
Account User Setup and Purchase Card Approval in Access Online User Guide

USDA Purchase Card Program



USDA OPFM Charge Card Service Center

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Revision History

Table 1 provides the revision history of this document. Newest revisions appear on table's top row.

Table 1. Revision History

Version	Date	Definition
1.0	9/21/2015	Released initial version.

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1.0 General Information

1 General Information

1.1 Purpose of Document

This document provides the instructions for performing the following in U.S. Bank’s Access Online.

1. Create an account.
2. Perform “Final Approval” for account.

This document replaces previous users’ guides.

1.2 Scope of Document

This document provides the guidance and step-by-step instructions for an APC/LAPC to submit the card setup in Access Online, as well as for the “final approver” to review and approve the submitted card setup.

1.3 References

Table 2 provides a list of references used in the document.

Table 2. References

References
<i>Purchase Card Program Account Setup Automation Plan, LinkVisum Consulting Group, March 12, 2015</i>

1.4 Abbreviations and Acronyms

Table 3 provides a list of abbreviations and acronyms used within the document and within the charge card program.

Table 3. List of Abbreviations and Acronyms

Term	Definition
Access Online	Access® Online
AGAR	Agriculture Acquisition Regulation
AO	Approving Official
APC	Agency Program Coordinator
AXOL	U.S. Bank Access Online
BOCC	Budget Object Classification Codes
CCSC	Charge Card Service Center
CSC	Customer Service Center
DAC	Default Accounting Code
DR	Departmental Regulation (DR) 5013-6: <i>Use of the Purchase Card and Related Alternative Payment Methods</i> (November 2012)
FEG	Functional Entitlement Group

Term	Definition
LAPC	Local Agency Program Coordinator
OPPM	Office of Procurement and Property Management
USDA	U.S. Department of Agriculture

1.5 Providing Feedback to the CCSC

Forward any questions concerning this manual to the USDA Charge Card Service Center (CCSC) [CCSC Inbox](#). Additional information is also available on the [CCSC Web site](#).

2.0 Process Summary

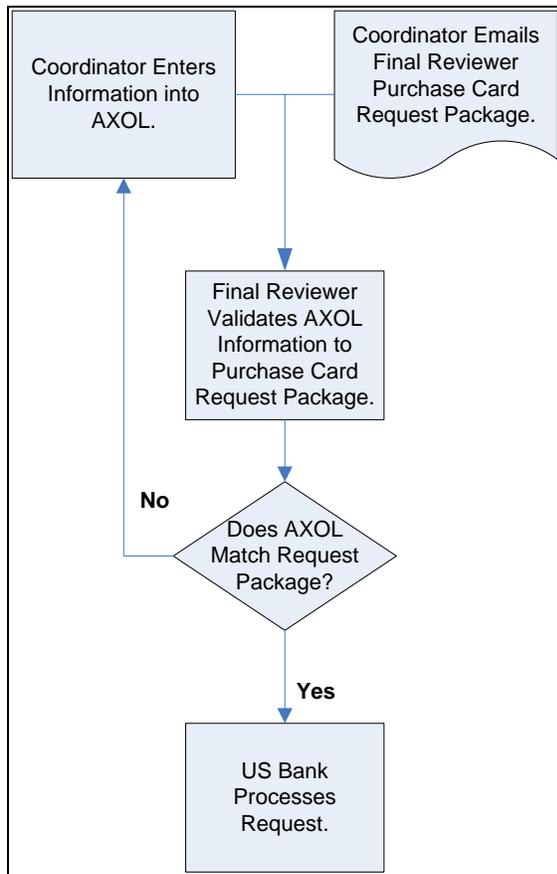
2 Process Summary

Starting in spring 2015, purchase card account requests, from creation to approval, are handled through U.S. Bank's AXOL. While LAPCs may enter card requests into AXOL, APCs may final approve the request. Upon APC's approval, U.S. Bank creates and issues the card. Meanwhile, CCSC provides monitoring and oversight for the purchase card request.

2.1 Process Configuration

Figure 1 outlines the purchase card request process.

Figure 1: Card Request Process



2.2 Types of Users

The different AXOL user levels along with requirements are provided below.

- Final Approver ([See Section 6.](#))
 - Identified by APC; usually an APC or, as indicated by APCs, CCSC.
 - Completes CCSC-provided training on card request process and final approving requests.
 - Reviews LAPC-entered card request and approves or rejects requests as needed.
 - Provides Coordinator with rejection explanation.
 - Answers APCs and LAPCS questions.
 - Checks card status in AXOL.

- Retains emailed Purchase Card Request Package (i.e., request form, training certificates, warrants).
- Coordinator
 - Usually filled by LAPC.
 - Completes CCSC-provided training on card request process.
 - Reviews card requests for accuracy; before entering, rejects card requests with errors.
 - Enters error-free card requests in AXOL and, via AXOL, submits to Final Approver for approval.
 - Corrects rejected requests via AXOL.
 - Checks card status in AXOL.
 - Emails Final Approver with Purchase Card Request Package (i.e., request form, training certificates, warrants).
- CCSC
 - Provides training to AXOL users.
 - Works with APC to prevent purchase card-related errors.
- U.S. Bank
 - Issues cards for all approved card requests in AXOL.

2.3 Contingency Plan

If AXOL should be out of operation for more than 48 hours, then email the card request(s) to CCSC for manual processing. If the situation should occur, CCSC will distribute an advisory to the APCs, as well as coordinate with US Bank to process the requests.

3.0 Getting Started

3 Getting Started

3.1 Training

To use AXOL, first complete the [U.S. Bank AXOL web-based training](#) by way of CCSC website before requesting an AXOL account.

To complete a paper-based purchase card application, please see “How to Complete Purchase Card Applications and Hierarchy Setup and Maintenance Forms” on [the CCSC website](#).

To serve as a Final Approver, see [Section 3.2](#)

3.2 Becoming a Coordinator

Typically a LAPC submits a purchase card account request. If an APC does not have any LAPCs, then APC usually submits the purchase card account request.

To perform Purchase Card Coordinator tasks, see the below steps.

1. Obtain APC’s approval to serve as a submitter of a purchase card account requests..
2. Complete the CCSC-provided training on purchase card account setups in Access Online; provide APC with proof of training.
 - a. See [CCSC website](#) to access the training.
3. Have APC send formal email request to serve as Coordinator purchase card account requests, along with proof of training, to CCSC Inbox (ccsc@dm.usda.gov).
 - a. Text for Email Request
[Name of Person Serving as Final Approver] has completed the required training to serve as a Coordinator of Purchase Card Account Requests and will now serve as Coordinator for *[agency name]*.
4. Upon formal notification from CCSC, begin serving as Coordinator of Purchase Card Account Requests.

3.3 Becoming a Final Approver

See [Chapter 8](#) for expectations of a Final Approver.

To perform Final Approver tasks, see the below steps.

1. Obtain APC’s approval to serve as final approver.
2. Complete the CCSC-provided final approver training; provide APC with proof of training.
 - a. See [CCSC website](#) to access the training.

3. Have APC send formal email request to serve as Final Approver, along with proof of training, to CCSC.
 - a. Text for Email Request
[Name of Person Serving as Final Approver] has completed the required training to serve as a Final Approver and will now serve as Final Approver for [agency name].
4. Upon Final Approver notification from CCSC, begin serving as Final Approver.

3.4 Logging On

From <https://access.usbank.com>, enter the below information into AXOL homepage. (See Figure 2.)

- Organization Short Name (always USDA)
- User ID
- Password

For assistance logging into AXOL (e.g., password assistance), please contact 888-994-6722 or 701-461-2232.

U.S. Bank Access® Online

usbank Welcome to Access Online!

Contact Us
Login

Please enter the information below and login to begin.

Organization Short Name:
1 USDA

User ID:
2 laurahampton

Password:
3 ●●●●●●●●

Login

4.0 Using AXOL to Submit and Approve Card Requests

4 Using AXOL to Submit and Approve Card Requests

4.1 Setting up a New Cardholder Account

For new cardholder account setup, please follow the below steps.

1. Select the **Account Administration** high-level task. (See Figure 3.)
2. Click the **Create New Cardholder Account** link from the Account Administration screen. (See Figure 3.)
3. After selecting **Purchasing, "3059"** from the Cardholder Account pull down, click **Select Product** button. (See Figure 4.)



Figure 4: Select a Product

Cardholder Account
Select a Product

Select a product to setup an account.

Product:
 ▼

Select Product

4.2 Entering Cardholder Demographics

Next, enter the cardholder demographics.

1. In the **Cardholder Account: Setup Demographics** screen, type the last name in **Last Name**, first name in **First Name**, and middle initial (optional) in **MI**. (See Figure 5.)
 - a. Confirm that the name—last, first and middle initial (optional)—matches name on record at USDA's HR Department.
2. **Skip** the following: **SSN; Date of Birth; Identification Number; and Tax Exempt Number**.
3. In the **Optional 1:** field, enter FOREIGN NATL N or FOREIGN NATL Y. (See Figure 5.)
4. Enter the agency's **Third Line Embossing** obtained from the agency's APC. (See Figure 5.)



- **Red asterisk (*)** is required field.
- Before entering information into AXOL, **review and correct** information on paper-based request form.
- When clicking **Save and Continue**, an error message appears if entered incorrect information.
- **File For Later** allows user to complete entry

Figure 5: Demographic Setup

Cardholder Account Setup Demographics

Demographics → Account Information → Accounting Code → Authorization Limits

Enter demographic information, then Save & Continue.

* = required

Product: Purchasing

Last Name:* **First Name:*** **MI:** Matches USDA's HR Department.

SSN: X

Date of Birth:
Month X Day X Year X Enter FOREIGN NATL N or FOREIGN NATL Y.

Identification Number: X

Tax Exempt Number: X

Optional 1: **Third Line Embossing:**

Address 1:* **Address 2:** Verify address with USPS & not a home address.

City:* **State/Province:*** (if USA or Canada) **Zip/Postal Code:*** (if USA or Canada)

Country:*

Work Phone:* **Home Phone:** Confirm valid USDA email address.

Alternate Phone: **Fax:**

Email Address:

Demographics Comments: Enter training & warrant certification; entry date; & submitter's initials.

I certify that the cardholder has completed the required training and, upon request, can provide the training certificates and warrants. 1/1/99 JD

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

Save & Continue **File for Later** **Cancel Setup**

5. Enter validated mailing address in the **Address 1, City, State, and ZIP/Postal Code, and Country** fields. (See Figure 5.)

- a. Use [USPS Zip Code lookup tool](#) to validate address.

6. Type the cardholder's office phone number in the **Work Phone** field without the dashes.

7. Type additional phone and fax numbers, if needed, without the dashes.

8. Type the cardholder's valid USDA email address in the **Email Address** field. (See Figure 5.)

- a. Note: Treat **Email Address** field a required field; otherwise will reject requests without valid USDA email address.
- b. Check the address in Outlook to confirm the USDA email's validity.

9. Type initials, date and below required text in the **Demographics Comments** field. (See Figure 5.)

- a. *I certify that the cardholder has completed the required training and, upon request, can provide the training certificates and warrants.*

10. Click the **Save and Continue** button.

11. Click the **Save and Continue** button **second time** after address message appears. (See Figure 6.)

Figure 7: Hierarchy Position

4.3 Setting Up Account Information

Next enter the account information, including the cardholder's hierarchy.

1. From the first **Cardholder Account: Setup Account Information** screen, type the required hierarchy position numbers in the appropriate **Hierarchy Position** fields. (See Figure 7.)
2. Spell out organization name in the **Organization Name**. (See Figure 8.)



- The *processing hierarchy* controls transactions' processing for billing and accounting purposes.
- The processing hierarchy includes bank, agent, company, division and department.
- In case of a missing hierarchy level, contact U.S. Bank's technical support.

5. Select the desired option from the **Convenience Check** drop-down list. *(See Figure 8.)*
 - a. Leave as **NO** (default answer) if convenience checks are **not** required.
 - b. Select **YES** if convenience checks are **required**.
6. Type the reporting level in the **Reporting Level** fields (if known). *(See Figure 8.)*
7. *Only if* the card is used for Continuity of Operations (COOP), enter **COOP** in the **Account Information Comments** field. *(See Figure 8.)*
8. Click the Save and Continue button. *(See Figure 8.)*

Figure 10: LOA and BOC Setup

Cardholder Account
Setup Default Accounting Code

Demographics → Account Information → Accounting Code → Authorization Limits

Enter segment values, then save and continue.

Product: Purchasing
Name: Sandi M Imlay
Status:

Segment Name (Length)	LINE OF ACCOUNTING (61)	BOC (4)	DCN (FAS USE ONLY) (6)
		2670	

Search for Valid Value

Default Accounting Code Comments:

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

Save & Continue File for Later Cancel Setup

9. If all Account Information fields are entered correctly, then the Cardholder Account: Setup Default Account Code screen displays. *(See Figure 10.)*
10. Continue to the next section.

4.4 Setting Up the Default Accounting Code

Purpose: The default account code controls how Access Online allocates transactions when the transactions enter Access Online.

To set up the default accounting code for the new cardholder account, follow these instructions.

1. To add the **Line of Accounting** (LOA, Purchasing Account Code or Shorthand Code) from the Cardholder Account: Setup Default Accounting Code screen, search the values. *(See Figure 11.)*
2. Click the magnifying glass icon to search for a value from a valid values list (VVL). *(See Figure 11.)*

3. Automatically directed to the **Cardholder Accounts: Search and Select Valid Value** screen. (See Figure 11.)
4. Type a full or partial value (i.e., Line of Accounting) in the **Value** field. (See Figure 11.)
5. Select a search type (e.g., **Begins with** or **Contains**) from the **Search Type** drop-down list. (See Figure 11.)
6. Select the number of values to display on the screen from the **Display** drop-down list. (See Figure 11.)
7. Click the **Search** button to display on the screen the Valid values matching the search criteria. (See Figure 11.)

Cardholder Accounts

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: 1

Description:

Search Type: Begins with ▼

Display 25 ▼ Values per page

Search 2

1 = Enter Line of Accounting (Purchase Accounting Code.)

2 = Click Search.

3 = Click Select to Choose Correct Line of Accounting.

Select a valid value from the results list below.

Records 1 - 1 of 1

	LINE OF ACCOUNTING	Value Description
3	Select	[blurred]

Records 1 - 1 of 1

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

8. Click the **Select** link for the value wish to specify as the default accounting code. (See Figure 11.)
9. To add the Budget Object Code (**BOC**) from the Cardholder Account: Setup Default Accounting Code screen, enter **2670**. (See Figure 10.)
10. Click the **Save & Continue** button. (See Figure 9.)
11. Automatically display the **Cardholder Accounts: Setup Authorization Limits** screen. (See Figure 12.)
12. Continue to the next section.

4.5 Setting Up Authorization Limits

Purpose: The authorization limits set spending parameters for the new cardholder account, such as credit limit (monthly office limit) and single purchase limit. The default authorization limits display based on the associated managing account. Cardholder's limits are changed in any of the fields as desired, or left as the default values.

To set up the authorization limits for the new cardholder account, follow the below steps.

Cardholder Account
Setup Authorization Limits

Demographics → Account Information → Accounting Code → Authorization Limits

Enter authorization limits, then Save & Continue.

Product: Purchasing
Name:
Status:

* = required

Authorization Limits

Credit Limit: * 10000
Single Purchase Limit: * 4000

% Cash: * 0 (0-100)
Fiscal First Month: 10

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
No Merchant Authorization Controls currently exist for this account.				

Authorization Limits Comments:
12345

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

Save & Continue File for Later Cancel Setup

Annotations:
- Same as monthly office limit. (points to Credit Limit)
- If > \$3,500 submit Warrant Certificate. (points to Single Purchase Limit)
- Add Warrant Number If Have Certificate. (points to Comments)

1. From the Cardholder Account: Setup Authorization Limits screen, type or change the amount in the **Credit Limit** field. (See Figure 12.)
 - a. Defined as the *total amount per month* the cardholder may charge.
2. Type or change the amount in the **Single Purchase Limit** field. (See Figure 12.)
 - a. Defined as the *total amount per one transaction* the cardholder may charge.
3. To complete **& Cash**, follow the below steps. (See Figure 12.)
 - a. If no Convenience Checks required, then enter 0 in the **& Cash** field.
 - b. If Convenience Checks required, then enter 20 in **& Cash** field.
 - i. Unless receive differing written guidance, use the current acceptable level of “& Cash:” for a convenience check authorized cardholder of “20”, or 20%.
4. Skip the Merchant Authorization Controls section, as remains as appears. (See Figure 12.)
5. If single purchase limit exceeds micro purchase limit, add **Warrant Number** in the **Authorization Limits Comments** field. (See Figure 12.)



If **not ready to submit** for Final Review, use **links** at top of page to review entered information. **Do not** click Save & Continue. (See Figure 14.)

6. Click the **Save & Continue** button to route the new cardholder account setup to AXOL’s Active Work Queue to the final approver.

7. Email the **purchase card application, training certificate** and, if applicable, **warrants** to Final Approver.

- a. Use the following for subject: **Final Approval - New Purchase Card Request for [Last Name here]** (e.g., New Purchase Card Request for Smith).



Use the correct **email subject line (Step 7, Section 4.5)** when notifying Final Approver.

Send a copy of cardholder’s **Warrant Certificate** to the “final reviewer” for processing and card issuance when the Single Purchase Limit > the micro-purchase limit.

8. At this point, finished entry of account set up and unable to change any entered information.

4.6 Checking Purchase Card Status

1. To see progress of new cardholder account setup, click **Request Status Queue** from left-hand navigation and search for card in question. (See Figure 13.)

Figure 13: Request Status Queue

Delete Request	Request Status (View Details)	Account Number	Request Type
	Maint CH Account Complete		CARDHOLDER HIERARCHY NODE
	Maint CH Account Complete		CARDHOLDER DEMOGRAPHIC MA
	Pending - Setup CH Acct		CARDHOLDER SETUP
	Maint CH Account Complete		CARDHOLDER DEMOGRAPHIC MA

2. On **Account Requests** page, look under **Request Status** for specific card. (See Figure 13 & 14.)

3. To view the card’s details, click the **link** under Request Status. (See Figure 15.)

4. View the cards progress from **Account Request Details** page. (See Figure 15.)

5. See **Section 5** to handle **rejected** card requests.

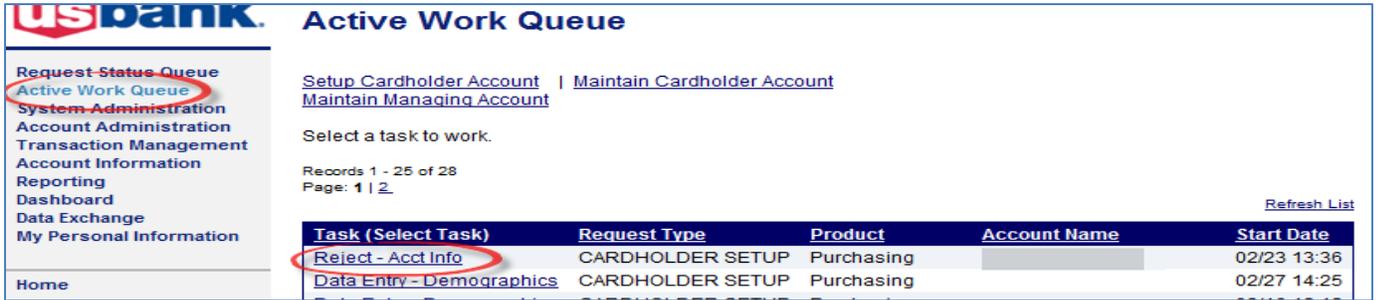
Figure 14: Example of Rejection in Request Status Queue

Request Status	Task Status	Ready Date	Last Updated	User
Data Entry - Demographics	DONE	03/25 12:35	03/25 12:37	javiertaboada
Data Entry - Acct Info	DONE	03/25 12:37	03/25 12:39	javiertaboada
Data Entry - Default Acct Code	DONE	03/25 12:39	03/25 12:39	javiertaboada
Data Entry - Auth Limits	DONE	03/25 12:39	03/25 12:40	javiertaboada
Final Review	READY	03/25 12:40		

5.0 Correcting Rejected Card Requests

5 Correcting Rejected Card Requests

Figure 16: Active Work Queue



Follow the below steps to identify a rejected card request.

1. Check Request Status for rejected card request. (See Section 4.6 and Figure 13.)
2. Next click Active Work Queue from left-side navigation. (See Figure 16.)
3. Search under **Task (Select Task)** for card in question. (See Figure 16.)
4. Automatically taken to the first screen requiring correction. (See Figure 17)

Cardholder Account
Setup Account Information

Enter account information, then Save & Continue.
Product: Purchasing
Name:
Status:

Reject Reason: This individual is an APC/LAPC and is setting up their card in the same hierarchy over which they have authority. This directly conflicts with A123.

* = required

Hierarchy Position
Bank: Agent: Comp: Div: Dept: [Search for Position](#)

Organization Name
USDA FS

Account Information
Managing Account: 4716404556465600
Cycle Day: 7
Expiration Date: / /
Temp Auth Start Date: Month Day Year
Temp Auth End Date: Month Day Year
Plastic: Yes
Checks: Yes No
Checks not Valid:
 Checks not valid over the dollar amount of \$ 2500
 Checks not valid after this number of days:

Reporting Level
Lvl 1: Lvl 2: Lvl 3: Lvl 4: Lvl 5: Lvl 6: Lvl 7:
00012 [Search for Reporting Level](#)

Account Information Comments:

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

Figure 18: Reject Reason

Cardholder Account
Setup Demographics

Enter demographic information, then Save & Continue.

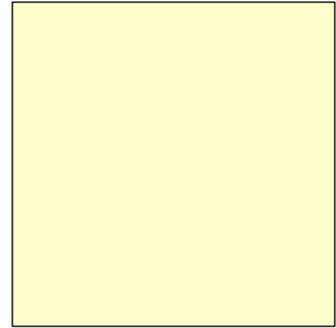
* = required

Product: Purchasing
Name:

Reject Reason: First name is misspelled Should be Daliana (i after l). Currently reads two l's

States the needed correction.

5. Read **Reject Reason** to determine error. *(See Figure 18.)*
6. After correcting error, click **Save & Continue** to return item to Final Approver.
7. Inform Final Approver that corrected card is ready for review by replying to previous email in which Final Approver identifies the needed correction.
8. Re-check status. *(See Section 4.6.)*



6.0 Perform Final Approval of an Account Setup

6 Perform Final Approval of an Account Setup

Purpose: To approve a cardholder account setup, an agency’s identified “Final Approver” performs a final review of entered information. Providing no incorrect information, the Final Approver approves the setup.

6.1 Becoming a Final Approver

To become a Final Approver, see the below steps.

1. Be identified by agency as a Final Approver.
2. Complete Final Approver training.
3. Include proof of Final Approver training along with formal request to serve as Final Approver.
4. Upon CCSC’s notification of adding “Final Approver” status to user id, begin performing final reviews.



See Chapter 8 for expectations of a [Final Approver](#).

6.2 Following Path to Final Review

See [Section 2.1](#).



Do not click LAPC’s card in progress because then responsible for any changes or actions to the card in AXOL.

6.3 Reviewing the Active Work Queue

Follow the below steps to perform a Final Review.

1. Access the **Active Work Queue** in AXOL. (See Figure 19.)
2. In Active Work Queue, select cardholder from table in **Active Work Queue**. (See Figure 20.)
 - a. Use the headers in table to sort.
 - b. To locate a card, search for “Final Review” under task; if by specific person, by Account Name.
 - c. Click Final Review under Task.

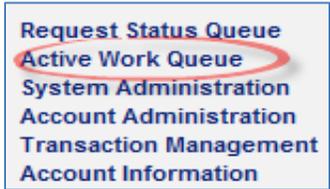


Figure 20: Reviewing Active Work Queue

usbank Active Work Queue

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

Setup Cardholder Account | Maintain Cardholder Account | Maintain Managing Account

Select a task to work.

Records 1 - 6 of 6

Task (Select Task)	Request Type	Product	Account Name	Start Date
Reject - Acct Info	CARDHOLDER SETUP	Purchasing		02/23 13:36
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		02/27 14:25
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		03/16 12:12
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		03/17 08:29
Final Review	CARDHOLDER SETUP	Purchasing		03/18 11:01
Final Review	CARDHOLDER SETUP	Purchasing		03/18 11:32

Refresh List

Figure 21: Demographics Final Review

Final Review Cardholder Account Setup

Demographics

Demographics → Account Information → Accounting Code → Authorization Limits

Product: Purchasing

Name:

Status:

Name:

SSN:

Date of Birth:

Identification Number:

Tax Exempt Number:

Optional 1: ← Has FOREIGN NATL N or FOREIGN NATL Y marked?

Third Line Embossing: ← Uses correct agency embossing?

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country:

Work Phone:

Home Phone:

Alternate Phone:

Fax:

Email Address: ← Lists valid USDA email address?

Demographics Comments:

I certify that the cardholder has completed the required training and, upon request, can provide the training certificates and warrants. BH 9/3/15

← Lists Certification Statement with date and initials?

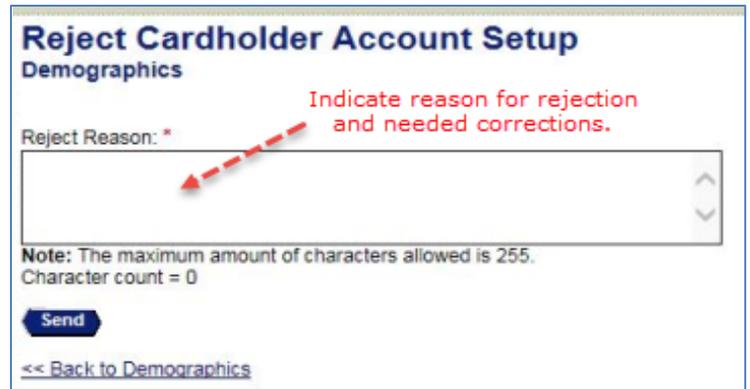
Approve **Reject**

[<< Back to Active Work Queue](#)

6.4 Reviewing the Demographic Screen

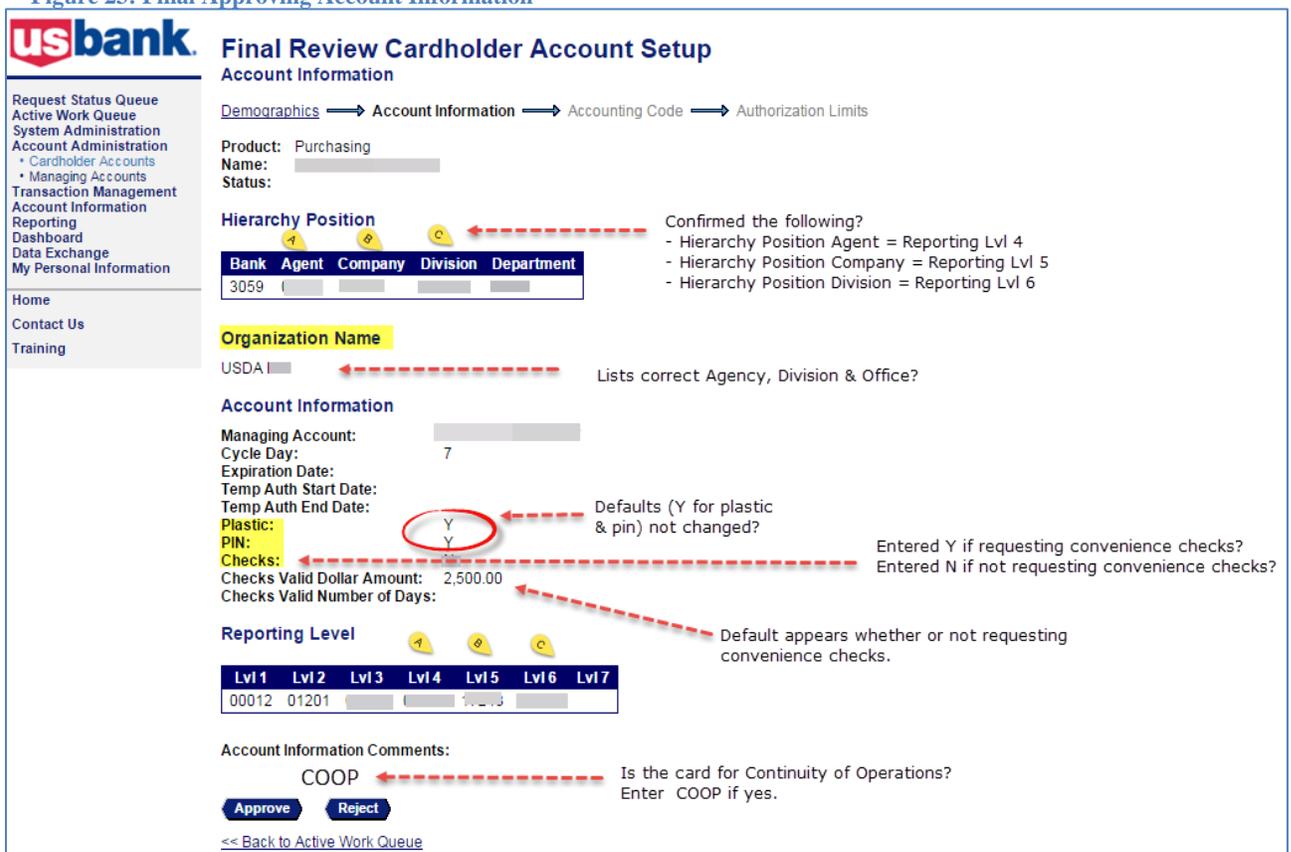
1. Review Demographic screen—the first of four—for the specific Cardholder Account Setup. (See Figure 21.)
2. Double check the following information. (See Figure 21.)
 - a. **Name** is same as appears on form.
 - b. **Optional 1** indicates whether or not person is foreign national.
 - c. **Third Line Embossing** reflects agency's direction for third line embossing.
 - d. **Mailing Address** is a work address; not a home address.
 - e. **Email Address** is a valid USDA address and a not a personal email address.
 - f. **Certification Statement in Demographics Comments.** (See #9, Sect. 4.2.)

3. If demographic information is correct, click **Approve** to be directed to next review screen. (See Figure 21.)
 - a. Go to Section 6.5.
4. If demographic information is incorrect, click **Reject** to return request via AXOL.
5. Automatically directed to **Reject Cardholder Account Setup** screen. (See Figure 23.)
 - a. Enter the reason for rejection and the needed corrections.
 - b. Click **Send** to return to coordinator.



6.5 Reviewing Account Information Screen

Figure 23: Final Approving Account Information



1. Review **Account screen**—the second of four—for the specific Cardholder Account Setup. (See Figure 23.)

2. Double check the following information. (See Figure 23.)
 - a. **Hierarchy Level Position** matches pertinent *Reporting Level*.
 - b. **Agency, division and office** are correct.
 - c. The **Plastic** and **Pin** default answer is Y.
 - d. **Check** is marked Y if requesting Convenience Cards and N, if not requesting Convenience Cards.
 - e. **COOP** statement listed or not listed in **Account Information Comments**.
3. If account information is correct, click **Approve** to be directed to next review screen.
 - a. Skip Steps 4 and 5. See **Section 6.7** for next steps.
4. If account information is incorrect, click **Reject**.
5. Automatically directed to **Reject Account Information Account Setup** screen. (See Figure 22.)
 - a. Enter the reason for rejection and the needed corrections.
 - b. Refer to **Section 7** to approve a rejected item.

6.6 Reviewing Accounting Code Screen

1. Review **Default Accounting Code**—the third of four—for the specific Cardholder Account Setup. (See Figure 24.)
2. Double check the following information. (See Figure 24.)
 - a. Review the **Line of Accounting**. AXOL prevents the entry of an invalid Line of Accounting.
 - b. List **2670** as the BOC.
3. If account information is correct, click **Approve** to be directed to next review screen. (See Figure 24.)
 - a. Skip Steps 6 and 7. See **Section 6.8** for next steps.
4. If account information is incorrect, click **Reject**. (See Figure 24.)
5. Automatically directed to **Reject Accounting Code Setup** screen. (See Figure 22.)
 - a. Enter the reason for rejection and the needed corrections.
 - b. Refer to **Section 7** to approve rejected item.

Final Review Cardholder Account Setup
Default Accounting Code

Demographics → Account Information → Accounting Code → Authorization Limits

Product: Purchasing
 Name:
 Status:
Default Accounting Code

Segment Name (Length)	BOC (4)	DCN (FAS USE ONLY) (6)
LINE OF ACCOUNTING (61)		
3455WSWR4141WLDMGMTWLSVGEPCDE	2670	

Default Accounting Code Comments:
 Example of Line of Accounting

Approve Reject

6.7 Reviewing Authorization Limits Screen

1. Review **Authorization Limits**—the fourth of four—for the specific Cardholder Account Setup. (See Figure 25.)

2. Double check the following. (See Figure 25.)
 - a. Confirm **credit limit**, which is monthly limit.
 - b. Confirm **single purchase limit**; typically **\$3,500** maximum unless accompanied by a warrant.
 - c. Confirm **% of Cash**.
 - a. If **convenience check** requested, states **20**.
 - b. If **no convenience check** requested, states **0**.
 - d. Confirm **Warrant Number** appears in **Comments** box, if Single Purchase Limit > \$3,500.
3. If account information is correct, click **Approve & Submit** to automatically submit setup to US Bank for processing and mailing. (See Figure 25.)
 - a. Skip Steps 6 and 7 as have completed final review.
 - b. Receive confirmation of submission on Active Work Queue. (See Figure 26.)

Figure 26: Confirmation of Completed Review

4. If account information is incorrect, click **Reject**. (See Figure 24.)
5. Automatically directed to **Reject Authorization Limits** screen. (See Figure 27.)
 - a. Enter the reason for rejection and the needed corrections.

- b. Refer to **Section 7** to approve a rejected item.

Figure 27: Reiecting Cardholder Account

Reject Cardholder Account Setup

Authorization Limits

Reject Fields: *

Credit Limit

Single Purchase Limif

% Cash

Reject Reason: *

Confirm Single purchase limit.

Note: The maximum amount of characters allowed is 255.
Character count = 30

Send

[<< Back to Authorization Limits](#)

7.0 Perform Final Approval of Previously-Rejected Account Setup

7 Perform Final Approval of Previously-Rejected Account Setup

Purpose: To approve a previously-rejected cardholder account setup, an agency’s identified “Final Approver” performs a final review of corrected information. Providing no incorrect information, the Final Approver approves the corrected setup.

7.1 Approving a Rejected Purchase Card

Figure 28: Checking Active Work Queue

Active Work Queue

[Setup Cardholder Account](#) | [Maintain Cardholder Account](#)
[Maintain Managing Account](#)

Select a task to work.

Records 1 - 15 of 15 [Refresh List](#)

Task (Select Task)	Request Type	Product	Account Name	Start Date
Reject - Acct Info	CARDHOLDER SETUP	Purchasing		02/23 13:36
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		02/27 14:25
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		03/16 12:12
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		03/17 08:29
Data Entry - Demographics	CARDHOLDER SETUP	Purchasing		03/20 14:06
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 10:32
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 10:51
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 11:19
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 11:42
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 12:33
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 12:42
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 12:47
Data Entry - Demographics	CARDHOLDER SETUP	Travel Mandatory		03/31 15:56
Final Review	CARDHOLDER SETUP	Purchasing		04/01 08:09
Final Review	CARDHOLDER SETUP	Purchasing		04/01 08:38

[Refresh List](#)

- After rejecting a setup and receiving email from coordinator confirming corrections, go to the **Active Work Queue** to confirm the correction of the rejected setup. (See Figure 28.)
 - If setup in question appears as **Rejected**, then setup has not been corrected.
 - If setup in question appears as **Final Review**, then setup is ready for another Final Review.
- Click the **Final Review** link for the specific card. (See Figure 28.)
- Review the first screen of the **Final Review Cardholder Account Setup: Demographics**. See **Section 6.5** for details.
 - If information is correct, click approve, even if previously approved the screen.
 - If information is incorrect, click reject and return to step 1 in this section.

4. Review the second screen, the **Final Review Cardholder Account Setup: Account Information**. See **Section 6.6** for details.
 - a. If information is correct, click approve, even if previously approved the screen.
 - b. If information is incorrect, click reject and return to step 1 in this section.

5. Review the third screen, the **Final Review Cardholder Account Setup: Accounting Code**. See **Section 6.7** for details.
 - a. If information is correct, click approve, even if previously approved the screen.
 - b. If information is incorrect, click reject and return to step 1 in this section.

6. Review the fourth and final screen, the **Final Review Cardholder Account Setup: Authorization Limits**. See **Section 6.8** for details.
 - a. If information is correct, click approve, even if previously approved the screen, to submit setup to US Bank for processing.
 - b. If information is incorrect, click reject and return to step 1 in this section.

7. When **Ready Done** appears in **Request Status Queue**, then expect receipt of purchase card in 10 to 13 business days.

8.0 Expectations of APC Serving as a Final Approver

8 Expectations of APC Serving as a Final Approver

Per the USDA [Coordinator's Purchase Card Program Guide](#), one of an APC's major responsibilities is to

...audit program compliance and maintain file documentation retention for audit purposes. In addition, notify the LAPCs of non-compliance issues and assists them in enforcing non-compliance measures.

Compliance extends to APCs serving as a "Final Approver" of the paper-based Purchase Card Account Requests and the US Bank Access OnLine (AXOL) Purchase Card Account Setup.

The "Final Approver" ensures and confirms the following:

- 100 percent compliance of the paper-based purchase card request form and of AXOL Cardholder Account Setups with **Section 6: Perform Final Approval of an Account Setup**; and
- 100 percent verification of information in paper-based purchase card requests to information in US Bank AXOL.

If the paper-based purchase card account request lacks the correct information or does not match AXOL, CCSC expects the "Final Approver" to do the following:

- Reject the purchase cardholder account setup in AXOL.
- Return the paper-based purchase card request to the originator for correction.

Only when the paper-based purchase card account requests achieves 100 percent compliance with Section 6 and a 100 percent verification of purchase card account information in US Bank AXOL, the "Final Approver" approves the purchase card request in US Bank AXOL.