



## Client Side Validation (CSV) Guide

Prepared by:

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

Last Updated: 09/30/2013

# What is Client Side Validation (CSV) and How Does It Work?

## **US Bank implemented a new form of accounting validation called Client Side Validation (CSV) for the conversion to FMFI:**

- It provides a real time validation component to users who are setting up new cards or reallocating transactions.
- Access® Online users no longer have to wait for accounting to be loaded into US Bank's system in the overnight process.
- Once a Shorthand code is set, the user can simply type in the Shorthand code or pick from the Valid Value List and Access Online connects with the FMFI system and validates the code in real time:
  - If the code is valid, it is accepted and the user can continue their processing.
  - If the code is invalid, the user can contact their Financial Point of Contact (FPOC) and ask them to activate the required Shorthand code.



# What are the benefits of Client Side Validation (CSV) and where will I use CSV in Access Online?

**The CSV process is designed to enhance the accounting validation process in Access Online by:**

- Maintaining system performance for all of USDA
- Reduce user confusion when searching for the proper codes

**In Access Online, cardholders will see changes related to CSV in any Access Online system functionality that utilizes accounting codes such as:**

- Cardholder Default Accounting (DAC) assignment
- Transaction Management/Reallocation



# Area of Impact #1: Transaction Reallocation & Cardholder DAC Assignment

- The main screen does not change, however the messages received by the users in Access Online is enhanced. The screenshot below shows how the Cardholder DAC Maintenance screen will change, however the **same** changes apply to Transaction Reallocation as well.

The screenshot displays the 'U.S. Bank Access Online' interface. The left-hand navigation bar is blue and contains the following menu items: Request Status Queue, Active Work Queue, Support Active Work Queue, System Administration, Account Administration (with sub-items: Cardholder Accounts, Managing Accounts, Credit Request), Order Management, Transaction Management, Travel Expense Management, Enhanced Supplier Management, Data Exchange, Account Information Reporting, My Personal Information, Home, and Contact Us. The main content area is titled 'Cardholder Accounts' and 'Maintain Default Accounting Code'. It shows client relationship information: 'Account admin test for 8201' and 'Card Account Number: \*\*\*\*\*9933, PURCHASE10 TEST10'. Below this, it says 'Maintain default accounting code, then send the request.' and lists details: Product: Purchasing, Bank: 3059, Name: PURCHASE10 TEST10, Agent: 0433, Status: ""-OPEN, Company: 18622. A table for 'Segment Name (Length)' has columns for 'LINE OF ACCOUNTING (61)', 'BOC (4)', and 'DCN (FAS USE ONLY) (6)'. The 'LINE OF ACCOUNTING' cell contains '1234567890'. A red callout box with a red border points to the 'Send Request' button and the 'LINE OF ACCOUNTING' cell, containing the text: 'This DAC Maintenance Screenshot displays an *Invalid Line of Accounting* entered directly into the cell and then the Send Request button is clicked.'

\*Please note that this screenshot is from the test environment & the left hand navigation bar in blue may appear differently on your screen.

## Area of Impact #2: Error Messages in Access Online

- Access Online provides the standard error message in red:

Segment values below are either individually not a valid value and/or the combination of these values is not valid. Please correct the allocation by changing at least one value and/or a valid value by clicking the search icon .



## Area of Impact #2: Error Messages in Access Online (cont'd)

- The screen shot below displays an example of the **new error message** in Access Online.

The screenshot shows the US Bank Access Online interface. The top navigation bar includes links for Personal, Business, Institution / Government, and About U.S. Bancorp. The US Bank logo is on the left, and US Bancorp is on the right. The main heading is "U.S. Bank Access® Online". A left-hand navigation menu lists various services like Request Status Queue, Active Work Queue, System Administration, etc. The main content area is titled "Cardholder Accounts" and "Maintain Default Accounting Code". It displays client relationship and card account information. A red error message is shown: "Segment values below are either individually not a valid value and/or the combination of these values are not valid. Please correct the allocation by changing at least one value and/or select a valid value by clicking the search icon." Below this, there are fields for Product, Name, Status, Bank, Agent, and Company. A table for "Segment Name (Length)" shows a search for "1234567890" in the "LINE OF ACCOUNTING (61)" field, with "BOC (4)" set to "0101" and "DCN (FAS USE ONLY) (6)" empty. A message from the ADMINL validating system states: "01 - Invalid Shorthand Code". A search button and a list of error messages are also visible.

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

US Bank  
Five Star Service Guaranteed

US Bancorp

U.S. Bank Access® Online

Request Status Queue  
Active Work Queue  
Support Active Work Queue  
System Administration  
Account Administration  
Cardholder Accounts  
Managing Accounts  
Credit Request  
Order Management  
Transaction Management  
Travel Expense Management  
Enhanced Supplier Management  
Data Exchange  
Account Information Reporting  
My Personal Information

Home  
Contact Us

Cardholder Accounts  
Maintain Default Accounting Code

Client Relationship: Account admin test for 8201  
Card Account Number: \*\*\*\*\*9933, PURCHASE10 TEST10

Switch Relationships  
Switch Accounts

★ Log Out

⚠ Segment values below are either individually not a valid value and/or the combination of these values are not valid. Please correct the allocation by changing at least one value and/or select a valid value by clicking the search icon.

Maintain default accounting code, then send the request.

Product: Purchasing      Bank: 3059  
Name: PURCHASE10 TEST10      Agent: 0433  
Status: "" -OPEN      Company: 18622

\* = required

Segment Name (Length)	BOC (4)	DCN (FAS USE ONLY) (6)
LINE OF ACCOUNTING (61)		
⊗ 1234567890	0101	

The ADMINL validating system provided this message(s): 01 - Invalid Shorthand Code

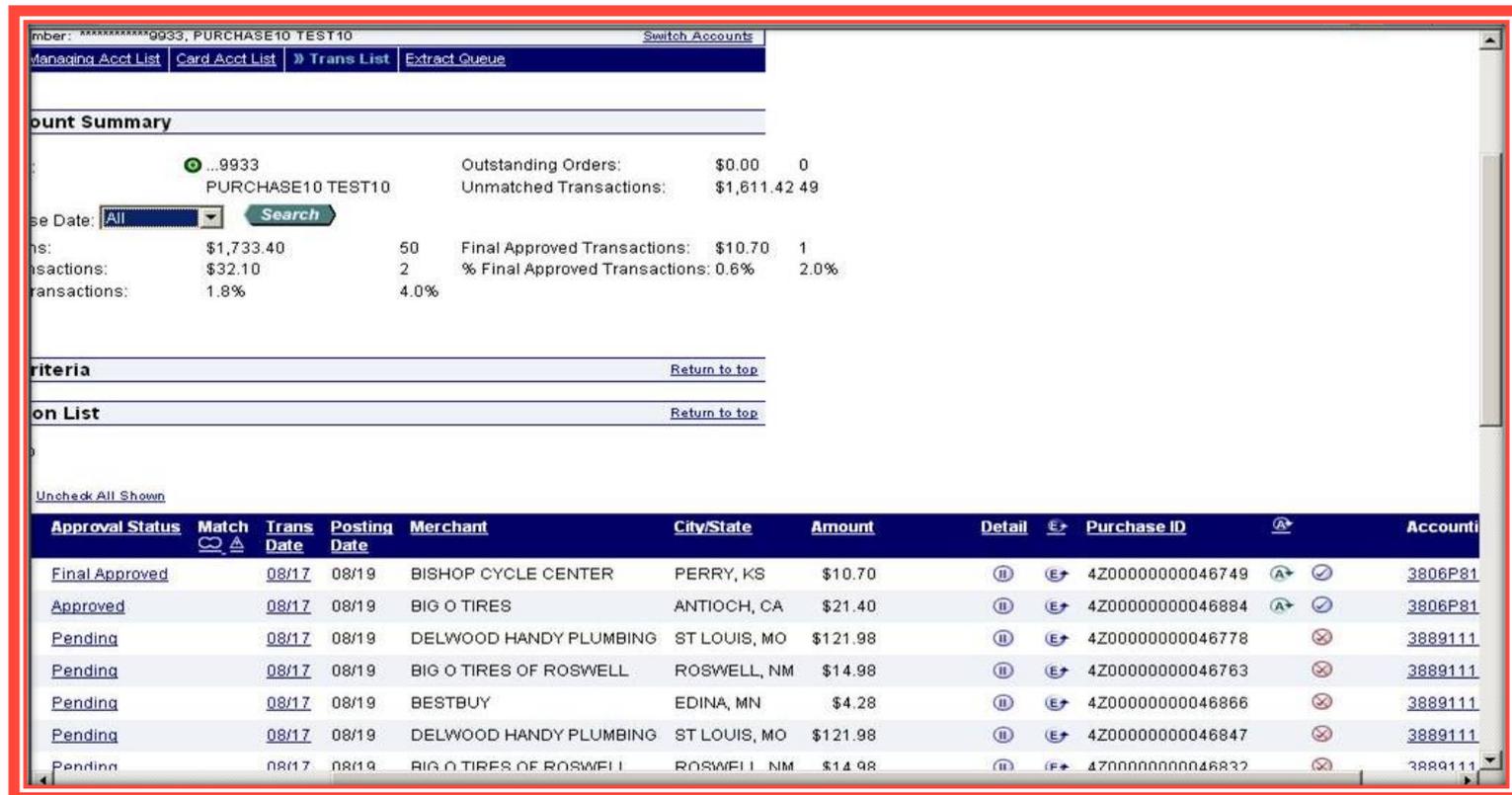
🔍 Search for valid value.

⊗ Invalid Accounting Code

\*Please note that this screenshot is from the test environment & the left hand navigation bar in blue may appear differently on your screen.

# Area of Impact #3: Transaction Management List

- Access Online/FMMI users will now see a circle with a red X icon  if a transaction fails to pass through accounting validation. Users must then reallocate the transaction to a valid shorthand code for the transaction to pass to FMMI. Once the transaction is reallocated to a valid Shorthand code, the icon will change to a blue circle with a check mark .



The screenshot displays a web application interface for transaction management. At the top, there are navigation tabs: 'Managing Acct List', 'Card Acct List', 'Trans List', and 'Extract Queue'. Below this is a 'Transaction Summary' section with various statistics and a 'Search' button. The main part of the interface is a table with the following columns: Approval Status, Match, Trans Date, Posting Date, Merchant, City/State, Amount, Detail, E+, Purchase ID, and Account. The table lists several transactions, some with a red X icon indicating a failure and others with a blue checkmark indicating success.

Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	Account
Final Approved		08/17	08/19	BISHOP CYCLE CENTER	PERRY, KS	\$10.70			4Z00000000046749	3806P81
Approved		08/17	08/19	BIG O TIRES	ANTIOCH, CA	\$21.40			4Z00000000046884	3806P81
Pending		08/17	08/19	DELWOOD HANDY PLUMBING	ST LOUIS, MO	\$121.98			4Z00000000046778	3889111
Pending		08/17	08/19	BIG O TIRES OF ROSWELL	ROSWELL, NM	\$14.98			4Z00000000046763	3889111
Pending		08/17	08/19	BESTBUY	EDINA, MN	\$4.28			4Z00000000046886	3889111
Pending		08/17	08/19	DELWOOD HANDY PLUMBING	ST LOUIS, MO	\$121.98			4Z00000000046847	3889111
Pending		08/17	08/19	BIG O TIRES OF ROSWELL	ROSWELL, NM	\$14.98			4Z00000000046832	3889111



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](#).