



Purchase Card Locked Transaction Scenarios and GL Extract in Access Online

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Locked Transactions

- A transaction identified with a **padlock indicator**  in the transaction detail line that prevents a cardholder from editing the transaction including re-allocation and comments (locked due to cardholder approval or AO final approval) **unless** the Approving Official (AO) sends the transaction back to the cardholder to make changes. In addition, the AO has permissions to make changes to a locked transaction before it's final approved. Locked transactions by GLE cannot be changed by anyone. Please see slides 5 - 7 for details.

ing	Merchant	City/State	Amount	Detail	€	Purchase ID	
7	OFFICE DEPOT #1090	800-937-3600, MA	\$36.94	III	€	471308743	
6	DMS	972-341-0026, TX	\$15.00	II	€	00000000000944997	
5	SCIENCE MSM COMP EDUCA	651-221-4722, MN	\$318.00	II	€	00Santelman 04165	
4	ABILITYONE.COM	ALEXANDRIA, VA	\$90.62	III	€	0470c54c-080f-422	
8	1800GOFEDEx 10010007	800-6221147, TN	\$406.08	III	€	2135202	 
3	FEDERAL EXECUTIVE BOARD M	612-7137200, MN	\$60.00	II	€	R1023478734	
3	DMI* DELL FEDERAL	800-727-1100, TX	\$16.26	III	€	**	
3	DMI* DELL FEDERAL	800-727-1100, TX	\$1,142.40	III	€	**	 
3	PC SOLUTIONS	612-588-7501, MN	\$324.58	II	€	0000092062	 

In the Transaction Summary, you can view the

- **General Ledger Extract** = Transaction has been re-allocated and PAID and will have an **Extract symbol** on the detail line.
- **Note:** The re-allocation is sent to FMFI upon notice that the original transaction has been paid by Treasury. IF the GLE date is listed, further changes to the transaction are no longer allowed in Access Online and the transaction will need to be re-allocated in FMFI.



Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
	02/24	02/25	XEROX CORP. XCS/RBO	HTTP://WWW.XE, NY	\$100.12		038472319

Disputed
 Trans Detail Level
 Extracted
 Reallocated
 Reallocation Locked

Summary Allocations Transaction Line Items User Line Items Comments Approval History

The Summary tab shows high-level transaction information.

To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	02/24/2009	Billing Cycle:	03/06/2009
Purchase ID:	038472319	Posting Date:	02/25/2009
Total Amount:	100.12	Reference Number:	24246519056015000060974
Memo Post:	Yes	Authorization Number:	063462
Sales Tax:		Extract Date(s)	
Freight:	0.00	Most Recent Standard	
	0.00	Financial Extract:	
Merchant		General Ledger Extract: 03/11/2009	
Name:	XEROX CORP. XCS/RBO	Payment Extract: 02/26/2009	
City/State:	HTTP://WWW.XE, NY	Currency	
Transaction Type:	SALES DRAFT	Source Currency:	U.S. Dollar
MCC Code:	5044	Source Currency Amt:	100.12
MCC Description:	WHOLESALE PHOTO EQPT		

Dispute **Sales Draft Requests**

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

• none

Extract Date(s)

Most Recent Standard

Financial Extract:

General Ledger Extract: 03/11/2009

Payment Extract: 02/26/2009



In the Transaction Summary, you can also view the

- **Payment Extract**= The date that the transaction is first sent to FMMI for payment.

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
	02/24	02/25	XEROX CORP. XCS/RBO	HTTP://WWW.XE, NY	\$100.12	Ⓜ	038472319

Ⓜ Disputed Ⓜ Trans Detail Level Ⓜ **Extracted** Ⓜ Reallocated Ⓜ Reallocation Locked

Summary | Allocations | Transaction Line Items | User Line Items | Comments | Approval History

The Summary tab shows high-level transaction information.

To initiate a dispute, click the "Dispute" button.

Transaction		Reference Information	
Date:	02/24/2009	Billing Cycle:	03/06/2009
Purchase ID:	038472319	Posting Date:	02/25/2009
Total Amount:	100.12	Reference Number:	24246519056015000060974
Memo Post:	Yes	Authorization Number:	063462
Sales Tax:	0.00	Extract Date(s)	
Freight:	0.00	Most Recent Standard	
Merchant		Financial Extract:	
Name:	XEROX CORP. XCS/RBO	General Ledger Extract:	03/11/2009
City/State:	HTTP://WWW.XE, NY	Payment Extract:	02/26/2009
Transaction Type:	SALES DRAFT	Currency	
MCC Code:	5044	Source Currency:	U.S. Dollar
MCC Description:	WHOLESALE PHOTO EOPT	Source Currency Amt:	100.12

Dispute **Sales Draft Requests**

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History. • none

Transactions are sent to FMMI for payment on a nightly basis and will have an Extract symbol  On the detail line.

Under Transaction Summary, **Client Data tab**, click to view the Client supplied **Transaction Data**

The screenshot displays the 'Transaction Summary' page in the USDA Charge Card Service Center. The left sidebar contains navigation links: Transaction List, Travel Expense Management, Enhanced Supplier Management, Data Exchange, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area shows a table with transaction details. Below the table, there are icons for Disputed, Matched, Exception, Trans Detail Level, Extracted, Reallocated, and Reallocation Locked. The 'Client Data' tab is selected, showing a summary of client-supplied data.

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
		12/19	12/22	USPS 0723550463	TORRINGTON, WY	\$1.34	(B) (E)	P000112201101233330216 (A)

Disputed Matched Exception Trans Detail Level Extracted Reallocated Reallocation Locked

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

The Client Data tab displays client supplied transaction data.

Status: Disbursed
Document Number: P834000054191
Accept Date: 12/24/2008
Initial Reject Date:
Disbursement Date: 12/26/2008
Disbursement Amount: \$1.34
Transaction Type: Debit

[<< Back to Transaction List](#)

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Please Note: 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 – Standard Financial Extract (SFE), General Ledger Extract (GLE) and/or Payment Extract (PE).

- If there is no **Extract symbol** next to the transaction, then it may have invalid accounting and should be reviewed and re-allocated to the correct accounting by the cardholder immediately. The re-allocation process for invalid accounting is outlined on Slide 10.

<u>Approval Status</u>	<u>Trans Date</u>	<u>Posting Date</u>	<u>Merchant</u>	<u>City/State</u>	<u>Amount</u>	<u>Detail</u>		<u>Purch</u>
Pending	04/15	04/17	OFFICE DEPOT #1090	800-937-3600, MA	\$36.94	III		47130
Pending	04/15	04/16	DMS	972-341-0026, TX	\$15.00	II		00000
Pending	04/13	04/15	SCIENCE MSM COMP EDUCA	651-221-4722, MN	\$318.00	II		00Sar
Pending	04/13	04/14	ABILITYONE.COM	ALEXANDRIA, VA	\$90.62	III		0470c
Approved	04/06	04/08	1800GOFEDEx 10010007	800-6221147, TN	\$406.08	III		21352
Approved	04/02	04/03	FEDERAL EXECUTIVE BOARD M	612-7137200, MN	\$60.00	II		R1023
Approved	04/03	04/03	DMI* DELL FEDERAL	800-727-1100, TX	\$16.26	III		**

Invalid Default Accounting Code (DAC)

If the DAC is invalid, the cardholder must correct the DAC in the Account Administration in Access Online **BEFORE** re-allocating the transaction(s).

- The Extract indicator should be displayed in the transaction line detail for EVERY transaction. The cardholder should review all his/her transactions in Access Online and if s/he finds a transaction that does not display the Extract indicator, then the cardholder should access the Transaction Summary tab to see if there is a PE Extract Date (as illustrated on Slide 6). If the PE Extract Date is not present, then this indicates that the default accounting code (DAC) is invalid .
- The cardholder must immediately correct the invalid DAC in Access Online by clicking on Account Administration → Maintain Cardholder Account → Default Accounting Code and updating the cardholder account with the correct DAC.
- Next, the cardholder must immediately correct the accounting on EVERY transaction with invalid accounting in the transaction detail clicking on Transaction Management → Transaction List. Change the Billing Cycle Close Date from Open to All, to view all transactions posted to the account. This correction is made via the re-allocation process. This action will push the transaction through the process and queue it for payment.
- This type of re-allocation does not produce a reallocation transaction, but it releases the original payment (P8/F8) to be sent to FMMI. In this case, after the DAC is corrected on the transaction and sent to FMMI (the next day), the cardholder is able to re-allocate accounting again (as described on Slide 15) and produce a reallocation transaction.



What initiates a Locked Transaction?

SCENARIO #1: Transaction has been approved by cardholder

- The cardholder approves the transaction and routes it to an AO for final approval. As this point, the transaction is updated as locked in the system and cardholder is unable to make any other changes to the transaction.
- If the cardholder needs to make changes to the transaction detail (including re-allocation to different accounting), and the transaction has not yet been final approved by the AO, then the cardholder can pull back the transaction and make the necessary changes (see Slide 13).
- If the AO has already final approved the transaction, then the AO can return to the Manager Approval Queue history and reject the transaction and the cardholder is now able to make the necessary changes to the transaction (see Slides 16 and 17).
- Once the transaction is pull back or rejected, the cardholder makes the necessary change to the transaction detail, re-approves the transaction and routes it back to the AO for final approval. The transaction is once again, locked in the system and the cardholder is unable to make changes to the transaction.



What initiates a Locked Transaction? (Cont.)

SCENARIO #1: Transaction has been approved by cardholder

- After the AO reviews and final approves the transaction, the transaction is updated as locked in the system.
- Please note, that payment confirmation is usually received from Treasury between 3-5 business days after the transaction is sent to FMMI. You can check the status of the payment confirmation in the Comments Tab of the Transaction Summary (see Slides 7 and 8).
- As long as the transaction has a GLE date, the transaction will remain locked and no further changes can be made in Access Online. If required, the re-allocation to the transaction will need to be performed in FMMI (via a B2).
- Per Purchase Card Policy, all cardholders must review and approve all purchase card transactions within 60 days of the purchase transaction date.



As described in SCENARIO #1: The cardholder **Approved** the transaction and routed it to an AO for final approval. If the AO has **not Final Approved** the transaction, then the cardholder can **Pull Back** the transaction and correct the accounting. The cardholder can **Pull Back** transactions anytime prior to the AO taking any action including final approval.

<input type="checkbox"/>	Approved	05/05	05/06	IEEE PRODUCTS & SERVICES	800-678-4333, NJ	\$64.51			VQFA3DB94CE5			15 1111 91U561000 1111RU 12523
<input type="checkbox"/>	Approved	05/06	05/06	AMER SOC CIVIL ENGINEERS	800-548-2723, VA	\$296.00			ASCEPO129052			15 1111 91U561000 1111RU 12660
<input type="checkbox"/>	Approved	04/29	04/30	THE PERFORMANCE INSTITUTE	703-8940481, VA	\$897.00			VSGE3C9D596C			15 1111 91U532007 1111RU 12523
<input type="checkbox"/>	Final Approved	04/11	04/13	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			96734994RT8Z1TKS			15 1111 91U510000 1111RU 12540
<input type="checkbox"/>	Approved	03/11	03/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			791639875955YZCI			15 1111 91U510000 1111RU 12540
<input type="checkbox"/>	Approved	02/27	03/02	INFORMATION FORECAST INCI	818-8884444, CA	\$245.00			VSJE3B2436D5			15 1111 91U561007 1111RU 12523
<input type="checkbox"/>	Approved	02/11	02/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			62094491HR12HO25			15 1111 91U521000 1111RU 12540
<input type="checkbox"/>	Approved	02/04	02/06	NARUC	202-8982203, DC	\$295.00			000014			15 1111 91U522007 1111RU 12523
<input type="checkbox"/>	Approved	01/23	01/26	NARUC	202-8982203, DC	\$195.00			000002			15 1111 91U532007 1111RU 12523
<input type="checkbox"/>	Approved	01/22	01/23	NNA*NATL NOTARY ASSN	800-876-6827, CA	\$50.00			7999469			15 1111 91U521000 1111RU 12570
<input type="checkbox"/>	Final Approved	01/11	01/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			43551862RPR80Y7			15 1111 91U510000 1111RU 12540
<input type="checkbox"/>	Approved	01/09	01/12	OMEGA PERFORMANCE	704-6721400, FL	\$105.00			50765			15 1111 91U521000 1111RU 12324
<input type="checkbox"/>	Final Approved	01/07	01/08	D J*WALL STREET JOURNAL	800-568-7625, MA	\$74.75			495B3790-E4E5			15 1111 91U510000 1111RU 12660
<input type="checkbox"/>	Final Approved	12/29	12/30	NRECA 2	703-9075893, VA	\$689.00			322122915280001			15 1111 91U510000 1111RU 12500
<input type="checkbox"/>	Final Approved	12/11	12/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00			25708545RO164R95			15 1111 91U510000 1111RU 12540

Disputed
 Reallocated
 Trans Detail Level
 Extracted
 Reallocation Locked

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

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

What initiates a Locked Transaction?

SCENARIO #2- Transaction has been re-allocated to a valid/different accounting

- The cardholder views the transaction in Access Online and decides to re-allocate the transaction detail to valid/different accounting.
- After the transaction is re-allocated to a different accounting, the cardholder approves the transaction and it is routed to the AO for final approval.
- Access Online will send the re-allocation to FMML via the General Ledger Extract once the payment confirmation is received. This information can be viewed in the Transaction Summary tab (as illustrated on Slide 5).
- Please note that if the transaction is updated as locked in the system and there is a GLE date listed in the Transaction Summary, neither the cardholder or the AO are able to make any other changes to the transaction in Access Online. Changes can only be done in FMML.



As described in scenario #2: A cardholder may re-allocate a transaction (with a valid DAC) to different accounting or split disbursement in Access Online as many times as they want in one day. After re-allocation, there will be a **re-allocation icon** next to the transaction line of accounting.

Account Number: 2304
 Account Name: CAROL ADAMS
 Billing Cycle Close Date: Open [Search](#)

Total Transactions: \$907.51 6 Final Approved Transactions: \$246.30 2
 Reallocated Transactions: \$246.30 2 % Final Approved Transactions: 27.1% 33.3%
 % Reallocated Transactions: 27.1% 33.3%

[Open Account](#)

[+] [Search Criteria](#) [Return to top](#)

[-] [Transaction List](#) [Return to top](#)

Records 1 - 6 of 6
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E+	Purchase ID	Ⓜ
<input type="checkbox"/>		Pending	12/08	12/09	METRO OFFICE PRODUCTS	877-6387641, TN	\$67.40	Ⓜ	E+	EGAKGP93295	
<input type="checkbox"/>		Pending	12/07	12/08	UPS*0000692468	800-811-1648, GA	\$583.47	Ⓜ	E+	REF # NOT AVAILAB	
<input type="checkbox"/>		Final Approved	12/05	12/08	UPS*000069246811292008	800-811-1648, GA	\$226.01	Ⓜ	E+	00006924681129200	Ⓜ
<input type="checkbox"/>		Final Approved	12/06	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	Ⓜ	E+	851110395370	Ⓜ
<input checked="" type="checkbox"/>		Pending	12/06	12/08	FEDEX 867358700005	800-4633339, TN	\$5.17	Ⓜ	E+	867358700005	
<input type="checkbox"/>		Pending	12/06	12/08	FEDEX 867358699990	800-4633339, TN	\$5.17	Ⓜ	E+	867358699990	

Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level Ⓜ E+ Extracted Ⓜ Reallocation Locked

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

Records 1 - 6 of 6

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

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As described in scenarios #1 & #2: If a transaction has been **Final Approved** by the AO and the transaction has invalid accounting, then the AO can **Reject** the transaction and re-send to the cardholder to correct the accounting. To do so, the AO must access the Manager Approval History queue in the Transaction Management, and select the transaction to **Pull Back**.

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Transaction Management
Transaction List
Manager Approval Queue
Manager Approval History
Data Exchange
Account Information
Reporting
My Personal Information

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Contact Us

Transaction Management
Manager Approval History

Trans List » Manager's Queue

★ Log Out

Transactions

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle Close Date: All
Last Approval Action: All
Pull Back Eligibility: All
Cardholder Approver: All
Last Approver: All
Pending Approver: All

Display 25 Transactions per page

Search Reset

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

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Records 1 - 25 of 39
Page: 1 | 2
[Check All Shown](#) | [Uncheck All Shown](#)

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	04/29	FEDEX 02978668	\$4.83	...0159	Goodman, Jeffrey H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/28	A-S-K ASSOCIATES INC	\$650.00	...0167	Tucker, Kylie	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/16	FEDEX 02924870	\$5.43	...0159	Goodman, Jeffrey H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/15	LD-123 INKJETS	\$146.97	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/10	WASH METRO 00082313	\$50.00	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/10	WASH METRO 00082313	\$50.00	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	
<input type="checkbox"/>	04/11	APL*APPLE ONLINE STORE	\$210.44	...0019	REPASS, TODD H	Hayes, Denise	Final Approved	

As described in scenarios #1 & #2: Once the transaction has been **Pulled Back**, the AO would access the Manager Approval Queue and **Reject** the transaction and re-send to the cardholder to correct the accounting. The cardholder can make the necessary changes to the transactions and re-send to the AO to Final Approve again.

Transaction Management
 Transaction List
 Manager Approval Queue
 Manager Approval History
 Data Exchange
 Account Information
 Reporting
 My Personal Information

Home
 Contact Us

Transaction Management
 Manager Approval Queue

Log Out

Trans List | Manager's Queue

Transactions

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

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

Cardholder Approver: All
 Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

Search Reset

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

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

Records 1 - 1 of 1
 Check All Shown | Uncheck All Shown

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Accounting Code
<input type="checkbox"/>	Pulled Back	04/29	FEDEX 02978568	800-4633339, TN	\$4.83		...0159	Goodman, Jeffrey H	Hayes, Denise	DAJ091 1 11313000001 1 1 1 DA13

Trans Detail Level: Reallocated

Check All Shown | Uncheck All Shown

Records 1 - 1 of 1

Approve Reject Reallocate Mass Reallocate

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After the cardholder re-allocates a transaction with a valid DAC (this does not include correcting an invalid DAC), Access Online will send the most recent re-allocation to FMMI once the payment confirmation is received , the transaction is locked  and no further changes can be made by anyone.

1. The cardholder re-allocates a transaction (with a valid DAC)

2. The re-allocation is sent to FMMI for processing

3. Status changes to GLE (General Ledger Extract)

4. Transaction is updated as locked



5. Cardholder is unable to make any other changes to the transaction





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](#).