Entering and Final Approving Purchase Card Account Requests in Access Online

USDA Purchase Card Program

USDA OPPM Charge Card Service Center

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## Revision History

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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Definition</th>
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</table>
| 2.0     | 3/28/2017  | Updated all sections to reflect U.S Bank's November 2016 release of Access Online 2.0.  
Added Section 4.  
Changed title to better reflect document's purpose and use. |
| 1.0     | 9/21/2015  | Released initial version.                                                   |
Table of Contents

1 GENERAL INFORMATION ....................................................................................................................... 1
  1.1 PURPOSE OF DOCUMENT .................................................................................................................. 1
  1.2 SCOPE OF DOCUMENT ....................................................................................................................... 1
  1.3 REFERENCES .................................................................................................................................... 1
  1.4 ABBREVIATIONS AND ACRONYMS ................................................................................................. 1
  1.5 PROVIDING FEEDBACK TO THE CCSC ............................................................................................. 2

2 PROCESS SUMMARY ............................................................................................................................. 4
  2.1 PROCESS CONFIGURATION ............................................................................................................... 4
  2.2 TYPES OF USERS ............................................................................................................................. 4
  2.3 CONTINGENCY PLAN ......................................................................................................................... 5

3 GETTING STARTED .................................................................................................................................. 7
  3.1 TRAINING ........................................................................................................................................ 7
  3.2 BECOMING A COORDINATOR ......................................................................................................... 7
  3.3 BECOMING A FINAL APPROVER .................................................................................................... 7
  3.4 LOGGING ON .................................................................................................................................. 8

4 REVIEWING REQUEST FOR PURCHASE CARD BEFORE ENTERING IN ACCESS ONLINE ......................... 11
  4.1 CONFIRMING RECEIPT OF REQUIRED DOCUMENTATION ............................................................ 11
  4.2 AUDITING COMPLETED CARDHOLDER REQUEST FOR PURCHASE CARD FORM .................................... 12
    4.2.1 Checking Processing Levels and Reporting Levels ...................................................................... 12
    4.2.2 Verifying Cardholder Information ............................................................................................... 12
    4.2.3 Checking Third Line Embossing and Accompanying Set of Information ...................................... 12
    4.2.4 Checking Accounting Code, Purchase Limits, Questions and Signatures ...................................... 13
    4.2.5 Completing the Audit of Completed Cardholder Request for Purchase Card Form ........................ 13

5 USING AXOL TO SUBMIT AND APPROVE CARD REQUESTS .................................................................... 15
  5.1 SETTING UP A NEW CARDHOLDER ACCOUNT .................................................................................. 15
  5.2 DEFINING PRODUCT SETTINGS ....................................................................................................... 15
  5.3 ENTERING ACCOUNT INFORMATION ............................................................................................... 16
    5.3.1 Completing Account Owner’s Information .................................................................................... 17
    5.3.2 Entering Account Details ............................................................................................................. 19
    5.3.3 Entering Default Account Code .................................................................................................. 20
    5.3.4 Entering Authorization Limits .................................................................................................... 23
  5.4 REVIEWING ENTERED ACCOUNT INFORMATION .......................................................................... 27
  5.5 SUBMITTING ENTERED INFORMATION FOR FINAL APPROVAL ..................................................... 31
  5.6 CHECKING PURCHASE CARD STATUS ............................................................................................ 31

6 CORRECTING REJECTED CARD REQUESTS ........................................................................................... 34

7 PERFORMING FINAL APPROVAL OF AN ACCOUNT SETUP ..................................................................... 37
  7.1 BECOMING A FINAL APPROVER .................................................................................................... 37
  7.2 FOLLOWING PATH TO FINAL APPROVAL ....................................................................................... 37
  7.3 REVIEWING REQUEST FOR PURCHASE CARD BEFORE FINAL APPROVING IN ACCESS ONLINE ............ 37
    7.3.1 Confirming Receipt of Required Documentation .......................................................................... 37
    7.3.2 Auditing Completed Cardholder Request for Purchase Card Form ................................................ 37
7.4 REVIEWING THE ACTIVE WORK QUEUE ................................................................. 39
7.5 REVIEWING THE NEW ACCOUNT INFORMATION SECTION ......................... 39
7.6 REVIEWING THE ACCOUNT OWNER’S INFORMATION SECTION .................... 41
7.7 REVIEWING THE ACCOUNT DETAILS SECTION ................................................. 42
7.8 REVIEWING THE DEFAULT ACCOUNTING CODE SECTION ......................... 43
7.9 REVIEWING THE AUTHORIZATION LIMITS SECTION ...................................... 44
8   PERFORMING FINAL APPROVAL OF PREVIOUSLY-REJECTED ACCOUNT SETUP ................................................................. 47
8.1 APPROVING A REJECTED PURCHASE CARD ................................................ 47
9   EXPECTATIONS OF APC SERVING AS A FINAL APPROVER ................................ 50
List of Tables

Table 1. Revision History...................................................................................................................................... ii
Table 2. References.............................................................................................................................................. 1
Table 3. List of Abbreviations and Acronyms.................................................................................................. 1
1.0 General Information
1 General Information

1.1 Purpose of Document
This document provides instructions for performing the following activities in U.S. Bank’s Access Online (AXOL).

- Create a purchase card account.
- Perform final approval for the account.

This document replaces previous versions of this user guide.

1.2 Scope of Document
This document provides the guidance and step-by-step instructions for an Agency Program Coordinator (APC) or a Local Agency Program Coordinator (LAPC) to submit the card setup in Access Online (AXOL) and for an APC as 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>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Card Program Account Setup Automation Plan, LinkVisum Consulting Group, March 12, 2015</td>
</tr>
</tbody>
</table>

1.4 Abbreviations and Acronyms
Table 3 provides a list of abbreviations and acronyms used within this document and within the purchase card program.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Online</td>
<td>Access® Online</td>
</tr>
<tr>
<td>AO</td>
<td>Approving Official</td>
</tr>
<tr>
<td>APC</td>
<td>Agency Program Coordinator</td>
</tr>
<tr>
<td>AXOL</td>
<td>U.S. Bank Access Online</td>
</tr>
<tr>
<td>BOCC</td>
<td>Budget Object Classification Codes</td>
</tr>
<tr>
<td>CCSC</td>
<td>Charge Card Service Center</td>
</tr>
<tr>
<td>COOP</td>
<td>Continuity of Operations</td>
</tr>
<tr>
<td>DAC</td>
<td>Default Accounting Code</td>
</tr>
<tr>
<td>DR</td>
<td>Departmental Regulation (DR) 5013-6: Use of the Purchase Card and Related Alternative Payment Methods (November 2012)</td>
</tr>
<tr>
<td>LAPC</td>
<td>Local Agency Program Coordinator</td>
</tr>
<tr>
<td>LOA</td>
<td>Line of Accounting</td>
</tr>
<tr>
<td>OPPM</td>
<td>Office of Procurement and Property Management</td>
</tr>
</tbody>
</table>
### Term
### Definition

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA</td>
<td>U.S. Department of Agriculture</td>
</tr>
<tr>
<td>VVL</td>
<td>Valid Values List</td>
</tr>
</tbody>
</table>

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 website](#).
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.

![Card Request Process Diagram]

2.2 Types of Users
The different AXOL user levels along with requirements are provided below.

- Coordinator (see Section 1, Chapter 4)
  - Usually filled by an LAPC.
  - Completes CCSC-provided training on card request process.
  - Reviews card requests for accuracy; before entering, rejects all card requests with errors.
  - Enters error-free card requests in AXOL and, via AXOL, submits to the Final Approver for approval.
  - Corrects rejected requests via AXOL.
  - Checks card status in AXOL.
  - Emails the Final Approver with Purchase Card Request Package (i.e., request form, training certificates, warrants).
• **Final Approver** (see Section II, Chapter 7)
  o Identified by the APC; is usually an APC or, as indicated by an APC, the CCSC.
  o Completes CCSC-provided training on the card request process and final approving request process.
  o Reviews Coordinator-entered card requests and approves or rejects requests as needed.
  o Provides Coordinator with rejection explanations.
  o Answers questions from APCs and LAPCs.
  o Checks card statuses in AXOL.
  o Retains emailed Purchase Card Request Packages (i.e., request form, training certificates, warrants).

• **CCSC**
  o Provides training to AXOL users.
  o Works with APCs to prevent purchase card-related errors.

• **U.S. Bank**
  o 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 U.S. 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 on the CCSC website before requesting an AXOL account.

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

To serve as a Coordinator, see Section 3.2.
To serve as a Final Approver, see Section 3.3.

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

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

1. Obtain the APC’s approval to serve as a Coordinator for Purchase Card Account Requests.

2. Complete the CCSC-provided training on purchase card account setups in AXOL; provide the APC with proof of training.
   a. See the CCSC website to access the training.

3. Have the APC email a formal request to serve as the Coordinator for Purchase Card Account Requests, along with proof of training, to the CCSC Inbox (ccsc@dm.usda.gov).
   a. Use the following text for the formal email request:

   [Name of Person Serving as Coordinator] has completed the required training to serve as a Coordinator for Purchase Card Account Requests and will now serve as Coordinator for [agency name].

4. Upon formal notification from CCSC, begin serving as Coordinator for Purchase Card Account Requests.

3.3 Becoming a Final Approver
See Chapter 9 for expectations of a Final Approver.

To perform Final Approver tasks, see the following steps.

1. Obtain the APC’s approval to serve as Final Approver.

2. Complete the CCSC-provided Final Approver training; provide the APC with proof of training.
   a. See the CCSC website to access the training.
3. Have the APC email a formal request to serve as the Final Approver, along with proof of training, to the CCSC Inbox (ccsc@dm.usda.gov).
   
a. Use the text below for the formal 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 following information into the 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.

Figure 2: AXOL Homepage
Part I: Coordinator Section
4.0 Reviewing Request for Purchase Card before Entering in Access Online
4 Reviewing Request for Purchase Card before Entering in Access Online

The Coordinator is the first line of defense from the processing of incomplete and incorrect requests for purchase cards. Before entering a request for a new purchase card in Access Online, a Coordinator must ensure that the submitted request contains both the correct information and required documentation.

If a Coordinator does process an incorrect submission, then the Cardholder, Approving Official (AO), LAPC, APC and CCSC may encounter issues including:

- Delayed delivery of purchase card and U.S. Bank and CCSC communications;
- Delivery of U.S. Bank and CCSC communications—electronic and paper—to non-program participants; and
- Expended energies by Cardholder, AO, LAPC, APC and CCSC to resolve issues from submitting incorrect information.

4.1 Confirming Receipt of Required Documentation

Follow the steps below to confirm receipt of all required documentation for a new purchase card account request.

1. Upon receipt of the submission, confirm the inclusion of all required documentation.
   a. Completed Cardholder Request for Purchase Card Form (See Figure 3.)
   b. Training Certificates for Initial Complement of Required Training for New Cardholders
      i. See USDA Purchase Card Program Guide, Section 5.1.
   c. Copy of the Cardholder’s Warrant (if required)

2. If the submission does not contain the required documentation, return the submission to the sender for correction and resubmission.

3. If the submission contains all the required documentation, then begin auditing the completed Cardholder Request for Purchase Card form.
4.2 Reviewing Completed Cardholder Request for Purchase Card Form
To audit a completed Cardholder Request for Purchase Card form, follow the steps below.

4.2.1 Checking Processing Levels and Reporting Levels
1. Check that all Processing Levels and Reporting Levels are complete.
2. Return to sender for correction if any of the following apply.
   a. No information appearing under Processing Levels or Reporting Levels
   b. Agent Number to Department not matching Levels 4 to 7
3. If the information is correct and all fields are complete, then proceed to Verifying Cardholder Information.

4.2.2 Verifying Cardholder Information
1. Confirm that all Cardholder Information is correct.
   a. Confirm that the First Name, Middle Initial (optional) and Last Name match the name on record in the MS Outlook Global Address List.
   b. Use the USPS Zip Code lookup tool to validate the address.
   c. Confirm the Work Phone matches the phone number in the MS Outlook Global Address List.
   d. Confirm the Email Address is both a USDA government email address and matches the email address in the MS Outlook Global Address List.
2. Return to sender to correct missing or incorrect information.
3. If information is correct and all fields are complete, then proceed to Checking Third Line Embossing and Accompanying Set of Information.

4.2.3 Checking Third Line Embossing and Accompanying Set of Information
1. Confirm the Third Line Embossing matches the APC-provided official Third Line Embossing for the agency.
2. Check for marked check boxes for the Card Account Holder a Foreign National question and Convenience Checks Necessary question.
3. Confirm no more than 21 characters in the Agency/Division/Office field.
4. Return to sender to correct any missing or incorrect information.
5. If information is correct and all fields are completed, then proceed to Checking Accounting Code, Purchase Limits, Questions and Cardholder Signature.
4.2.4 Checking Accounting Code, Purchase Limits, Questions and Signatures

1. Verify the listing of a Default Accounting Code.

2. Confirm the listing of both Monthly Office Limit and Single Purchase Limit.

3. Confirm a marked Yes or No box for the following:
   - Is the Cardholder an APC or LAPC?
   - Is the Card Account Holder an AO?
   - Are the Five Necessary Training Certificates Attached?

4. Make sure the Cardholder Signature and Approving Official Signature is dated within 60 days of the submission date.

5. If information is incorrect or missing (including signature and date exceeding the 60-day limit), then return to sender for correction.

6. If information is correct and all fields are completed, then proceed to Completing the Audit of Completed Cardholder Request for Purchase Card Form.

4.2.5 Completing the Audit of Completed Cardholder Request for Purchase Card Form

1. Perform one last review to verify the completion of all fields.

2. Proceed to Chapter 5: Using AXOL to Submit and Approve Card Requests only if all information is correct, all fields are complete, and all signatures are dated within the prescribed timeframe.

Remember: Before proceeding to Chapter 5, the Cardholder Request for Purchase Card form must contain correct information, including signatures with dates meeting the prescribed timeframe and no empty fields.
5.0 Using AXOL to Submit and Approve Card Requests
5 Using AXOL to Submit and Approve Card Requests

Has the Cardholder Request for Purchase Card form undergone the mandatory quality review per the guidance in Chapter 4? If no, then return to Chapter 4 to complete the mandatory quality review.

5.1 Setting up a New Cardholder Account
For new cardholder account setup, please follow the steps below.

1. Select the Account Administration high-level task. (See Figure 5.)

2. Click the Create New Cardholder Account link from the Account Administration screen to be automatically directed to the Define Product Settings page. (See Figure 5 and Figure 4.)

5.2 Defining Product Settings
Next, enter the card type and processing hierarchy positions in the Define Product Settings
1. Select **Purchasing - 3059** from the drop down options in the **Product (Bank)** field. *(See Figure 6.)*

2. Enter the required **Processing Hierarchy** position numbers in the appropriate Hierarchy Position fields. *(See Figure 6.)*
   a. Select the **Search** icon to identify the hierarchy’s existence in Access Online.
   b. Select the criteria to match certain Processing Hierarchy positions to reporting levels:
      i. **Agent** same as Level 4
      ii. **Company** same as Level 5
      iii. **Division** same as Level 6
      iv. **Department** same as Level 7

3. After entering and confirming the hierarchies, scroll down to **Send a Physical Card With This Account** and select **Yes** from the drop down options. *(See Figure 7.)*

4. Click **Next** when done.

**Figure 7: Send a Physical Card**

![Send a Physical Card](image)

- 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.

### 5.3 Entering Account Information

Follow the steps below to enter **Account Owner’s Information**, **Account Details**, **Default Accounting Code** and **Authorization Limits** from the **Enter Account Information** screen.
5.3.1 Completing Account Owner’s Information

1. In the **Account Owner’s Information** screen, type the first name in **First Name**, the middle initial in **MI** and the last name in **Last Name**. *(See Figure 8.)*
   
   a. Confirm that the **First Name**, **Middle Initial** and **Last Name** match the name on record in the MS Outlook Global Address List.

2. Enter the validated mailing address in the **Address 1, City, State, ZIP/Postal Code** and **Country** fields. *(See Figure 8.)*
   
   a. Use the [USPS Zip Code lookup tool](#) to validate the address.

3. Type the cardholder’s office phone number in the **Work Phone** field without the dashes.

4. Type the cardholder’s valid USDA email address in the **Email Address** field. *(See Figure 8.)*
   
   a. Note: Treat the **Email Address** field as a required field; requests without a valid USDA email address will be rejected.
   
   b. Check the address in Outlook to confirm the USDA email’s validity.

5. Type the cardholder’s initials, the date and the following required text in the **Account Owner’s Information Comments** field. *(See Figure 8.)*

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

6. Click **Show Optional Fields** to see **Optional 1** and **Third Line Embossing** fields. *(See Figure 8.)*

7. **Skip** the following: **Social Security Number; Date of Birth; Personal Phone; Additional Phone; Fax Number; Identification Number;** and **Tax Exempt Number.** *(See Figure 9.)*

8. In the **Optional 1** field, enter **FOREIGN NATL N** or **FOREIGN NATL Y.** *(See Figure 9.)*

9. Enter the agency’s **Third Line Embossing** obtained from the agency’s APC. *(See Figure 9.)*

10. Scroll down to see **Account Details** fields.

11. If wish to complete setup at another time, then click **Save** to capture entered information.

- **Yellow-highlighted fields are required fields.**
- **Before entering information into AXOL, review and correct the information on a paper-based request form.** *(See Chapter 4.)*
- **Clicking Save allows users to complete an entry at a later date.**
Figure 8: Enter Account Owner’s Info

Create New Account

2. Enter Account Information

- Account Owner’s Information
  - First Name
  - Mailing Address
    - Country: United States
  - Address Line 1
  - Address Line 2 (optional)
  - City
  - State
  - ZIP Code
  - Work Phone
  - Email Address
  - Account Owner’s Information Comments (optional):
    I certify that the cardholder has completed the required training and, upon request, can provide the training certificates and warrants.
    11/11/11

Show Optional Fields

Account Details

Default Accounting Code

Authorization Limits

Cancel  Save  Next
5.3.2 Entering Account Details

1. From Send Checks in the Account Details section, select the desired option for Convenience Checks from the drop-down list. *(See Figure 10.)*
   
   a. Leave as **NO** (default answer) if Convenience Checks are **not** required.
   
   b. Select **YES** if Convenience Checks are **required**
      
      i. Only use **Maximum Dollar Per Check** (optional) field at **APC’s direction**.
      
      ii. Skip Days Checks Remains Valid field.

2. *Only if* the card is used for Continuity of Operations (COOP), enter **COOP** in the Account Details Comments field. *(See Figure 10.)*

3. Click **Show Optional Fields** to see Reporting Level field, Specify Valid Account Active Dates field and Organization Name field.

4. In the Reporting Level field, enter **Level 6** and **Level 7**. *(See Figure 11.)*
   
   a. Remember: The system automatically populates Levels 1-5.

5. Only use the **Specify Valid Account Active Dates** at the **APC’s direction**. *(See Figure 11.)*

6. Spell out the organization name in the Organization Name field. *(See Figure 11.)*

7. Scroll down to see the **Default Accounting Code** fields.

8. If wish to complete setup at another time, then click Save to capture entered information.
5.3.3 Entering Default Account Code

1. To add the LINE OF ACCOUNTING (LOA Purchasing Account Code or Shorthand Code) from the Default Accounting Code section, search the values. (See Figure 12.)
2. Click the magnifying glass icon to search for a value from a valid values list (VVL). (See Figure 12.)

Figure 12: Selecting Default Accounting Code

3. Directed automatically to the **Search for Valid Value** screen. (See Figure 13.)

4. Type a full or partial value (i.e., LINE OF ACCOUNTING) in the **Value** field. (See Figure 13.)

5. Select a search type (e.g., Begins with or Contains) from the **Search Type** drop-down list. (See Figure 13.)

6. Click the **Search** button to display the **Results** (i.e., the valid values matching the search criteria). (See Figure 13.)

Figure 13: Selecting LOA

7. Click the **Radial** button for the value to specify it as the Default Accounting Code. (See Figure 14.)

8. Click the **Confirm** button to select the LOA value. (See Figure 14.)
9. To add the BOC to the Default Accounting Code screen, enter 2670. *(See Figure 15.)*

10. Click the **Search** button to display 2670 in the **Results** section. *(See Figure 15.)*

11. Click the **Radial** button to specify 2670 as the **BOC.** *(See Figure 15.)*

12. Click **Confirm** to return to the **Default Accounting Code** screen. *(See Figure 15.)*

13. Scroll down to see the **Authorization Limits** fields.

14. If wish to complete setup at another time, then click **Save** to capture entered information.
5.3.4 Entering Authorization Limits

Purpose: The authorization limits set spending parameters for the new cardholder account, such as an account credit limit (monthly office limit) and a single purchase limit. The default authorization limits display based on the associated managing account. A 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 steps below.
1. From the **Authorization Limits** screen, type or change the amount in the **Account Credit Limit** field. *(See Figure 16.)*
   
   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 16.)*

   a. Defined as the *total amount per one transaction* the cardholder may charge.

3. To complete the **Cash Withdrawal Limit (%)** field, follow the steps below. *(See Figure 16.)*

   a. If no Convenience Checks are required, then enter 0 in the **Cash Withdrawal Limit (%)** field.

   b. If Convenience Checks are required, then enter 20 in **Cash Withdrawal Limit (%)** field.

      i. Unless receive differing written guidance, use the current acceptable level of **Cash Withdrawal Limit (%)** for a convenience check authorized cardholder of “20”, or 20%. 

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**Figure 16: Entering Authorization Limits**

<table>
<thead>
<tr>
<th>Authorization Limits</th>
<th>Same as monthly office limit.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Credit Limit</strong></td>
<td>If &gt; $3,500 submit warrant certificate.</td>
</tr>
<tr>
<td><strong>Additional Credit Limits</strong></td>
<td>No Convenience Check = 0 Yes Convenience Check = 20</td>
</tr>
<tr>
<td><strong>Single Purchase Limit</strong></td>
<td>Cash Withdrawal Limit (%)</td>
</tr>
<tr>
<td><strong>Authorization Limit Comments (optional)</strong></td>
<td>Add warrant number if have warrant certificate.</td>
</tr>
</tbody>
</table>

**First Fiscal Month**

**October**

**Merchant Authorization Control (MAC) : Existing Controls**

<table>
<thead>
<tr>
<th>Control and Description</th>
<th>Single Purchase Limit</th>
<th>Authorization Action</th>
<th>Use Managing Account MAC as MAC</th>
<th>Action</th>
</tr>
</thead>
</table>

**Cancel**  **Save**  **Next**
4. If the single purchase limit exceeds the micro purchase limit, add the **Warrant Number** in the **Authorization Limits Comments** field. *(See Figure 16.)*

5. **Skip** the automatically-populated **Merchant Authorization Controls** section in the **Optional Fields** area. *(See Figure 16.)*

6. Click the **Next** button.

7. When the system message appears, double check the mailing address; correct if needed. *(See Figure 17.)*

8. Click the **Next** button again to start the **Review** process.
Figure 17: Confirming Mailing Address
5.4 Reviewing Entered Account Information

Purpose: The Review Information screen helps prevent the submission of inaccurate or incomplete information. Incomplete or inaccurate information may delay the arrival of a new purchase card; the ongoing maintenance of a purchase card account; and the delivery of account updates from the purchase card vendor and program updates from CCSC. The Review Information screen provides the opportunity to find inaccurate or incomplete information and to replace with correct information prior to submitting the request for Final Approval.

1. From the Review Information screen, confirm one-to-one matching of the information on the Define Product Settings section to the information on the Cardholder Request for Purchase Card form and the completion of all required fields.
   a. Check the following fields. (See Figure 18.)
      i. Is Purchasing listed as the Product?
      ii. Does the Processing Hierarchy match Processing Levels on the form?

2. Confirm the one-to-one matching of the information on the Account Owners Information section to the information on the Cardholder Request for Purchase Card form and the completion of all required fields.
   a. Check the following fields. (See Figure 18.)
      i. Does the First Name, MI and Last Name match?
      ii. Does the Mailing Address, Work Phone and Email match?
      iii. Does Optional 1 reflect the FOREIGN NATL status marked on the form?
           1. FOREIGN N = No
           2. FOREIGN Y = Yes
      iv. Does Third Line Embossing match?
      v. Does Account Owner’s Information Comments field contain the correct certification statement along with the required initials and date?
   b. Correct any inaccurate or incomplete information by clicking the Edit button.
   c. Scroll to the Account Details section.
   d. If wish to complete setup at another time, then click Save to capture entered information.

3. Confirm the one-to-one matching of the information on the Account Details section to the information on the Cardholder Request for Purchase Card form and the completion of all required fields.
a. Check the following fields. *(See Figure 18.)*

i. Does *Send Checks?* reflect the “Are Convenience Checks Necessary” answer marked on the form?

ii. Does *Reporting Level* match?

iii. Does *Organization Name* match?

b. Correct any inaccurate or incomplete information by clicking the *Edit* button.

c. When all information is correct, then scroll to the *Default Accounting Code* section.

d. If wish to complete setup at another time, then click *Save* to capture entered information.

4. Confirm the one-to-one matching of the information on the *Default Accounting Code* section to the information on the *Cardholder Request for Purchase Card* form and the completion of all required fields.

a. Check the following fields. *(See Figure 18.)*

i. Does the *Line of Accounting* match the Default Accounting Code on the form?

ii. Does the *BOC (2670)* match?

b. Correct any inaccurate or incomplete information by clicking the *Edit* button.

c. When all information is correct, then scroll to the *Authorization Limits* section.

5. Confirm the one-to-one matching of the information on the *Authorization Limits* section to the information on the *Cardholder Request for Purchase Card* form and the completion of all required fields.

a. Check the following fields. *(See Figure 18.)*

i. Does the *Account Credit Limit* match the Monthly Office Limit on the form?

ii. Does the *Single Purchase Limit* match?

iii. Does the *Cash Withdrawal Limit (%)* reflect the need for a convenience check, per the *Account Details* section?

   1. 0 = If a convenience check is not required

   2. 20 = If a convenience check is required

iv. If the *Single Purchase Limit* exceeds $3,500, then does *Authorization Limit Comments* contain a warrant number?

b. If wish to complete setup at another time, then click *Save* to capture entered information.
c. Correct any inaccurate or incomplete information by clicking the **Edit** button.

> If **not ready to submit** the request for Final Approval, then use the **Edit** button to make any needed changes and the **Save** button to capture any revisions. **Do not** click the Submit button if information is not accurate and not ready for Final Approver’s review. *(See Figure 18.)*

6. If all required information is accurate and correct, scroll down to the **Submit** button.
Figure 18: Reviewing Information
5.5 Submitting Entered Information for Final Approval

1. Click the Submit button to route the new cardholder account setup to the Final Approver by way of AXOL's Active Work Queue. (See Figure 18.)

2. After clicking the Submit button, automatically see the Confirmation screen. (See Figure 19.)

3. After clicking the Exit button on the confirmation screen, prepare to email the Final Approver about the pending request. (See Figure 19.)
   a. Do not click the Create New button, as the submission process is not finished.

4. Email the purchase card application, training certificate and, if applicable, warrants to the Final Approver.
   a. Use the following for the email subject: Final Approval - New Purchase Card Request for [Last Name of Cardholder] (e.g., Final Approval - New Purchase Card Request for Smith).

5. At this point, have entered and locked the account set up submission, preventing any changes to the submitted information.

5.6 Checking Purchase Card Status

1. To see progress of the new cardholder account setup, click Request Status Queue from the left-hand navigation and search for the card in question. (See Figure 20.)

2. On the Account Requests page, look under Request Status for the specific card. (See Figure 21.)

3. To view the card’s details, click the link under Request Status. (See Figure 21.)

4. View the card’s progress from the Account Request Details page. (See Figure 22.)

- Use the correct email subject line (Step 4, Section 5.5) when notifying the Final Approver.
- When the single purchase limit > the micro-purchase limit, send a copy of the cardholder’s Warrant Certificate to the Final Approver for processing.
5. See Chapter 6 to handle rejected card requests.

Figure 22: Viewing Account Request Details

Request Status Queue

Setup Cardholder Account | Maintain Cardholder Account
Maintain Managing Account

Request Detail
ID: ppm:0a1248RM
Status: Final Review - CH Setup
Request Type: CARDHOLDER SETUP
Product: Purchasing
Account Number: 
Reason: 
Account Name: 
Start Date: 11/29 13:44
Requestor: 
Acquired By: 
File ID: 
Update Method: Online

Request History

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Task Status</th>
<th>Ready Date</th>
<th>Last Updated</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry - Product Settings</td>
<td>DONE</td>
<td>11/29 13:44</td>
<td>11/29 13:45</td>
<td>@usda</td>
</tr>
<tr>
<td>Data Entry - Acct Owner Details</td>
<td>DONE</td>
<td>11/29 13:45</td>
<td>11/29 14:00</td>
<td>@usda</td>
</tr>
<tr>
<td>Data Entry - Auth Limits</td>
<td>DONE</td>
<td>11/29 13:46</td>
<td>11/29 14:00</td>
<td>@usda</td>
</tr>
<tr>
<td>Data Entry - Default Acct Code</td>
<td>DONE</td>
<td>11/29 13:45</td>
<td>11/29 14:00</td>
<td>@usda</td>
</tr>
<tr>
<td>Data Entry - Acct Details</td>
<td>DONE</td>
<td>11/29 13:46</td>
<td>11/29 14:00</td>
<td>@usda</td>
</tr>
<tr>
<td>Final Review - CH Setup</td>
<td>DONE</td>
<td>11/28 14:01</td>
<td>11/29 14:09</td>
<td>@usda</td>
</tr>
<tr>
<td>Reject - Auth Limits</td>
<td>DONE</td>
<td>11/29 14:00</td>
<td>11/29 14:14</td>
<td>@usda</td>
</tr>
<tr>
<td>Final Review - CH Setup</td>
<td>READY</td>
<td>11/26 14:14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.0 Correcting Rejected Card Requests
6 Correcting Rejected Card Requests

Follow the steps below to identify a rejected card request.

1. Check **Request Status Queue** to check the status of a given card at any time. *(See Section 5.6 and Figure 21.)*
   a. **Note:** Take action only upon receipt of a rejection email from the Final Approver.

2. To correct a rejected card after receiving the Final Approver’s rejection email, click **Active Work Queue** from the left-side navigation. *(See Figure 23.)*

3. Search under **Account Name** to find the card in question. *(See Figure 23.)*

4. Double click the specific card from the **Task (Select Task)** column to view the rejection details. *(See Figure 23.)*

5. Review the summary screen for **Enter Account Information**. *(See Figure 24.)*

6. Read the **Reason for Rejection** to determine the error or errors. *(See Figure 24.)*

7. If wish to complete setup at another time, then click **Save** to capture entered information. *(See Figure 24.)*

8. After correcting all errors, click **Next** to return the item to the Final Approver. *(See Figure 24.)*

9. Inform the Final Approver that corrected card is ready for review by replying to the previous email in which the Final Approver identifies the needed correction.

10. Re-check the card’s status. *(See Section 5.6.)*

   - **Email** the Final Approver that the **corrected card** is ready for another **review**.
   - **Remember** that the Final Approver **only approves** transactions in the Active Work Queue upon receipt of an email.
Part II: Final Approver Section
7.0 Performing Final Approval of an Account Setup
7 Performing Final Approval of an Account Setup

Purpose: To approve a cardholder’s account setup, an agency’s identified Final Approver performs a final review of entered information. If the setup contains any incorrect or missing information, the Final Approver does not approve the setup. The Final Approver only approves the setup when all information is accurate.

7.1 Becoming a Final Approver

To become a Final Approver, see Section 3.1.

7.2 Following Path to Final Approval

See Section 2.1.

7.3 Reviewing Request for Purchase Card before Final Approving in Access Online

The Final Approver is the second line of defense from the processing of incomplete and incorrect requests for purchase cards. Before final approving a request for a new purchase card in Access Online, the Final Approver must ensure that the submitted request contains both the correct information and required documentation.

7.3.1 Confirming Receipt of Required Documentation

Follow the steps below to confirm receipt of all required documentation for a new purchase card account request.

1. Upon receipt of the submission, confirm the inclusion of all required documentation.
   a. Completed Cardholder Request for Purchase Card Form. *(See Section 4, Figure 3.)*
   b. Training Certificates for Initial Complement of Required Training for New Cardholders.
      i. See USDA Purchase Card Program Guide, Section 5.1, for the required training list.
   c. Copy of the Cardholder’s Warrant (if required).

2. If the submission does not contain the required documentation, return the submission to the sender for correction and resubmission.

3. If the submission contains all the required documentation, then begin auditing the completed Cardholder Request for Purchase Card form.

7.3.2 Auditing Completed Cardholder Request for Purchase Card Form

To audit a completed Cardholder Request for Purchase Card form for completeness, follow the steps below.

7.3.2.1 Checking Processing Levels and Reporting Levels

1. Check that all Processing Levels and Reporting Levels are complete.

2. Return to sender for correction if any of the following apply.
   a. No information appearing under Processing Levels or Reporting Levels
   b. Agent Number to Department not matching Levels 4 to 7
3. If the information is correct and all fields are complete, then proceed to Verifying Cardholder Information.

7.3.2.2 Checking Third Line Embossing and Accompanying Set of Information

1. Confirm the Third Line Embossing matches the APC-provided official Third Line Embossing for the agency.

2. Check for marked check boxes for the Card Account Holder a Foreign National question and Convenience Checks Necessary question.

3. Confirm no more than 21 characters in the Agency/Division/Office field.

4. Return to sender to correct any missing or incorrect information.

5. If information is correct and all fields are completed, then proceed to Checking Accounting Code, Purchase Limits, Questions and Cardholder Signature.

7.3.2.3 Checking Accounting Code, Purchase Limits, Questions and Signatures

1. Verify the listing of a Default Accounting Code.

2. Confirm the listing of both Monthly Office Limit and Single Purchase Limit.

3. Confirm a marked Yes or No box for the following:
   a. Is the Cardholder an APC or LAPC?
   b. Is the Card Account Holder an AO?
   c. Are the Five Necessary Training Certificates Attached?

4. Make sure the Cardholder Signature and Approving Official Signature is dated within 60 days of the submission date.

5. If information is incorrect or missing (including signature and date exceeding the 60-day limit), then return to sender for correction.

6. If information is correct and all fields are completed, then proceed to Completing the Audit of Completed Cardholder Request for Purchase Card Form.

7.3.2.4 Completing the Audit of Completed Cardholder Request for Purchase Card Form

1. Perform one last review to verify the completion of all fields. Proceed to Section 7.4 only if all information is correct, all fields are complete, and all signatures are dated within the prescribed timeframe.
7.4 Reviewing the Active Work Queue

Follow the steps below to perform a Final Approval.

1. Upon notification from a Coordinator, access the **Active Work Queue** in AXOL. *(See Figure 25.)*

   Click only the cards in AXOL’s Active Work Queue requiring Final Approval to avoid being responsible for changes and other actions to cards not requiring Final Approval.

2. Select cardholder in question from table in **Active Work Queue**. *(See Figure 26.)*

   a. Use the headers in the table to sort.
   
   b. To locate a card, search for **Final Review** under Task.
   
   c. To locate a specific person, search by **Account Name**.
   
   d. Click **Final Review** under Task.

![Figure 25: Active Work Queue](image)

    ![Figure 26: Reviewing Active Work Queue](image)

7.5 Reviewing the New Account Information Section

1. Review **Define Product Settings** from the **Review – New Account Information** section—first of five—for the specific Cardholder Account Setup. *(See Figure 27.)*
2. Double check the following information.
   
a. **Purchasing** appears under **Product**.

   b. **Processing Hierarchy** matches **Processing Levels** on the **Cardholder Request for Purchase Card** form.

   c. **Physical Card** is marked as **Yes**.

3. If any information is incorrect or missing, click **Reject** button. *(See Figure 27.)*
   
a. Locate the **Reason for Rejection** field, which automatically appears in the Define Product Settings section.

   b. Enter the rejection reason and the needed action by the Coordinator in the **Reason for Rejection** field.

   c. Click **Submit** to review the next section.

4. If all information is correct, scroll down to **Account Owner’s Information** section.
7.6 Reviewing the Account Owner’s Information Section

1. Double check the following information from the Account Owner’s Information section. (See Figure 27.)
   a. First Name, MI and Last Name are the same as they appear on the form.
   b. Mailing Address is a work address—not a home address—and is the same as it appears on the form and in the Global Address List.
   c. Work Phone is the same as it appears on the form and in the Global Address List.
   d. Email Address is a valid USDA address—not a personal email address—is the same as it appears on the form and in the Global Address List.
   e. Optional 1 indicates whether or not person is foreign national.
   f. Third Line Embossing reflects agency’s direction for third line embossing.
   g. Initialed and dated Certification Statement appears in the Account Owner’s Information Comments. (See Figure 8 and Sect. 5.3.1.)

2. If any information is incorrect or missing, click Reject button. (See Figure 29.)
   a. Locate the Reason for Rejection field, which automatically appears in the Account Owner’s Information section.

Remember: Reject any request missing the initialed and dated Certification Statement in the Account Owner’s Information Comments.
b. Enter the rejection reason and the needed action by the Coordinator in the **Reason for Rejection** field.

c. Click **Submit** to review the next section.

![Figure 29: Reason for Rejection Field](image_url)

3. If all information is correct, scroll down to **Account Details** section.

### 7.7 Reviewing the Account Details Section

![Figure 30: Account Details Section Final Review](image_url)

1. Review the **Account Details** section—the third of five—for the specific Cardholder Account Setup. (*See Figure.*)

2. Double check the following information. (*See Figure.*)

   a. **Send Checks?** matches the form.
i. Marked Yes if requesting Convenience Cards.

ii. Marked No if not requesting Convenience Cards.

b. Maximum Dollar Per Check reflects APC’s direction on field’s use.

c. Reporting Level is correct.

   i. Matches Reporting Levels on the form?

   ii. Do Levels 4-7 match the Processing Levels, specifically Agent Number to Department Number, on the form and on the screen?

d. Organization Name matches the form.

e. COOP statement listed or not listed in the Account Details Comments.

3. If any information is incorrect or missing, click Reject button. (See Figure 29.)

   a. Locate the Reason for Rejection field, which automatically appears in the Account Details section.

   b. Enter the rejection reason and the needed action by the Coordinator in the Reason for Rejection field.

   c. Click Submit to review the next section.

4. If all information is correct, scroll down to Default Accounting Code section

7.8 Reviewing the Default Accounting Code Section

1. Review the Default Accounting Code section—the fourth of five—for the specific Cardholder Account Setup. (See Figure 31.)

2. Double check the following information. (See Figure 31.)

   3. Line of Accounting matches the form.

   4. BOC is 2670.

3. If any information is incorrect or missing, click Reject button. (See Figure 29.)

   a. Locate the Reason for Rejection field, which automatically appears in the Default Accounting Code section.

   b. Enter the rejection reason and the needed action by the Coordinator in the Reason for Rejection field.

   c. Click Submit to review the next section.

Remember: AXOL prevents the entry of an invalid Line of Accounting.
4. If all information is correct, scroll down to **Authorization Limits** section.

![Figure 29: Default Accounting Code & Authorization Limits Final Review](image)

### 7.9 Reviewing the Authorization Limits Section

1. Review the **Authorization Limits** screen—the fifth of five—for the specific Cardholder Account Setup. *(See Figure 31.)*

2. Double check the following. *(See Figure 31.)*

   a. **Account Credit Limit** matches Monthly Office Limit on the form.

   b. **Single Purchase Limit** matches the form.

      i. Typically, **$3,500** is the maximum unless accompanied by a warrant.

      ii. If Single Purchase Limit > $3,500, a **signed warrant** must accompany the form.

   c. **Cash Withdrawal Limit (%)** is correct.

      i. If **convenience check** requested in **Account Details** section, states **20**.

      ii. If **no convenience check** requested in **Account Details** section, states **0**.

   d. If Single Purchase Limit > $3,500, **Warrant Number** appears in the **Authorization Limit Comments** box.
3. If any information is incorrect or missing, click **Reject** button. *(See Figure 29.)*

   a. Locate the **Reason for Rejection** field, which automatically appears in the Authorization Limits section.

   b. Enter the rejection reason and the needed action by the Coordinator in the **Reason for Rejection** field.

   c. Click **Submit** to review the next section.

4. If all information is correct, click **Approve** button. *(See Figure 30.)*

   a. When Active Work Queue screen appears, simply exit the screen.

5. When **SetUp CH Acct Complete** with all 16 account number appears in the **Request Status Queue**, then expect to receive the purchase card in **10 to 13 business days**. *(See Figure 32.)*

   ![See Section 8 for approving a rejected request.](image)
8.0 Perform Final Approval of Previously-Rejected Account Setup
8 Performing 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 the corrected information. If the incorrect information no longer exists, the Final Approver approves the corrected setup.

8.1 Approving a Rejected Purchase Card

Figure 31: Checking Active Work Queue

1. After rejecting a setup and receiving an email from the Coordinator confirming corrections, go to the Active Work Queue to confirm the correction of the rejected setup. (See Figure.)

   a. If the setup in question appears as **Rejected**, then the setup has not been corrected.

   b. If the setup in question appears as **Final Review**, then the setup is ready for another Final Review.

2. Click the **Final Review** link for the specific card. (See Figure.)

3. Review the first section, **Define Product Settings**. See Section 7.5 for details.

   a. If information is correct, review, even if previously approved the screen, and scroll to the next section.

   b. If information is incorrect, click **Reject**, enter the rejection reason and scroll to the next section.

4. Review the second section, **Account Owner’s Information** section. See Section 7.7 for details.

   a. If information is correct, review, even if previously approved the screen, and scroll to the next section.

   b. If information is incorrect, click **Reject**, enter the rejection reason and scroll to the next section.
5. Review the third section, the **Account Details** section. See Section 7.8 for details.
   a. If information is correct, review, even if previously approved the screen, and scroll to the next section.
   b. If information is incorrect, click **Reject**, enter the rejection reason and scroll to the next section.

6. Review the fourth section, the **Default Accounting Code** section. See Section 7.9 for details.
   a. If information is correct, review, even if previously approved the screen, and scroll to the next section.
   b. If information is incorrect, click **Reject**, enter the rejection reason and scroll to the next section.

7. Review the fifth and final section, the **Authorization Limits** section. See Section 7.9 for details.
   a. If the information is correct, click **Approve**, even if previously approved the screen, to submit the setup to U.S. Bank for processing.
      i. When Active Work Queue screen appears, simply exit the screen.
   b. If the information is incorrect, click **Reject**, enter the rejection reason and click **Submit** to return the request to the Coordinator.

8. When **SetUp CH Acct Complete** with all 16 account number appears in the **Request Status Queue**, then expect to receive the purchase card in **10 to 13 business days**. (See Figure 32.)

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**Figure 32: Completed Request in Request Status Queue**
9.0 Expectations of APC Serving as a Final Approver
9  **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 U.S. 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 [Chapter 7: Performing Final Approval of an Account Setup](#); and

- 100 percent verification of information in paper-based purchase card requests to information in U.S. 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 [Chapter 7](#) and a 100 percent verification of purchase card account information in U.S. Bank AXOL, the Final Approver approves the purchase card request in U.S. Bank AXOL.