

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



Prepared by:

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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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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
*****2394

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

The screenshot displays the U.S. Bank Access Online interface. At the top right, there are navigation links: Personal | Business | Institution / Government | About U.S. Bancorp. The U.S. Bank logo is on the left, and the U.S. Department of Agriculture logo is on the right. Below the navigation is a green banner with the text "U.S. Bank Access Online". A dark blue sidebar on the left contains a menu with the following items: Active Work Queue, Account Administration, Transaction Management, Transaction List, Account Information, Reporting, and My Personal Information. Below this menu are links for Home and Contact Us. The main content area is titled "Transaction Management" and features a "★ Log Out" button. Underneath, there is a section for "Transaction List" with the description: "View, review, allocate/reallocate and add comments to transaction information." At the bottom of the page, the footer contains the copyright notice "© 2008 U.S. Bancorp" and the version information "R27.0b17.0 usb col 8". A red dotted line points from the text in the top box to the "Transaction List" menu item in the sidebar.

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

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
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	ⓔ	Purchase ID	Ⓜ
<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 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”.

[-] Card Account Summary

Account Number: 6861
Account Name: John Smith
Billing Cycle/Close Date: All **Search**

Total Transactions: \$6.42 3 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$6.42 3 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 100.0% 100.0%

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

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

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

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		Pending	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21	Ⓜ	4Z00000000046406	CE09 87 01001 A001 CCC PC 0101
<input type="checkbox"/>		Pending	06/08	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$2.14	Ⓜ	4Z00000000046406	CE09 87 01001 A001 CCC PC 0101
<input type="checkbox"/>		Pending	06/08	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$1.07	Ⓜ	4Z00000000046406	CE09 87 01001 0000 CCC PC AAAA12345

Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level

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

Records: 1 - 3 of 3

Reallocate **Mass Reallocate** **Approve** **Pull Back**

From **Transaction Management** “**Transaction List**” The user can reallocate the transaction by Selecting the “**Accounting Code**” Link

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.

Transaction Management

★ Log Out

Transaction Detail

Product: Purchasing Card Switch Products
 Card Account Number: *****6861, John Smith Switch Account

[Trans List](#)

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed
 Trans Detail Level
 Reallocated

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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:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	BOC (i)	DON (FAS USE ONLY) (i)	Favorite
			Current Name		LINE OF ACCOUNTING (i-i)			
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value-- --Change Current Value-- Card Account Default Accounting Code FLOA FAVORITE	CE09 87 01001 A001 CCC PC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Allocated: \$ 3.21 100.00 %
 Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00 %
 Additional Allocation(s): 1

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[← Back to Transaction List](#)

The user can reallocate the transaction segment value by selecting the “Spyglass” icon next to the segment value they want to change.

The Segment Value Search works the same as outlined in the slides for the “Cardholder Account Maintain Default Accounting Code” Search

TIP: The user can select their “Favorite” to reallocate the transaction, which requires no searching on segments for values

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**.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship:

Enter full or partial segment values, segment value descriptions, or leave blank to view all. When ready, click the "Search" button.

LINE OF ACCOUNTING (61)	
Value:	A001
Description:	
Search Type:	Contains

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select	CE09 87 01001 A001 CCC PC

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects Search Type: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

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.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship: _____
Enter full or partial segment values, segment value descriptions, or leave blank to view all values. When ready, click the "Search" button.

LINE OF ACCOUNTING (61)	
Value:	A001
Description:	
Search Type:	Contains

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select	CE09 87 01001 A001 CCC PC

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type**: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

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

Cardholder Accounts Maintain Default Accounting Code

Client Relationship:
Card Account Number: ***** 6861, John Smith

Maintain default accounting code, then send the request.

Product: Purchasing **Bank:** 3059
Name: John Smith **Agent:** 0995
Status: " " -OPEN **Company:** 10041

* = required

Segment Name (Length)	BOC (4)	DCN (FAS USE ONLY) (6)
LINE OF ACCOUNTING (61)		
CE09 87 01001 A001 CCC PC -Q	0101 -Q	111111

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the **"Cardholder Accounts Maintain Default Accounting Code"** screen with the new selected segment value

To complete the maintenance, the user selects **"Send 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**.

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Transaction Detail

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)

Value: 0102 94603309

Description:

Search Type: Contains

Display: 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

	LINE OF ACCOUNTING	Value Description
Select	11 0102 94603309	0102

Records 1 - 1 of 1

<< Back to TM Allocations

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.

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★ Log Out

Transaction Detail

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)

Value: 0102 94603309

Description:

Search Type: Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select	11 0102 94603309 0102

Records 1 - 1 of 1

<< Back to TM Allocations

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

Transaction Management

Transaction Detail

Product: Purchasing Card
 Card Account Number: *****6861, John Smith

[Switch Products](#)
[Switch Accounts](#)

[Trans List](#)

★ Log Out

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed

 Trans. Detail Level
 Reallocated

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[User Line Items](#)
[Comments](#)
[Approval History](#)
[Client Data](#)

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:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	BOC (i)	DON (FAS USE ONLY) (i)	Favorite
	Current Name				LINE OF ACCOUNTING (i-i)			
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value--	CE09 87 01001 A001 CCC PC	<input checked="" type="checkbox"/>	0113	12345 Add as Favorite

Q Search

[Remove](#)

Total Allocated: \$ 3.21 100.00 %
 Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code: [Apply](#)

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](#)

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value **Search** works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" **Search**

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

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

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

Transaction Management

Transaction Detail

[★ Log Out](#)

Product: Purchasing Card [Switch Products](#)
 Card Account Number: *****6861, John Smith [Switch Accounts](#)

[Trans List](#)

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC[0101]

Disputed
 Trans Detail Level
 Reallocated

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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:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	BOC (4)	DOI (FAS USE ONLY) (6)	Favorite
	Current Name				LINE OF ACCOUNTING (6-1)			
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value-- --Change Current Value-- Card Account Default Accounting Code #LOA FAVORITE	CE09 87 01001 A001 CCCPC	<input checked="" type="checkbox"/>	0113	12345 Add as Favorite

Total Allocated: \$ 3.21 100.00 %
 Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00 %
 Additional Allocation(s): 1

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[← Back to Transaction List](#)

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value **Search** works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" **Search**

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

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.

User Line Items

The User Line Items and Line Item Allocation are no longer available for editing because of one or more of the following reasons:

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 Cost	Line Item Total *	% of Trans Amount	Item Commodity Code
1: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	0.00	Each	0.00	0.00	0.00 %	<input type="text"/>

Check all shown | Uncheck all shown

Save Line Items Only

Tax:

Freight:

Total:

Amount Remaining:

Total Transaction Tax:

Save Line Items & Line Item Allocations

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.

User Line Items

The User Line Items and Line Item Allocation are no longer available for editing because of one or more of the following reasons:

User Line Items | Line Item Allocations

The Line Item Allocations sub-tab can be used to reallocate User Line Items. Using this worksheet will modify this transaction's allocations.

The links above the allocations table below will allow you to allocate line item tax differently as described by the labels.

[Allocate Tax as a Single Tax Line](#) | [Allocate Tax as Separate Line Items](#)
Allocation Source: Allocation Rule Last Changed By: System

Item Description	Qty	Unit Cost	Taxability	Prorate	Allocation Total	% of Trans Amount	Accounting Code - Segment Name (Length)	BOC (s)	DCN (FAS USE ONLY) (s)	Favorite
							LINE OF ACCOUNTING (s-1)			
1.	0.00	0.00			0.00	0.00%	CE09 87 01001 A001 CCCPC	0113	12345	Add as Favorite
Tax					0.00	0.00%				
Freight					0.00	0.00%				
Total:					\$0.00	0.00%				
Amount Remaining:					\$3.21	100.00%				
Total Transaction Tax:					\$0.00	0.00%				

Set All to Default Accounting Code Reset All Allocations

Save Line Items & Line Item Allocations

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

Transaction Management

Transaction Detail

★ Log Out

Product: Purchasing Card [Switch Products](#)
 Card Account Number: *****6861, John Smith [Switch Accounts](#)

[Trans List](#)

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC[0101]

D Disputed
 U
III Trans Detail Level
 A Reallocated

Summary
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User Line Items
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Client Data

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:

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Length) LINE OF ACCOUNTING (i-i)	BOC (i)	DOI (FAS USE ONLY) (i)	Favorite
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value-- --Change Current Value-- Card Account Default Accounting Code #LOA FAVORITE	CE09 87 01001 A001 CCCPC	<input type="checkbox"/>	0113	12345 Add as Favorite

Q Search [Remove](#)

Total Allocated: \$ 3.21 100.00 % 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](#)

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value **Search** works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" **Search**

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

Click **Select Approver**.

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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

Approver's Name: [Select Approver](#)

Summary of Transactions to be Approved

Number of Transactions:	1
Total Dollar Amount	\$380.00

[Approve](#) [Cancel](#)

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

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Approve Transaction(s)
Search & Select an Approver

★ Log Out

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

Last Name: First Name:

Search

[<< Back to Approve Transactions](#)

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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.

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 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

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.