Approving Official Guidelines for Final Approving Transactions in Access Online

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Office of Procurement and Property Management, (OPPM)
Charge Card Service Center (CCSC)

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Use the following address to log in to Access Online: https://access.usbank.com. Enter the Organization Short Name (USDA), User ID and Password, and click Login.
After logging into Access Online, you will be re-directed to the HOMEPAGE pictured below. Click the Transaction Management link.
Click Manager Approval Queue Link.
This will say Pending or Pulled back. Moving the screen to the left or right provides basic transaction detail including the BOC.
For detailed information on a specific item click Trans Date.
Click on Comments tab. Details on the items are listed in the fields: Conv. Checks TIN#, Agency Specific Data, Conv Ck Mer Inf/Waiver #, Goods Recvd Date, and/or Item Description.

**Checks only:** Nine numeric characters only.

**Agency Specific Data**

Checks only: Merchant name, address, city, state, zip code, and DCIA waiver number. Use a semicolon to separate the information, e.g.,

Home Depot;901 Rhode Island Ave NE;Washington;DC;20018;7
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 Approve icon.
Select No further approval needed for these transactions. Click Approve.
You will receive a message stating Request has been successfully completed. Click Log Out.
Additional information on the Charge Card Service Center including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc., can be accessed at the CCSC Web site.