This information is being sent on behalf of John T. McCain, Program Manager of the Charge Card Program Office

Working with US Bank for Purchase Coordinators:

We would like to share with you the March 2009 edition of US Bank's "Working with U.S. Bank" Purchase Program Guide. The guide includes updated instructions for:

- Creating new AO levels
- Using a new fax-in form

Also attached is the Reporting Hierarchy Setup Form, which can also be found under 'Forms' at www.usbank.com/usda.

This information will also be incorporated in the Coordinators Purchase Card Program Guide.

If you have any questions or concerns, please contact us at ccsc@da.usda.gov.

Working with U.S. Bank

March 2009

Points of contact

When and how to use a point of contact form

APCs (Agency Program Coordinators):

A new APC

Step 1: Fill out the "Point of Contact Setup" form

- If APC is a level 3, do not fill out agent and company in first section
- Choose Primary or Alternate
- Fill in the levels (5-digits for each level)
- Fill in name and demographic info
- Sign, print and fill out remaining info of APC submitting the form
- Fax in request to the fax number on the form

Step 2: Submit an Access Online user ID request

Update: User Profile now released to APCs and LAPCs in Access Online!

- ***The Access Online user ID spreadsheet may still be used, but you may setup and maintain users in Access Online real-time now!***
    - ***Please see User Profile guide for details, also found on the Web-based training website***
    - Spreadsheet instructions: Click on "request type" and select "Add user" in the pop-up window
    - Fill in USDA as the shortname, type in a user ID (a minimum of 7 characters), and select the **PAGC_APC-LAPC** entitlement group

Things to Keep in Mind

Important details for filling out POC and user ID forms

Remember that the point of contact submitting a form must be at or above the level of the point of contact being setup or maintained

Point of Contact Setup Form:

- Ignore the second section under "Type of Contact" (A/OPC, TDO, EDI, etc.)
- Ignore the "Verification Identification" prompt

Point of Contact Maintenance Form:

- Ignore the second section under "Type of Contact" (A/OPC, TDO, EDI, etc.)
- "Add this person" may be used to add an existing point of contact to a new or additional hierarchy level
- "Delete this person" may be used to delete a point of contact altogether
    - That said, you would not need to fill out any hierarchy levels for such a request
- "Change" may be used to replace one existing point of contact with another or to change someone from a primary to an alternate position. Also, if a person's name or demographics have changed, this should be selected
- "Delete the current person under these levels" may be used to delete a point of contact from one level but not from another level
- Fill in "information to be changed" as it pertains to your request
- Ignore the "Verification Identification" prompt

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- Fill in remaining required fields (in red), as well as the processing and TBR hierarchies

Changing an existing APC

Step 1: Fill out the “Point of Contact Maintenance” form

- If APC is a level 3, do not fill out agent and company in first section
- Choose Primary or Alternate
- Select the “Action” taken that best fits your need (See details under “Things to Keep in Mind”)
- Fill in the levels (5-digits for each level) if you are adding this person to an additional hierarchy
- Fill in name and demographic info if you are replacing an APC or changing their name or demographic information
- Sign, print and fill out remaining info of APC submitting the form
- Fax in request to the fax number on the form

Step 2: Add or delete processing and TBR hierarchy to an existing user ID for this point of contact. ***Update: Now available in Access Online under User Profile!***

- Ask the APC for his/her user ID or search for it by running a “System User List” report (under Administration) in Access Online
  - Click on “request type” and select “Add processing hierarchy to existing user” from the pop-up window
- Fill in USDA as the shortname and type in the user ID
- This should fill in all fields with “existing” except for the processing hierarchy fields
- Fill in ONLY the processing hierarchy
- To “Add TBR hierarchy to an existing user ID” repeat the process by selecting the option in the pop-up window that appears after selecting
-
- “Request Type”, ONLY filling out the TBR hierarchy
- To “Delete processing” or “Delete TBR” from an existing user ID repeat the process by selecting the option in the pop-up window that appears after selecting “Request Type”

LAPCs (Local/APCs):

A new LAPC

Step 1: Fill out the “Point of Contact Setup” form

- See APC instructions

Step 2: Submit an Access Online user ID request. ***Update: Now available in Access Online under User Profile!***

- See APC instructions

Step 3: Because the LAPC name appears on the managing account in Access Online, a third step should be completed

- If you are setting up an alternate LAPC, you do not need to complete Step 3
- If you are creating a new company level/level 5/managing account, this is completed via the form given out by the Account Coordinator group (e.g. Jennifer Dalhed)
- If a new LAPC is replacing an old one, the name should also be changed on the managing account
- Sign in to Access Online
- Go to “Account Administration”
- Select “Maintain Managing Account”
- Search for the MA account by LAPC name or company number
- Select “demographic information”
- Change the name and address

Changing an existing LAPC

Step 1: Fill out the “Point of Contact Maintenance” form

- See APC instructions

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Things to keep in Mind, cont'd

Access Online User ID setup Form

- Select the hyperlink "request type" to assist you with filling out the form
- Note: if a pop-up window does not appear, this is due to computer settings. Please get assistance from your IT to enable the pop-up window
- Red fields are required, but also include the processing or TBR hierarchy that you wish to add/delete
- Always include the bank number (3059, for purchase) when adding/deleting hierarchy or setting up a user ID
- "Enable" Approval Manager for all new purchase user IDs
- ONLY use the two entitlement groups for new user IDs (unless setting up reporting only/view only users)—for assistance, contact your AC
- Accounting Code View should be View 1
- Be mindful of your formatting/character limits listed on the form
    - Processing hierarchy character limits
        - Bank is always 3059
        - Agent is a 4-digit number
        - Company is a 5-digit number
        - Division is a 5-digit number
        - Department is a 4-digit number
    - TBR hierarchy character limits
        - Select "Yes" to add TBR
        - Bank is always 3059
        - TBR 1-7 are 5-digit numbers

Email all user ID requests to gov.service@usbank.com

Step 2: Add or delete processing and TBR hierarchy to an existing user ID for this point of contact

- See APC instructions

Step 3: Because the LAPC name appears on the managing account in Access Online, a third step should be completed

- If an LAPC is replacing an old one, the name should also be changed on the managing account
- Sign in to Access Online
- Go to "Account Administration"
- Select "Maintain Managing Account"
- Search for the MA account by LAPC name or company number
- Select "demographic information"
- Change the name and address

AOs (Approving Officials):

A new AO

Step 1 is not used for AOs

Step 2: Submit an Access Online user ID request. ***Update: Now available in Access Online under User Profile!***

- Click on "request type" and select "Add user" in the pop-up window
- Fill in USDA as the shortname, type in a user ID (a minimum of 7 characters), and select the **PAGC_AO4** entitlement group
- Fill in remaining required fields (in red), as well as the processing and TBR hierarchies

Changing an existing AO

Step 1 is not used for AOs

Step 2: Add or delete processing and TBR hierarchy to an existing user ID for this point of contact. ***Update: Now available in Access Online under User Profile!***

- See APC instructions

Things to keep in Mind, cont'd

Reporting Hierarchy Setup Form

- If you are setting up a new level 6 AND level 7, submit two forms
- The Agent and Company are not required
- Fill out all levels 1-new level 6 or level 7 (all levels should be 5-digits in length)
- Under Paper Report Selection choose "No Reports"—they will have access to reporting in Access Online
- Complete your information as the point of contact submitting the request

Creating a new level 6 or 7 (AO hierarchy)

Step 1: Submit by fax the Reporting Hierarchy Setup Form

Note: You assign the values for the new level 6 or level 7

Step 2: Create a cardholder under or move a cardholder to the new processing and TBR hierarchy

- When you create a new account you will be able to type in the new division (level 6) or department (level 7)—*Remember that division is 5-digits and department is 4-digits in length*
- When you create a new account you will be able to search for or type in the established new level 6 or 7 for the Reporting hierarchy—*These should match the division or department and but are 5-digits in length*
- When you move a cardholder from an old hierarchy to a new hierarchy:
    - To do so immediately, fax in the Cardholder Maintenance form
    - To have the cardholder move after the next cycle ends (7th of each month) move the cardholder in Access Online
        - Log in to Access Online
        - Select Account Administration
        - Selection Maintain Cardholder
        - Search for the cardholder by name or Account number
        - Select Account Information
        - To the right of Hierarchy position, select Change Hierarchy Position
        - At this time, you may type in the new processing hierarchy
        - Hit the continue button
        - Type in the new level 6 or 7 for the Reporting Hierarchy
        - Hit Submit Request

Step 3: Once the new hierarchy exists (both processing and reporting), you may create a user ID for the new AO level (See page 3 for details)

Please contact your Account Coordinator if you need to create a new agent or company level

MORE INFORMATION

- You may find all of these forms on the URL:

www.usbank.com/usda

- Fax POC forms to the fax number listed on the form
- Email Access Online user ID requests to gov.service@usbank.com
- Please allow 3-5 business days for a POC update
- Please allow 4-6 business days for a user ID request to be completed

Update: User IDs can now be setup and maintained in Access Online under User Profile.

Please view the User Profile guide for more instructions and visit the web-based training website for additional assistance.

USDA Purchase Functional Entitlement groups:

PAGC_APC-LAPC	USDA specific APC FEG	Account Setup and Maintenance, Transaction Management and Allocation, Fleet reporting
PAGC_AO4	USDA specific AO FEG	No Account Setup and Maintenance, no allocation and limited reporting
PAGC_RPT	Reporting only FEG	Standard reporting
PAGC_AO2	View only APC FEG	View only: Account Administration, Transaction Management and Standard reporting

Thank you, Your U.S. Bank team

Government Services

REPORTING HIERARCHY SETUP

Purchasing - 3059

Agent Number _ _ _ _
(Leave blank if Point of Contact Setup is sent with Agency Setup)

Company Number _ _ _ _ _
(Leave blank if Point of Contact Setup is sent with Billing Official Level Setup)

Reporting Levels

Level 1 _ _ _ _ _ Level 2 _ _ _ _ _ Level 3 _ _ _ _ _ Level 4 _ _ _ _ _
Level 5 _ _ _ _ _ Level 6 _ _ _ _ _ Level 7 _ _ _ _ _

Report Recipient Information

Agency/Organization Name _
(max. 30 char.)

Recipient Name _
(max. 30 char.)

Address 1_ _
(max. 30 char.)

Address 2 (optional)_ _
(max. 40 char.)

City _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ State _ _ Zip _ _ _ _ _ - _ _ _ _
(max. 15 char.) *(max. 9 char.)*

Phone Number_ Fax Number_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
(max. 20 char.) *(max. 18 char.)*

Email address____
(max. 60 char.)

Paper Report Selection Information

If you have questions about your reporting package, please contact your Account Coordinator..

☐ No Reports

☐ Agency/Organization Standard Reporting Package

☐ Other ***(Complete Report Selection Form.)***

Form Submitted by:

Signature__________________________________ Print Name ___________________________________

Phone________________________ Fax __________________________ Date Submitted _______________

FAX REQUEST TO 612-973-3791 or 1-800-974-0777

OR
MAIL REQUEST TO:
U.S. BANK GOVERNMENT SERVICES
200 SOUTH SIXTH STREET – EP-MN-L28C, MINNEAPOLIS, MN 55402