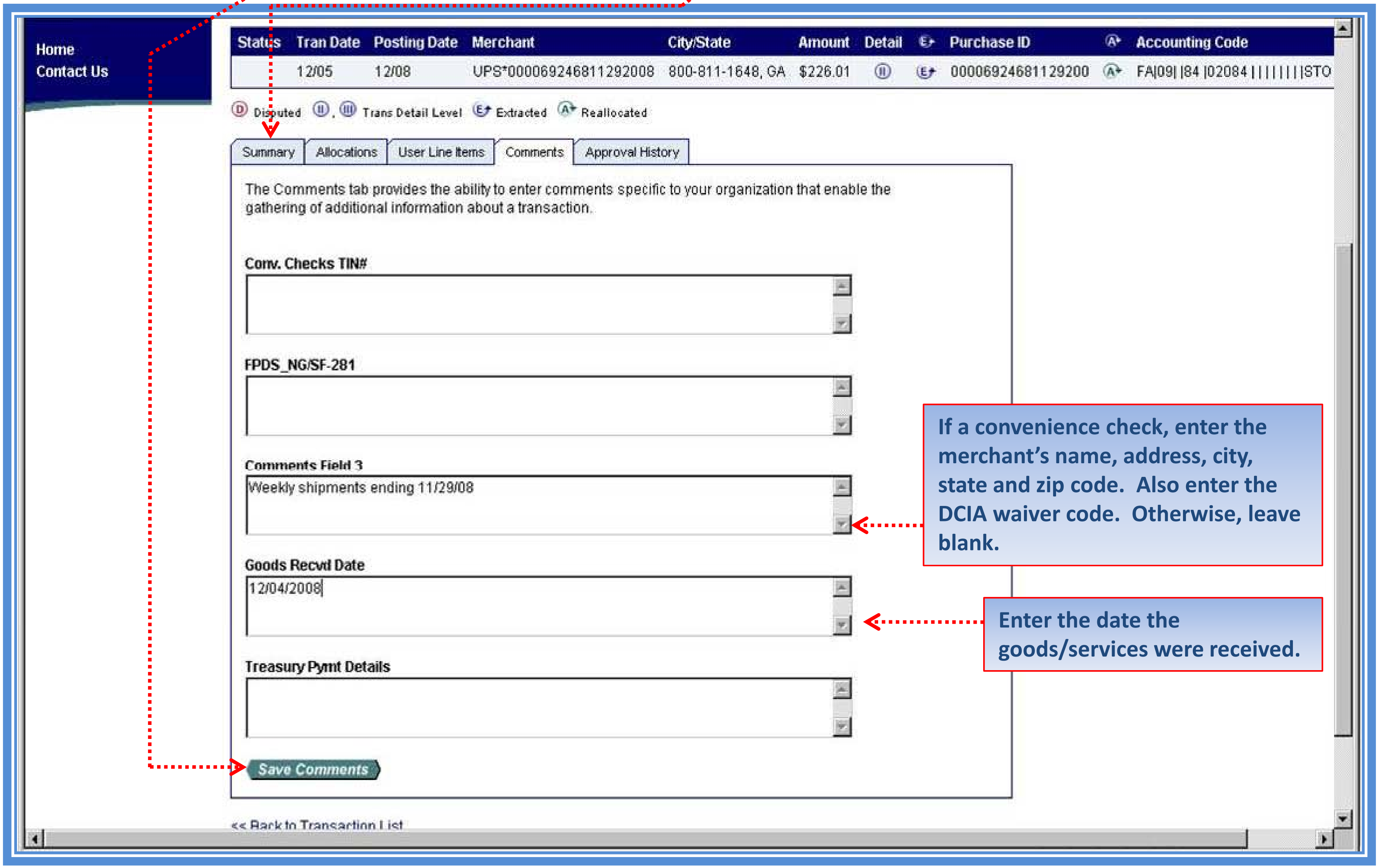
Step 4: Next click the Comments tab.



Enter the Information on this page as follows:
(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.



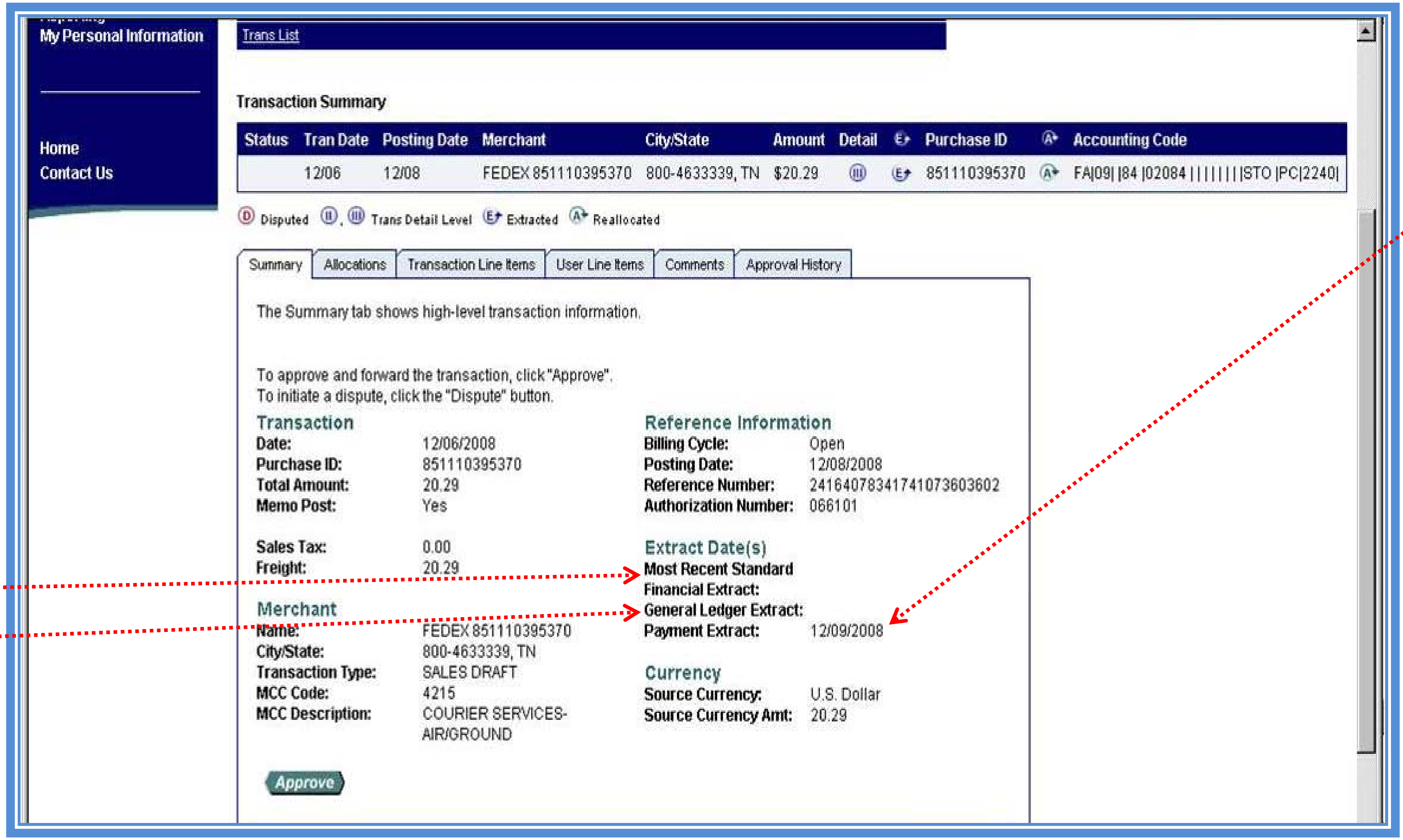
Enter the information: (3) Comments Field 3 and (4) Goods Recvd Date
Then click on Save Comments. Select the Summary tab.



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.

A transaction will have the **Extract symbol** next to it if there is any of the 3 Extract Date(s) available in the Summary tab – the **Most Recent Standard Financial Extract** (SFE), the **General Ledger Extract** (GLE) and/or the **Payment Extract** (PE).



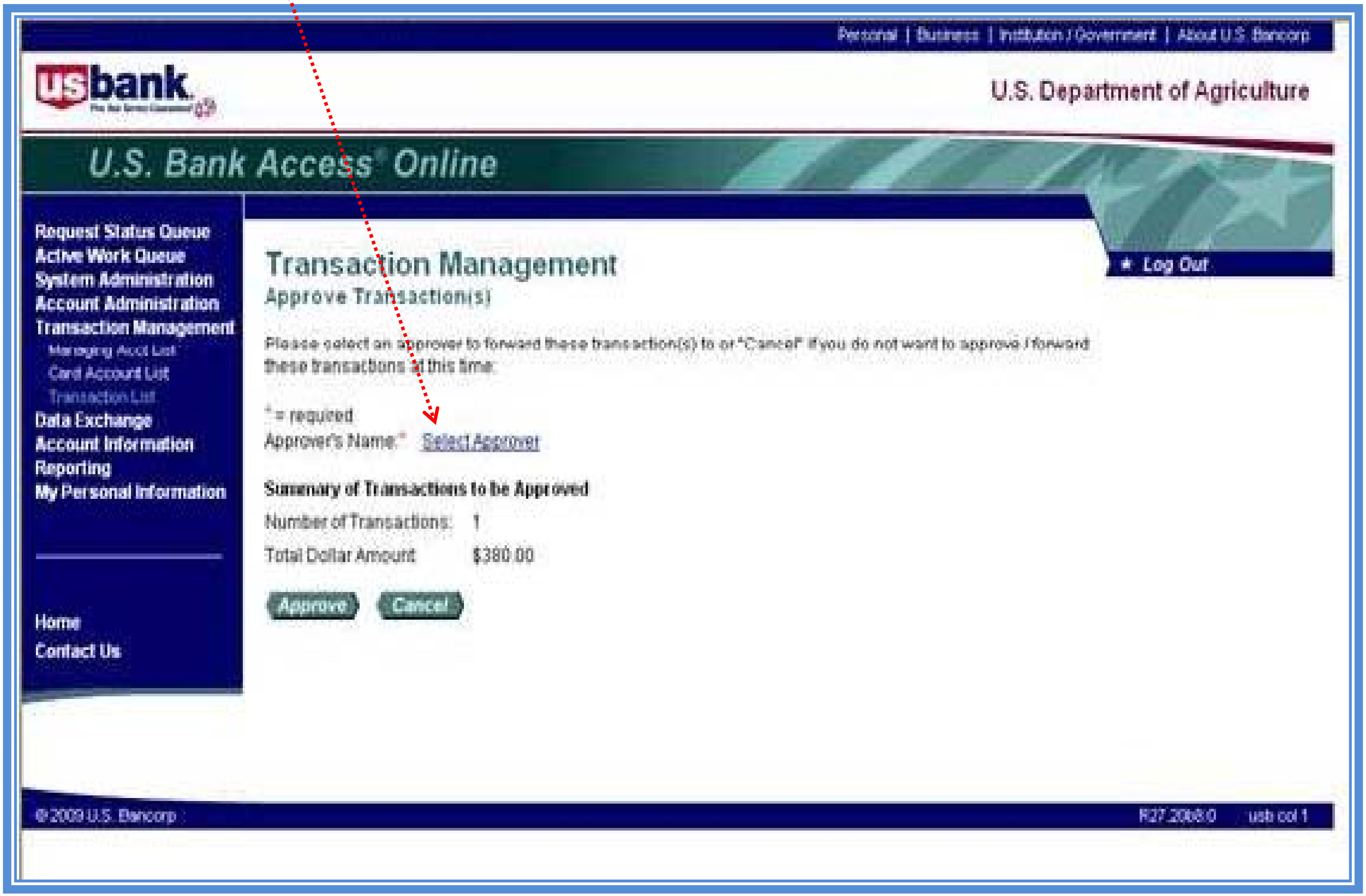
If the transcription fails to extract (because of invalid accounting), then it will only populate a date in the Most Recent Standard Financial Extract field.

If the transaction has been re-allocated to a valid accounting code and is Paid, then it will populate a date in the General Ledger Extract (S8) field.

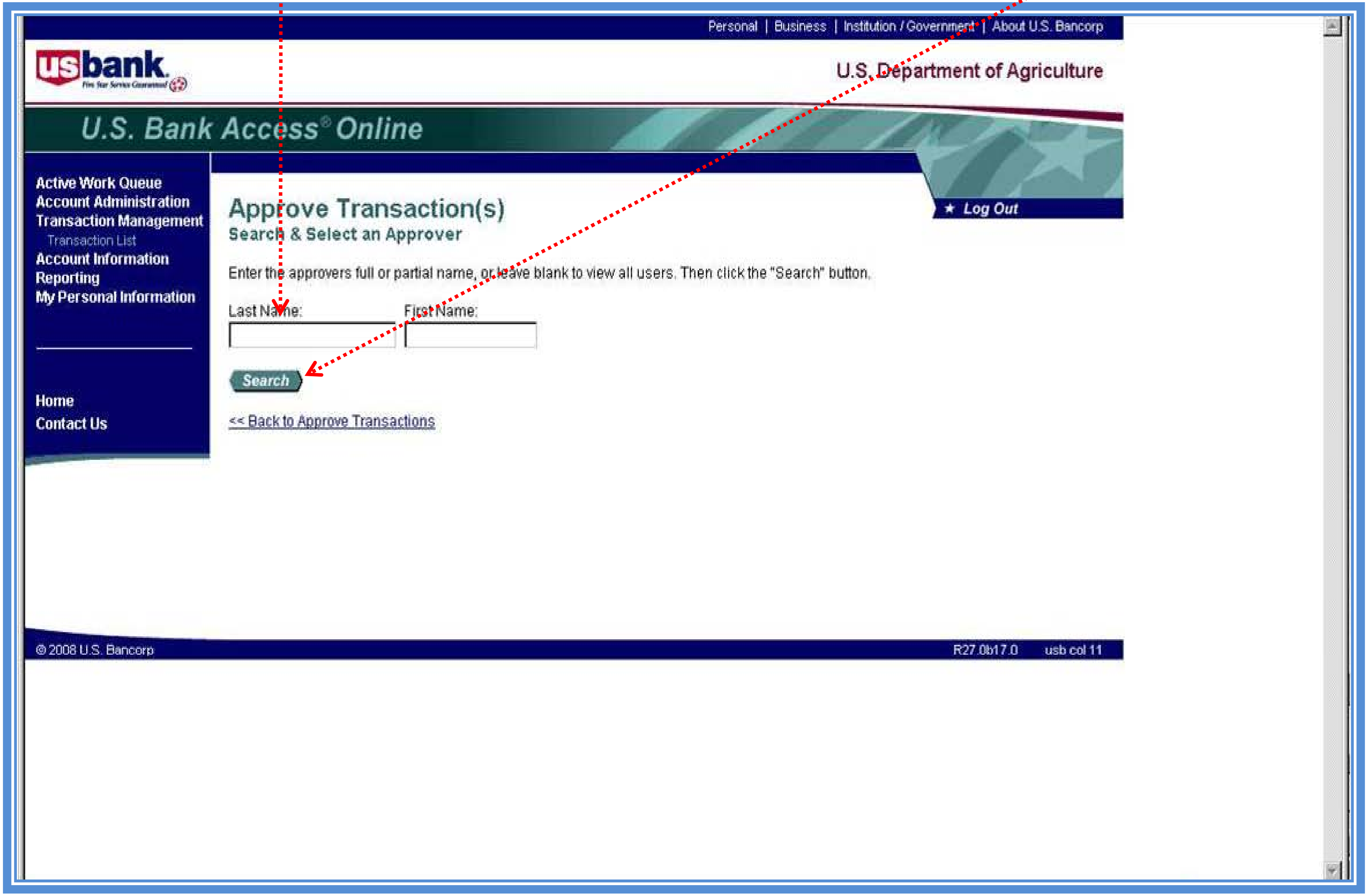
If the accounting code is valid and the transaction is extracted and sent to FFIS for payment, then it will populate a date in the Payment Extract (P8) field.

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

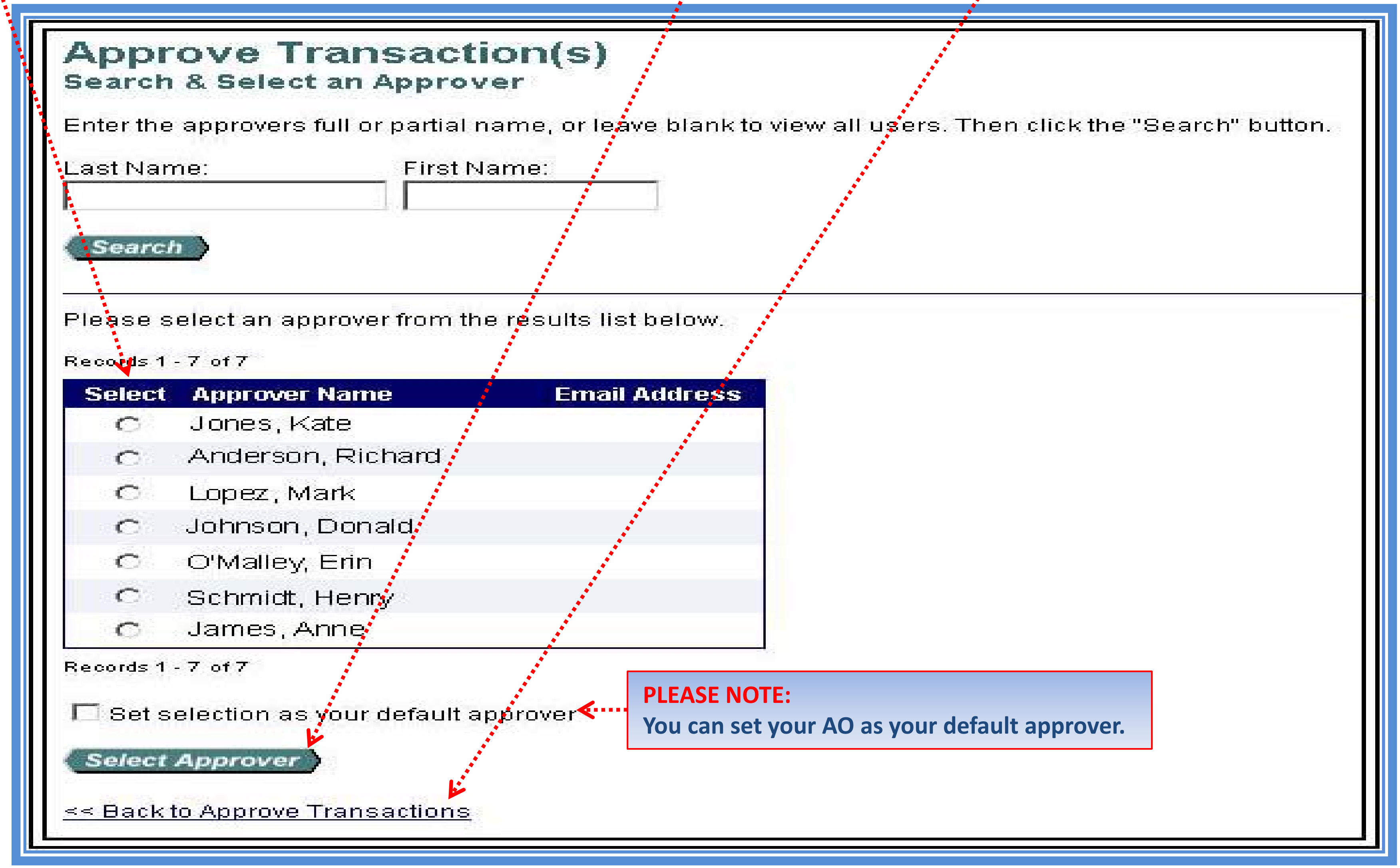
Click Select Approver.



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

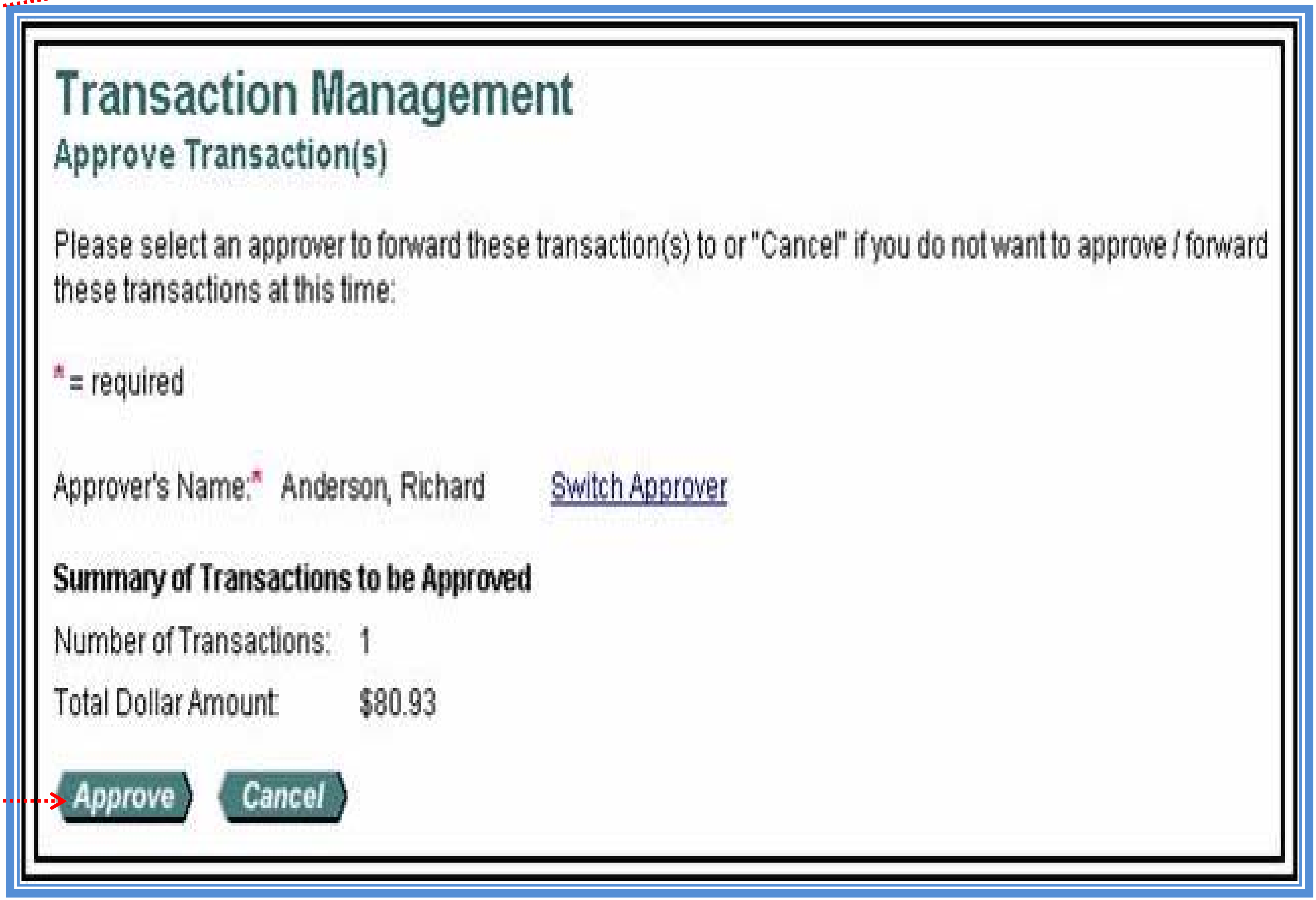


Select your approver; then click the **Select Approver** button. If your Approving Official's name does not appear in the list, click on the **Back to Approve Transactions** link and contact your LAPC for assistance.



PLEASE NOTE:
You can set your AO as your default approver.

Click **Approve**.



"Approved" transactions will be designated with a Re-allocation symbol in the far right column only when you re-allocate the transaction (i.e. change the accounting). Transactions are sent to FFIS for payment on a nightly basis and will have an Extract symbol on the transaction detail line.

<table>
<tr><td>Approved</td><td>05/05</td><td>05/06</td><td>IEEE PRODUCTS & SERVICES</td><td>800-678-4333, NJ</td><td>$64.51</td><td>VQFA3DB94CE5</td><td>15| | | | |91U561000| | | | |RU | |2523|</td></tr>
<tr><td>Approved</td><td>05/06</td><td>05/06</td><td>AMER SOC CIVIL ENGINEERS</td><td>800-548-2723, VA</td><td>$296.00</td><td>ASCEPO129052</td><td>15| | | | |91U561000| | | | |RU | |2660|</td></tr>
<tr><td>Approved</td><td>04/29</td><td>04/30</td><td>THE PERFORMANCE INSTITUTE</td><td>703-8940481, VA</td><td>$897.00</td><td>VSGE3C9D596C</td><td>15| | | | |91U532007| | | | |RU | |2523|</td></tr>
<tr><td>Final Approved</td><td>04/11</td><td>04/13</td><td>CTO*GOTOWEBINAR.COM</td><td>800-263-6317, CA</td><td>$99.00</td><td>96734994RT8Z1TKS</td><td>15| | | | |91U510000| | | | |RU | |2540|</td></tr>
<tr><td>Approved</td><td>03/11</td><td>03/12</td><td>CTO*GOTOWEBINAR.COM</td><td>800-263-6317, CA</td><td>$99.00</td><td>791639875S55YZCI</td><td>15| | | | |91U510000| | | | |RU | |2540|</td></tr>
<tr><td>Approved</td><td>02/27</td><td>03/02</td><td>INFORMATION FORECAST INCI</td><td>818-8884444, CA</td><td>$245.00</td><td>VSJE3B2436D5</td><td>15| | | | |91U561007| | | | |RU | |2523|</td></tr>
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<tr><td>Approved</td><td>01/22</td><td>01/23</td><td>NNA*NATL NOTARY ASSN</td><td>800-876-6827, CA</td><td>$50.00</td><td>7999469</td><td>15| | | | |91U521000| | | | |RU | |2570|</td></tr>
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<tr><td>Approved</td><td>01/09</td><td>01/12</td><td>OMEGA PERFORMANCE</td><td>704-6721400, FL</td><td>$105.00</td><td>50765</td><td>15| | | | |91U521000| | | | |RU | |2324|</td></tr>
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<tr><td>Final Approved</td><td>12/29</td><td>12/30</td><td>NRECA 2</td><td>703-9075893, VA</td><td>$689.00</td><td>322122915280001</td><td>15| | | | |91U510000| | | | |RU | |2500|</td></tr>
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</table>

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

Check All Shown | Uncheck All Shown

Records 1 - 21 of 21

Reallocate Mass Reallocate Approve Pull Back

You have successfully ‘Re-allocated’ and/or ‘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.