



Approving Official Guidelines for Final Approving Transactions in Access Online

Prepared by:

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

Last Updated: 12/20/2013

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.

U.S. Bank Access® Online



Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

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[Register Online](#)

[Website/Browser Requirements](#)

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After logging into Access Online, you will be re-directed to the HOMEPAGE pictured below. Click the Transaction Management link.

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U.S. Department of Agriculture
Our Payment Products Logout

usbank. Welcome to Access Online Priscilla Whatley

Your last login was 09/23/2013

Language Selection:
American English

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Home
Contact Us
Training

Message Center
[Message\(s\) from Access Online](#)

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Trusted sites 100%

Click Manager Approval Queue Link.

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usbank. **Transaction Management**

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management

- Transaction List
- Manager Approval Queue
- Manager Approval History

Account Information
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Product: Purchasing Card [Switch Products](#)

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

[View Unmatched Transactions](#)
Presents the unmatched transactions list.

Manager Approval Queue
View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History
View and pull back transactions previously approved by you.

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System Administration Trusted sites

This will say Pending or Pulled back. Moving the screen to the left or right provides basic transaction detail including the BOC.

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Transaction Management

Manager Approval Queue

[Managing Acct List](#) |
 [Card Acct List](#) |
 [Trans List](#) |
 [Manager's Queue](#)

[Request Status Queue](#)
[Active Work Queue](#)
[System Administration](#)
[Account Administration](#)
[Transaction Management](#)
 • [Managing Acct List](#)
 • [Card Account List](#)
 • [Transaction List](#)
 • [Manager Approval Queue](#)
 • [Manager Approval History](#)
[Account Information](#)
[Reporting Dashboard](#)
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Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date:

Approval Status:

Transaction Amount:

 \$

Cardholder Approver:

Last Approver:

Accounting Code Validation Status:

Display Transactions per page

[Search](#) [Reset](#)

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 6 of 6

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

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Accounting Code
<input type="checkbox"/>	Pending	09/19	GOVERNMENT ACQUISITIONS	513-7218700, OH	\$1,462.00		...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000J3140
<input type="checkbox"/>	Pending	09/14	SPECTRUM SYSTEMS/EMTEC FE	800-7561888, SC	\$201.25		...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000J3140
<input type="checkbox"/>	Pending	09/12	ESI INTERNATIONAL	703-558-3000, VA	\$1,120.00		...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000J2523
<input type="checkbox"/>	Pending	08/29	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,999.00		...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000J2523
<input type="checkbox"/>	Pending	08/26	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,069.00		...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000J2523
<input type="checkbox"/>	Pending	08/26	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,069.00		...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000J2523

Trans Detail Level Extracted Reallocated Reallocation Locked Valid Accounting Code

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

Records 1 - 6 of 6

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

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For detailed information on a specific item click Trans Date.

Transaction Management Manager Approval Queue

Managing Acct List | Card Acct List | **Trans List** | » Manager's Queue

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All | Approval Status: All | Transaction Amount: All \$

Cardholder Approver: All | Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

Search **Reset**

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 6 of 6

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

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Accounting Code
<input type="checkbox"/>	Pending	09/19	GOVERNMENT ACQUISITIONS I	513-7218700, OH	\$1,462.00	Ⓜ	...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000 3140
<input type="checkbox"/>	Pending	09/14	SPECTRUM SYSTEMS/EMTEC FE	800-7561888, SC	\$201.25	Ⓜ	...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000 3140
<input type="checkbox"/>	Pending	09/12	ESI INTERNATIONAL	703-558-3000, VA	\$1,120.00	Ⓜ	...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000 2523
<input type="checkbox"/>	Pending	08/29	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,999.00	Ⓜ	...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000 2523
<input type="checkbox"/>	Pending	08/26	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,069.00	Ⓜ	...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000 2523
<input type="checkbox"/>	Pending	08/26	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,069.00	Ⓜ	...9490	Pope, Kia M	Pope, Kia M	DA13EP9CC0000 2523

Ⓜ, Ⓜ Trans Detail Level | Ⓜ Extracted | Ⓜ Reallocated | Ⓜ Reallocation Locked | Ⓜ Valid Accounting Code

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

Records 1 - 6 of 6

Approve **Reject** **Reallocate** **Mass Reallocate**

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.

Transaction Management

Transaction Detail

Product: Purchasing Card [Switch Products](#)
 Card Account Number: *****9490, KIA M POPE [Switch Accounts](#)
 Card Account ID: 312095276476

[Managing Acct List](#) | [Card Acct List](#) | [Trans List](#) | [Manager's Queue](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	08/22	08/23	STAPLS7104723516000001	877-8267755, NJ	346.63	III	7104723516000001	DA13EP9CC0000

Disputed
 Trans Detail Level
 Reallocated
 Reallocation Locked
 Valid Accounting Code

[Summary](#) | [Allocations](#) | [Transaction Line Items](#) | **[Comments](#)** | [Approval History](#) | [Client Data](#)

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

The Comments are no longer available for editing because the transaction: is no longer in your approval queue.

Conv. Checks TIN# → Checks only: Nine numeric characters only.

Agency Specific Data

Conv Ck Mer Inf / Waiver# → 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

Goods Recvd Date
8/22/2013

Item Description
Cartridges- Phil Johnson & Dorothy Lilly

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.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount: \$

Cardholder Approver: Last Approver:

Accounting Code Validation Status:

Display Transactions per page

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

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Records 1 - 6 of 6

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

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	€	Account Number	Cardholder Approver	Last Approver	Ⓜ	Accounting Code
<input type="checkbox"/>	Pending	09/19	GOVERNMENT ACQUISITIONS I	513-7218700, OH	\$1,462.00	III		...9490	Pope, Kia M	Pope, Kia M	✓	DA13EP9CC0000 3140
<input type="checkbox"/>	Pending	09/14	SPECTRUM SYSTEMS/EMTEC FE	800-7561888, SC	\$201.25	III		...9490	Pope, Kia M	Pope, Kia M	✓	DA13EP9CC0000 3140
<input type="checkbox"/>	Pending	09/12	ESI INTERNATIONAL	703-558-3000, VA	\$1,120.00	II	€	...9490	Pope, Kia M	Pope, Kia M	Ⓜ ✓	DA13EP9CC0000 2523
<input type="checkbox"/>	Pending	08/29	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,999.00	III	€	...9490	Pope, Kia M	Pope, Kia M	Ⓜ ✓	DA13EP9CC0000 2523
<input type="checkbox"/>	Pending	08/26	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,069.00	III	€	...9490	Pope, Kia M	Pope, Kia M	Ⓜ ✓	DA13EP9CC0000 2523
<input type="checkbox"/>	Pending	08/26	MANAGEMENT CONCEPTS	703-7909595, VA	\$1,069.00	III	€	...9490	Pope, Kia M	Pope, Kia M	Ⓜ ✓	DA13EP9CC0000 2523

Trans Detail Level
 Extracted
 Reallocated
 Reallocation Locked
 Valid Accounting Code

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

Records 1 - 6 of 6

Select No further approval needed for these transactions. Click Approve.

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usbank **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:

No further approval needed for these transactions

Summary of Transactions to be Approved
Number of Transactions: 1
Total Dollar Amount: \$1,999.00

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You will receive a message stating Request has been successfully completed. Click Log Out.

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usbank Transaction Management
Manager Approval Queue

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
• Managing Acct List
• Card Account List
• Transaction List
• Manager Approval Queue
• Manager Approval History

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Request has been successfully completed.

Managing Acct List | Card Acct List | Trans List | **» Manager's Queue**

Transactions

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Billing Cycle End Date: All | Approval Status: All | Transaction Amount: All \$

Cardholder Approver: All | Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

Search **Reset**

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Records 1 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver
<input type="checkbox"/>	Pending	09/19	GOVERNMENT ACQUISITIONS I	513-7218700, OH	\$1,462.00	Detail	...9490	Pope, Kia M
<input type="checkbox"/>	Pending	09/14	SPECTRUM SYSTEMS/EMTEC FE	800-7561888, SC	\$201.25	Detail	...9490	Pope, Kia M



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](#).