



# Cardholder Guidelines for Approving and Re-allocating Transactions in Access Online

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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** & **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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**U.S. Bank Access Online**

Contact Us  
Login

**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 Access Online, you will be re-directed to the Home Page pictured below.

- You will use the **Navigation Bar** in the left blue box to navigate within Access Online.

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U.S. Department of Agriculture

U.S. Bank Access® Online

Active Work Queue  
Account Administration  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

★ Log Out

Account Activity  
Select an Account

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

**Message from U.S. Bank**

**!** User ID has been successfully added.

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

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

SmartPay@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 access the transactions, select Transaction Management and then select Transaction List.

The screenshot displays the U.S. Bank Access Online interface. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. The U.S. Bank logo is on the left, and the U.S. Department of Agriculture logo is on the right. Below the navigation bar, the text "U.S. Bank Access® Online" is displayed. A left-hand menu contains the following items: Active Work Queue, Account Administration, Transaction Management, Transaction List, Account Information, Reporting, and My Personal Information. The Transaction Management option is highlighted, and a red dotted arrow points from the text above to it. Below Transaction Management, the Transaction List option is also highlighted, with another red dotted arrow pointing from the text above to it. The Transaction List description reads: "View, review, allocate/reallocate and add comments to transaction information." In the top right corner of the main content area, there is a "★ Log Out" link. At the bottom of the page, the copyright notice "© 2008 U.S. Bancorp" is on the left, and "R27.0b17.0 usb col 8" is on the right.

# Select the transaction you want to approve by clicking on the Trans Date.

**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.

**U.S. Bank Access® Online**

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

Total Transactions: \$840.11 5 Final Approved Transactions: \$0.00 0  
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%  
% Reallocated Transactions: 0.0% 0.0%

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	(ID) (E)		REF # NOT AVAILAB
<input type="checkbox"/>		Pending	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01	(ID) (E)		00006924681129200
<input type="checkbox"/>		Pending	12/06	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17	(ID) (E)		867358699990
<input type="checkbox"/>		Pending	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	(ID) (E)		851110395370

# This screen will list all your transactions.

- The **Approval Status** will show one of the four statuses: Pending, Rejected, Approved or Final Approved. To reallocate and/or approve a transaction, click the **Select** box on the transaction line you want to change and then click either the **Reallocate** or the **Approve** button.

**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.

From Transaction Management "Transaction List" The user can reallocate the transaction by Selecting the "Accounting Code" Link

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21	(D)	4Z00000000046406	(A)	CE09.87.01001.A001.CCC.PC(101)
<input type="checkbox"/>	Pending	06/08	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$2.14	(D)	4Z00000000046406	(A)	CE09.87.01001.A001.CCC.PC(101)
<input type="checkbox"/>	Pending	06/08	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$1.07	(D)	4Z00000000046406	(A)	CE09.87.01001.0000.CCC.PC(AAAA)12345

Buttons: Reallocate, Mass Reallocate, Approve, Pull Back

# This page shows the accounting string.

- You can re-allocate a transaction on this screen. Click the **spy glass** icon next to the **Line Of Accounting** or the **BOC** segment lines. Clicking the icon allows you to search for other valid accounting codes or BOCs.

**Transaction Management**  
Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*0661, John Smith

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z0000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed | Trans Detail Level | Reallocated

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required  
Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	BOC (s)	DOA (FAS USE ONLY) (s)	Favorite
<input type="checkbox"/>	\$ 3.21	or 100.00 %	Current Name	-Change Current Value-	CE09 87 01001 A001 CCC PC	<input type="checkbox"/>	0113	07246

Q Search  
Remove

Total Allocated: \$ 3.21 100.00 %  
Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code:  Apply  
Additional Allocation(s):  Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Back to Transaction List

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

## Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option—searching on a single code value

- Perform search from the **Allocations** tab, the cardholder clicks the Spyglass next to the LINE OF ACCOUNTING segment to navigate to the Transaction Detail Search & Select Valid Value screen.
- To search for the Accounting Code, it is suggested that you enter a unique segment value for your agency, such as the PROGRAM (9) code or JOB (8) code in the Line of Accounting field. Enter the full or partial segment value in the LINE OF ACCOUNTING.
- You do not need to enter in the trailing space positions if your code value length is less than the maximum number of positions allowed.
- **Note:** The Search & Select Valid Value search feature will work the same way for Cardholder Account Setup & Maintenance Default Account Code and My Personal Information Accounting Code Favorites (shown on slides 6 and 7).



Below is an example of a Search criteria using the **Contains** option on a single (unique) code value, such as the PROGRAM code.

- Enter the full or partial segment value in the **LINE OF ACCOUNTING** segment. Select Search Type: **Contains** and click **Search**.

# Search

**Cardholder Accounts**  
Search & Select Valid Value

Client Relationship: \_\_\_\_\_

Enter full or partial segment values, segment value descriptions, or leave blank to view all values. When ready, click the "Search" button.

**LINE OF ACCOUNTING (61)**

Value: A001

Description: \_\_\_\_\_

Search Type: Contains

Display 25 Values per page

**Search**

Select a valid value from the results list.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value	Description
Select	CE09 87 01001 A001	CCC PC

Records 1 - 1 of 1

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

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type: "Contains"** and then Selects the "Search" button

**Tip: Search on the part of the value that is unique within the Line of Accounting**

The list of value(s) that meet the search criteria are available for the user to "Select" the value



Upon clicking the **Search** button, Access Online lists the value(s) that meet the search criteria, based on the cardholder's hierarchy. Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

# Search

## Cardholder Accounts Search & Select Valid Value

Client Relationship:

Enter full or partial segment values, segment value descriptions, or leave blank to view all values. Then click the "Search" button.

LINE OF ACCOUNTING (61)	
Value:	A001
Description:	
Search Type:	Contains

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select CE09 87 01001 A001	CCC PC

Records 1 - 1 of 1

<< Back to Maintain Default Accounting Code

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type**: "Contains" and then Selects the "Search" button

**Tip:** Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value



Click the **Send Request** button to complete the request.

**Cardholder Accounts**  
Maintain Default Accounting Code

Client Relationship: \*\*\*\*\* 6861, John Smith  
Card Account Number: \*\*\*\*\* 6861, John Smith

Maintain default accounting code, then send the request.

**Product:** Purchasing      **Bank:** 3059  
**Name:** John Smith      **Agent:** 0995  
**Status:** "" -OPEN      **Company:** 10041

\* = required

Segment Name (Length)			BOC (4)	DCN (FAS USE ONLY) (6)
LINE OF ACCOUNTING (61)				
CE09 87 01001	A001	CCCPC	0101	111111

Search for valid value

**Default Accounting Code Comments:**

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

**Send Request**

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the "Cardholder Accounts Maintain Default Accounting Code" screen with the new selected segment value

To complete the maintenance, the user selects "Send Request"



Click the **Save Allocations** button to complete the request. The **Request has been successfully completed.** message displays.

The screenshot displays the 'Transaction Management' interface. At the top, there is a 'Transaction Detail' section with a 'Product: Purchasing Card' and 'Card Account Number: \*\*\*\*\*6861, John Smith'. A 'Log Out' button is visible in the top right corner. A red dotted arrow points from the text above to a message box that says 'Request has been successfully completed.' Below this, the 'Transaction Summary' table shows a transaction on 06/06 for \$3.21 from CMS COMMUNICATIONS INC. The interface includes tabs for 'Summary', 'Allocations', 'Transaction Line Items', 'User Line Items', 'Comments', 'Approval History', and 'Client Data'. The 'Allocations' tab is active, showing a table with columns for 'Remove', 'Amount', 'Percent', 'Prepopulated Accounting Code Selection', 'Change to', 'Accounting Code - Segment Name (Length)', 'LINE OF ACCOUNTING (i)', 'BOC (i)', 'DCN (FAS USE ONLY) (i)', and 'Favorite'. The table contains one row with a value of 3.21 and 100.00%. Below the table, there are input fields for 'Total Allocated' (\$3.21, 100.00%) and 'Amount Remaining' (\$0.00, 0.00%), along with an 'Apply Accounting Code' dropdown and an 'Add' button. A 'Save Allocations' button is highlighted with a red box at the bottom left. A 'Back to Transaction List' link is at the bottom left.

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	11 0102 94603309 0101  0101

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to	Accounting Code - Segment Name (Length)	LINE OF ACCOUNTING (i)	BOC (i)	DCN (FAS USE ONLY) (i)	Favorite
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value--	11 0102 94603309 0102	Q	0101 Q		Add as Favorite

Total Allocated: \$ 3.21 100.00 %  
Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code: [Dropdown] [Apply]  
Additional Allocation(s): 1 [Add]

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Back to Transaction List

# Now select the **Transaction Line Items** tab.

## Transaction Management

Transaction Detail ★ Log Out

Product: Purchasing Card Switch Products  
Card Account Number: \*\*\*\*\*6861, John Smith Switch Accounts

[Trans List](#)

### Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z0000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed   Trans Detail Level  Reallocated

Summary Allocations **Transaction Line Items** User Line Items Comments Approval History Client Data

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	DOC (s)	DON (AS USE ONLY) (s)	Favorite
			Current Name		LINE OF ACCOUNTING (s)			
<input type="checkbox"/>	\$ 3.21	or 100.00 %		<input type="text" value="-Change Current Value-"/>	CE09 87 01001 A001 CCC PC	<input checked="" type="checkbox"/>	0113 Q	12345 <a href="#">Add as Favorite</a>
				<input type="text" value="-Change Current Value-"/>				
				<input type="text" value="Card Account Default Accounting Code"/>				
				<input type="text" value="MLOA FAVORITE"/>				

Q Search

Total Allocated: \$ 3.21 100.00 % Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[← Back to Transaction List](#)

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

**TIP:** The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

**Note: The **Transaction Line Items** tab 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



# Next click the **Comments** tab.

## Transaction Management

Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*0001, John Smith

Switch Products  
Switch Accounts

Trans List

### Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed | Trans Detail Level | Reallocated

Summary | Allocations | Transaction Line Items | User Line Items | **Comments** | Approval History | Client Data

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

\* = required Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	DOC (s)	DOI (FAS USE ONLY) (s)	Favorite
			Current Name		LINE OF ACCOUNTING (s)			
<input type="checkbox"/>	\$ 3.21	or 100.00 %		-Change Current Value-	CE09 87 01001 A001 CCC PC	0113	12345	Add as Favorite

Q Search  
Remove

Total Allocated: \$ 3.21 100.00 %  
Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code: [ ] Apply  
Additional Allocation(s) 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Back to Transaction List

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values



# Enter Information on the **Comments** Tab as follows:

U.S. Bank Access® Online U.S. Department of Agriculture  
Our Payment Products Logout

**usbank** Transaction Management  
Transaction Detail

Active Work Queue  
Account Administration  
Transaction Management  
Transaction List  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us  
Training

Card Account Number: \*\*\*\*\*9490, KIA M POPE  
Card Account ID: 312096276476  
[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Cod
	09/20	09/23	EMTEC FEDERAL, INC.	800-8008805, NJ	402.50	III	399999	DA13EP9CC00

Disputed  
 III Trans Detail Level  
 A\* Reallocated  
 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.

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recvd Date

Item Description

[Save Comments](#)

[<< Back to Transaction List](#)

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R043.00b35.0 col 7 09-25-2013 09:46:58 CDT

- Conv. Checks TIN#: Conv. Ck TIN#:** Enter the Taxpayer Identification Number (TIN) or Employee Identification Number (EIN). This field is required *always* for convenience check purchases. You cannot write checks over \$2,500, except for bona fide emergencies, obtain *prior* approval from the APC, and there is an applicable [DCIA waiver](#). You must obtain the [IRS W-9 form](#) from the vendor and keep on file with the ability to easily produce if requested. Follow these syntax requirements:
  - Enter *only* nine numeric characters in this field (no spaces, special characters, or letters).
  - General information, such as “on file” is not an acceptable entry for this field.
  - Example: 123456789
- Agency Specific Data:** For agency use or to enter “Green” for green purchases.

# Enter Information on the **Comments** Tab as follows, cont'd.:

U.S. Bank Access® Online U.S. Department of Agriculture  
Our Payment Products Logout

**usbank** Transaction Management  
Transaction Detail

Active Work Queue  
Account Administration  
Transaction Management  
Transaction List  
Account Information Reporting  
My Personal Information

Home  
Contact Us  
Training

Card Account Number: \*\*\*\*\*9490, KIA M POPE  
Card Account ID: 312095276476  
[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting
	09/20	09/23	EMTEC FEDERAL, INC.	800-8008805, NJ	402.50	III	399999	DA13EP9CC

Disputed  
 Trans Detail Level  
 Reallocated  
 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.

Conv. Checks TII#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recvd Date

Item Description

[Save Comments](#)

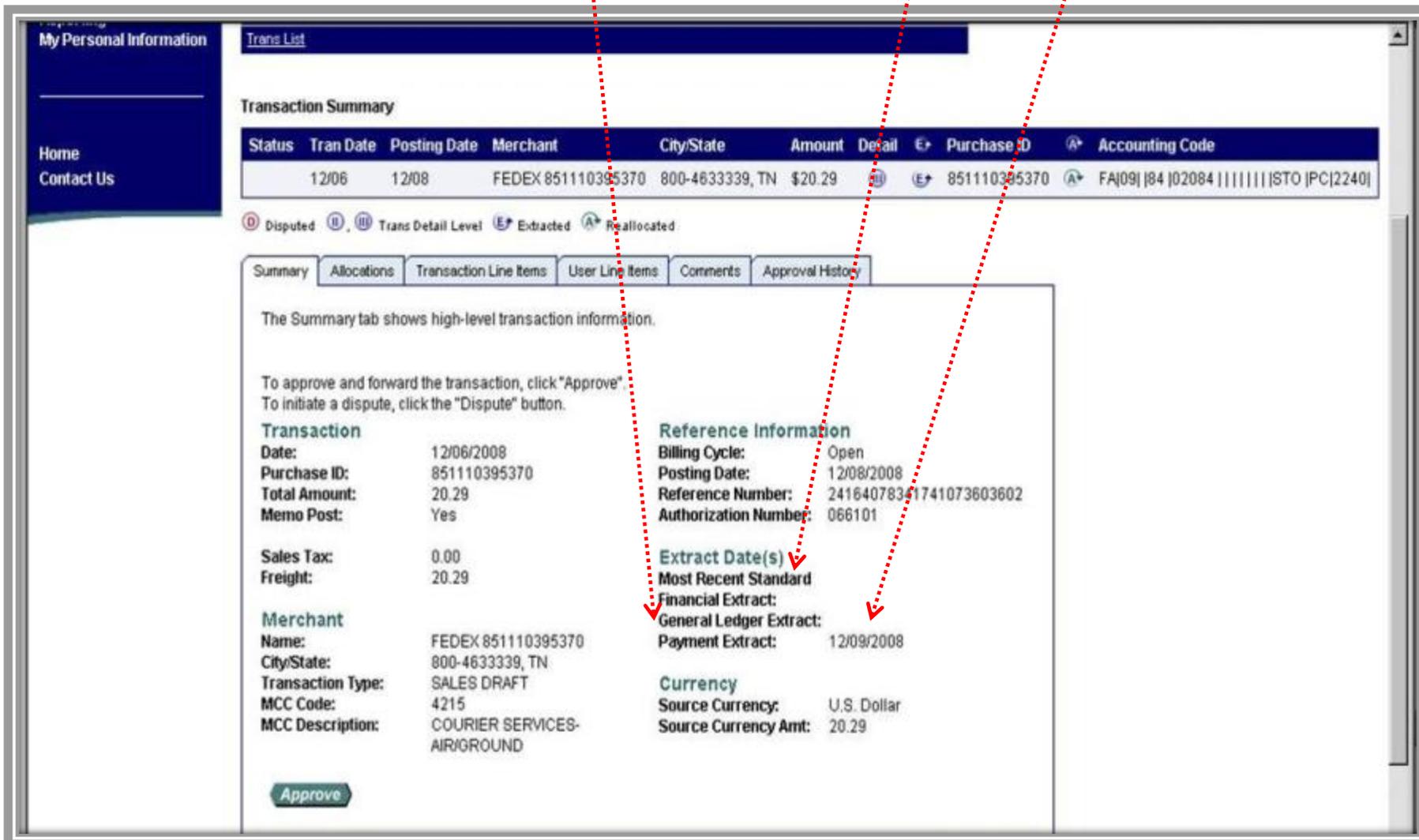
[<< Back to Transaction List](#)

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- Conv Ck Mer Inf/Waiver #:** Include all of the following merchant information and waiver number: Merchant Name, Address, City, State, Zip Code; and the applicable DCIA Waiver Number. Follow these syntax requirements:
  - Use the semicolon “;” as a delimiter between the information and do not add a space before and after the semicolon.
  - Ensure the IRS W-9 form information *matches* the information you enter.
  - Enter only the five-digit zip code.
  - Enter the waiver number at the end of the merchant information, preceded by a semi-colon. You do not need to add a pound sign (#) or the word “waiver.”
  - Generic, general information in this field, such as “W-9 on file,” is not acceptable documentation for this field.
  - Example: Home Depot;901 Rhode Island Ave NE;Washington;DC;20018;7
- Goods Recvd Date:** Enter the date you received the goods.
- Item Description:** Enter a complete description of items purchases.

A transaction will have the **Extract symbol**  next to it if there is any of the 3 Extract Date(s) available in the Summary tab: the **Most Recent Standard Financial Extract (SFE)**, the **General Ledger Extract (GLE)** and/or the **Payment Extract (PE)**.



**My Personal Information**

Home  
Contact Us

**Trans List**

**Transaction Summary**

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Extract	Purchase ID	Accounting Code
	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29			851110395370	FAJ09 J84 02084            STO PC 2240

Disputed  
  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.

<b>Transaction</b>		<b>Reference Information</b>	
Date:	12/06/2008	Billing Cycle:	Open
Purchase ID:	851110395370	Posting Date:	12/08/2008
Total Amount:	20.29	Reference Number:	24164078341741073603602
Memo Post:	Yes	Authorization Number:	066101
Sales Tax:	0.00	<b>Extract Date(s)</b>	
Freight:	20.29	Most Recent Standard Financial Extract:	
<b>Merchant</b>		General Ledger Extract:	
Name:	FEDEX 851110395370	Payment Extract:	12/09/2008
City/State:	800-4633339, TN	<b>Currency</b>	
Transaction Type:	SALES DRAFT	Source Currency:	U.S. Dollar
MCC Code:	4215	Source Currency Amt:	20.29
MCC Description:	COURIER SERVICES-AIR/GROUND		

# If the transaction fails to extract (because of invalid accounting), then it will only populate a date in the **Most Recent Standard Financial Extract** field.

- If the transaction fails to extract (because of invalid accounting), then it will only populate a date in the **Most Recent Standard Financial Extract** field.
- If the transaction has been re-allocated to a valid accounting code and is Paid, then it will populate a date in the **General Ledger Extract** field.
- If the accounting code is valid and the transaction is extracted and sent to FMMI for payment, then it will populate a date in the **Payment Extract** field.
- Click the **Approve** button. This will send you to the screen to select your approver.

The screenshot displays the 'Transaction Summary' page in the USDA Charge Card Service Center. The page includes a navigation menu on the left with 'Home' and 'Contact Us'. The main content area shows transaction details for a purchase on 12/06/2008 for \$20.29 from FEDEX. The 'Transaction Summary' table lists the status, date, merchant, city/state, amount, and purchase ID. Below the table, there are tabs for 'Summary', 'Allocations', 'Transaction Line Items', 'User Line Items', 'Comments', and 'Approval History'. The 'Summary' tab is active, showing high-level transaction information. The 'Transaction' section includes details like Date (12/06/2008), Purchase ID (851110395370), Total Amount (20.29), and Memo Post (Yes). The 'Reference Information' section includes Billing Cycle (Open), Posting Date (12/08/2008), Reference Number (24164078341741073603602), and Authorization Number (066101). The 'Extract Date(s)' section shows the Most Recent Standard Financial Extract date (12/09/2008). The 'Merchant' section includes Name (FEDEX 851110395370), City/State (800-4633339, TN), Transaction Type (SALES DRAFT), MCC Code (4215), and MCC Description (COURIER SERVICES-AIR/GROUND). An 'Approve' button is visible. The 'Dispute' section shows 'Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.' and the 'Sales Draft Requests' section shows 'none'.

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		851110395370	FAJ09 B4 02084         STO PC 2240

**Transaction Summary**

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

**Reference Information**

Billing Cycle: Open  
Posting Date: 12/08/2008  
Reference Number: 24164078341741073603602  
Authorization Number: 066101

**Extract Date(s)**

Most Recent Standard Financial Extract: 12/09/2008

**Merchant**

Name: FEDEX 851110395370  
City/State: 800-4633339, TN  
Transaction Type: SALES DRAFT  
MCC Code: 4215  
MCC Description: COURIER SERVICES-AIR/GROUND

**Approve**

**Dispute**

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

**Sales Draft Requests**

• none



# Click Select Approver.

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U.S. Department of Agriculture

U.S. Bank Access® Online

Request Status Queue  
Active Work Queue  
System Administration  
Account Administration  
Transaction Management  
Managing Acct List  
Card Account List  
Transaction List  
Data Exchange  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

★ 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 and then click **Search**.

Personal | Business | Institution / Government | About U.S. Bancorp

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U.S. Department of Agriculture

U.S. Bank Access® Online

Active Work Queue  
Account Administration  
Transaction Management  
Transaction List  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

**Approve Transaction(s)** [★ Log Out](#)  
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 the **Select Approver** button. If your Approving Official's name does not appear in the list, click on the **Back to Approve Transactions** link and contact your LAPC for assistance.

### 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 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**

**Approved** transactions will be designated with a **Re-allocation symbol**  in the far right column only when you re-allocate the transaction (i.e., change the accounting). Transactions are sent to FMFI for payment on a nightly basis and will have an **Extract symbol**  on the transaction detail line.

<input type="checkbox"/>	<a href="#">Approved</a>	05/05	05/06	IEEE PRODUCTS & SERVICES	800-678-4333, NJ	\$64.51			VQFA3DB94CE5			<a href="#">15     91U561000     RU  2523 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	05/06	05/06	AMER SOC CIVIL ENGINEERS	800-548-2723, VA	\$296.00			ASCEPO129052			<a href="#">15     91U561000     RU  2660 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	04/29	04/30	THE PERFORMANCE INSTITUTE	703-8940481, VA	\$897.00			VSGE3C9D596C			<a href="#">15     91U532007     RU  2523 </a>
<input type="checkbox"/>	<a href="#">Final Approved</a>	04/11	04/13	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			96734994RT8747KS			<a href="#">15     91U510000     RU  2540 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	03/11	03/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			791639875S65YZCI			<a href="#">15     91U510000     RU  2540 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	02/27	03/02	INFORMATION FORECAST INCI	818-8884444, CA	\$245.00			SJE3B2436D5			<a href="#">15     91U561007     RU  2523 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	02/11	02/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			62094491HR12HO25			<a href="#">15     91U521000     RU  2540 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	02/04	02/06	NARUC	202-8982203, DC	\$295.00			000014			<a href="#">15     91U522007     RU  2523 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	01/23	01/26	NARUC	202-8982203, DC	\$195.00			000002			<a href="#">15     91U532007     RU  2523 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	01/22	01/23	NNA*NATL NOTARY ASSN	800-876-6827, CA	\$50.00			7999469			<a href="#">15     91U521000     RU  2570 </a>
<input type="checkbox"/>	<a href="#">Final Approved</a>	01/11	01/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			43551862RPKR8OY7			<a href="#">15     91U510000     RU  2540 </a>
<input type="checkbox"/>	<a href="#">Approved</a>	01/09	01/12	OMEGA PERFORMANCE	704-6721400, FL	\$105.00			50765			<a href="#">15     91U521000     RU  2324 </a>
<input type="checkbox"/>	<a href="#">Final Approved</a>	01/07	01/08	D J*WALL STREET JOURNAL	800-568-7625, MA	\$74.75			495B3790-E4E5			<a href="#">15     91U510000     RU  2660 </a>
<input type="checkbox"/>	<a href="#">Final Approved</a>	12/29	12/30	NRECA 2	703-9075893, VA	\$689.00			322122915280001			<a href="#">15     91U510000     RU  2500 </a>
<input type="checkbox"/>	<a href="#">Final Approved</a>	12/11	12/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			25708545ROI64R95			<a href="#">15     91U510000     RU  2540 </a>

 Disputed  Re-allocated   Trans Detail Level  Extracted  Reallocation Locked

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

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[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)



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](#).