

# 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

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**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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## U.S. Bank Access<sup>®</sup> Online

Active Work Queue  
Account Administration  
Transaction Management  
Account Information  
Reporting  
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### Message from U.S. Bank

★ Log Out

**Account Activity**  
Select an Account

Purchase Card  
\*\*\*\*\*2364

**Message from U.S. Department of Agriculture**

SmartPay<sup>®</sup>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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**Transaction Management**

★ Log Out

**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**.

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### Transaction Management

Card Account Summary with Transaction List

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

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 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**.

The screenshot shows a web application interface for Transaction Management. On the left is a navigation menu with options like 'Active Work Queue', 'Account Administration', and 'Transaction Management'. The main content area is titled 'Transaction Management Card Account Summary with Transaction List'. It displays account details for 'CAROL ADAMS' and a table of transactions. A red box on the left contains a 'PLEASE NOTE' about displaying pending transactions. Red dotted arrows point from the text in the blue box to the 'Approval Status' and 'Trans Date' columns in the table.

**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”.

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

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

## Transaction Management

★ 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

(R) Reviewed
(D) Disputed
(C) Matched
(A) Exception
(A) 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**

Date: 07/20/2005  
 Purchase ID: 00287148475  
 Total Amount: 58.27

Memo Post: Yes

Sales Tax: 3.56  
 Freight: 0.00

**Merchant**

Name: OFFICE DEPOT #287  
 City/State: BLUE ASH, OH  
 Transaction Type: SALES DRAFT  
 MCC Code: 5943  
 MCC Description: STATIONERY STORE/SUPPLIES

**Reference Information**

Billing Cycle: Open  
 Posting Date: 07/22/2005  
 Reference Number: 24445745202192048565539  
 Authorization Number: 000955

**Extract Date(s)**

Most Recent Standard Financial Extract:  
 General Ledger Extract:

**Currency**

Source Currency: U.S. Dollar  
 Source Currency Amt: 58.27

**Approve**

**Dispute**  
 Dispute information is only reflected for disputes submitted through this system.

- none

**Sales Draft Requests**

- none

[Dispute Transaction](#)

[<< Back to Transaction List](#)



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 search interface with a table of accounting segments. The table has 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 BOC (4) column contains the value 2240. A red box labeled "Accounting Segments" is positioned below the table, with a red dotted line pointing to the scroll bar on the right side of the screen. The scroll bar is currently positioned on the right side, and a red dotted line indicates it should be moved to the left side to begin the search.

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



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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### 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:	03				
Description:					
Search Type:	Begins with ▾				

Display 25 ▾ Values per page

**Search**

[<< 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:	<input type="text" value="03"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description:	<input type="text"/>				
Search Type:	<input type="text" value="Begins with"/> ▾				

Display  Values per page

---

Select a valid value from the results list below.

Records 1 - 2 of 2

Segment Value											
	AGENCY	BBFY	EBFY	FUND	ORG	SUB_ORG	PROGRAM	JOB	REPTG_CATEGORY	COST_ORG	COST_SUB_ORG
<a href="#">Select</a>	03	08					013635910				
<a href="#">Select</a>	03	09					013635910				

Records 1 - 2 of 2

[<< Back to TM Allocations](#)

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**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.**

My Personal Information

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[Trans List](#)

**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	↺	FAJ09 J84 02084               STO PC 2240

D Disputed 
 II
III Trans Detail Level 
 ↳ Extracted 
 ↺ Reallocated

Summary
Allocations
Transaction Line Items
User Line Items
Comments
Approval History

The Summary tab shows high-level transaction information.

To approve and forward the transaction, click "Approve".  
To initiate a dispute, click the "Dispute" button.

**Transaction**

**Date:** 12/06/2008

**Purchase ID:** 851110395370

**Total Amount:** 20.29

**Memo Post:** Yes

**Sales Tax:** 0.00

**Freight:** 20.29

**Merchant**

**Name:** FEDEX 851110395370

**City/State:** 800-4633339, TN

**Transaction Type:** SALES DRAFT

**MCC Code:** 4215

**MCC Description:** COURIER SERVICES-AIR/GROUND

**Reference Information**

**Billing Cycle:** Open

**Posting Date:** 12/08/2008

**Reference Number:** 24164078341741073603602

**Authorization Number:** 066101

**Extract Date(s)**

**Most Recent Standard Financial Extract:**

**General Ledger Extract:**

**Payment Extract:** 12/09/2008

**Currency**

**Source Currency:** U.S. Dollar

**Source Currency Amt:** 20.29

Approve

**Dispute**

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

**Sales Draft Requests**

- none

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**.

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
1.		0.00	Each	0.00	0.00	0.00	0.00 %			

Check all items | Uncheck all items

Tax:   6.11 %    Source Codes:  Order  User  Visa

Freight:   0.00 %

**Total:**   6.11 %

**Amount Remaining:**   93.89 %

**Total Transaction Tax:**   6.11 %

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

**Save Line Items & Line Item Allocations**





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

The screenshot displays a financial system interface with a table of transaction details and a form for entering comments. The table has columns for Status, Tran Date, Posting Date, Merchant, City/State, Amount, Detail, Purchase ID, and Accounting Code. The first row shows a transaction on 12/05 with a posting date of 12/08, merchant UPS\*000069246811292008, city/state 800-811-1648, GA, and amount \$226.01. Below the table are tabs for Summary, Allocations, User Line Items, Comments, and Approval History. The Comments tab is active, showing a text area for 'Comments Field 3' containing 'Weekly shipments ending 11/29/08' and a date field for 'Goods Recvd Date' containing '12/04/2008'. A 'Save Comments' button is at the bottom. Two callout boxes provide instructions: one for 'Comments Field 3' and one for 'Goods Recvd Date'. A red dotted line connects the instruction box at the top to the 'Save Comments' button.

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-281

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.



Click **Select Approver**.

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★ Log Out

### 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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★ Log Out

**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**

[<< Back to Approve Transactions](#)

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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**

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: Open 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	
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">12/08</a>	12/09	METRO OFFICE PRODUCTS	877-6387641, TN	\$67.40			EGAKGP9329E	
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">12/07</a>	12/08	UPS*0000692468	800-811-1648, GA	\$583.47			REF # NOT AVAILAB	
<input type="checkbox"/>		<a href="#">Final Approved</a>	<a href="#">12/05</a>	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01			00006924681129200	
<input type="checkbox"/>		<a href="#">Final Approved</a>	<a href="#">12/06</a>	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29			851110395370	
<input checked="" type="checkbox"/>		<a href="#">Pending</a>	<a href="#">12/06</a>	12/08	FEDEX 867358700005	800-4633339, TN	\$5.17			867358700005	
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">12/06</a>	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17			867358699990	

 Disputed
 Reallocated

 Trans Detail Level
 Extracted
 Reallocation Locked

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

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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](mailto:ccsc@da.usda.gov) with questions or concerns.