USDA Purchase Card Program
Convenience Check Procedures for Program Participants

FY2018
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Convenience Check Topics

- Introduction
- Part I: Convenience Check Process Overview
- Part II: Cardholder’s Responsibilities
- Part III: Approving Official’s Responsibilities
- Part IV: Oversight & Operations
- Resources
Welcome to the USDA Purchase Card Program Convenience Check Procedures for Program Participants. This program reinforces Program Participants’ knowledge of processes for properly documenting, reconciling and approving convenience checks.

- This revised process will go into effect January 1, 2018. Check writers should begin using the new process for any convenience checks posted on or after January 1, 2018.
In an effort to improve the 1099 reporting accuracy on convenience checks, USDA has initiated the following changes, effective January 1, 2018:

- Enabling the Order Management functionality in U.S. Bank Access Online
  - Allows for individual data fields to capture required data
  - Allows check writers to create an electronic check register

- Discontinuing the use of Transaction Management Comment Fields for Convenience Checks ONLY
  - Comment Field 1 - Conv. Checks TIN#
  - Comment Field 3 - Conv Ck Mer Inf / Waiver#
  - Comment Field 4 – Goods Recvd Date
  - Comment Field 5 - Item Description

- Reporting on convenience check transaction details using the Flex Data functionality in Access Online
Part I: Convenience Check Process Overview (cont.)

- **Reconciliation:**
  - Cardholders will continue to be required to reallocate convenience check transactions in Transaction Management.
  - Cardholders will continue to approve transactions in Transaction Management.
  - Approving Officials will be required to review the transaction documentation in Order Management.
  - Approving Officials will continue to final approve transactions in Transaction Management.
Part II: Cardholder’s Responsibilities

Recording Convenience Check Data

Prior to writing a convenience check, the check writer must obtain a completed form W-9 from the convenience check recipient.

- A new W-9 must be obtained for each convenience check – see policy training regarding writing multiple checks to the same vendor over a one-year period.
- University and government entities require a W-9.
- Check writer must keep the W-9 in a secure file to protect vendor Personal Identity Information (PII).
  - Refer to Purchase Card policy for data retention guidelines.
Part II: Cardholder’s Responsibilities (cont.)

Recording Convenience Check Data (cont.)

Once a convenience check is written, the check writer must complete the following steps in Access Online:

- Step 1: Select “Order Management” in the main menu.
Part II: Cardholder’s Responsibilities (cont.)

Recording Convenience Check Data (cont.)

- Step 2: Select “Create New Order Record.”
Recording Convenience Check Data (cont.)

- Step 3: Select “Collapse All” link.

Order Maintenance
Create Order

Card Account Number: **********9074, DIANE BAREFOOT
Card Account ID: 313290000243

Create | Manage | Managing Acct List | Card Acct List | Trans List |

Use this form to create an Order that may be available for automatic and/or manual matches to transactions.

* = required

Expand All  Collapse All

Information

Line Items

Allocations

Match Tolerance

Save
### Part II: Cardholder’s Responsibilities (cont.)

**Recording Convenience Check Data (cont.)**

- Step 4: Expand the “Information” section and complete the fields.

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
</tr>
<tr>
<td>Control Number: <strong>00000005708</strong></td>
</tr>
<tr>
<td>Transaction Type: <strong>Check</strong></td>
</tr>
<tr>
<td><strong>Financials</strong></td>
</tr>
<tr>
<td>Amount: <strong>0.00</strong></td>
</tr>
<tr>
<td><strong>Merchant</strong></td>
</tr>
<tr>
<td>Merchant Name:</td>
</tr>
<tr>
<td>Postal Code:</td>
</tr>
<tr>
<td><strong>Additional Information</strong></td>
</tr>
<tr>
<td>Waiver #: <strong>3</strong></td>
</tr>
<tr>
<td>Agency Specific Data:</td>
</tr>
</tbody>
</table>

- USDA Charge Card Service Center –
Part II: Cardholder’s Responsibilities (cont.)

Recording Convenience Check Data (cont.)

- Step 4 (cont’d.): Use the W-9 information to complete all fields with a red asterisk (*); data formats are identified for each field.
  - General
    - All field details are system assigned.
  - Financials
    - Check amount must match check transaction when posted in Access Online.
  - Merchant (from vendor W-9)
    - Government & University TIN = 787878787
  - Additional Information
    - Green Purchase – Yes/No drop down.
    - Waiver number – See convenience check policy for descriptions.
    - Goods Received Date – Replaces Comment field 4.
    - Agency Specific Data – Replaces comment field 3.
    - Item Description – Replaces comment field 5.
Recording Convenience Check Data (cont.)

- Step 4 (cont.): The remaining sections on the order form are not used.

  - Step 5: Select the “Save” button to save the order in Access Online.
Reconciling Convenience Check Transactions

Once a convenience check posts to Access Online, the cardholder will match the posted transaction to the order that was previously entered at the time the check was written.
Part II: Cardholder’s Responsibilities (cont.)

Reconciling Convenience Check Transactions (cont.)

The check writer reconciles transactions through the following steps:

- **Step 1:** In Transaction Management, select the convenience check transaction for reconciliation by clicking on the check box next to the transaction.

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Approval Status</th>
<th>Match</th>
<th>Trans Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>City/State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td>09/14</td>
<td>09/15</td>
<td>MARCUS BELGRADE 002466</td>
<td>ST. PAUL, MN</td>
<td>$435.00</td>
</tr>
</tbody>
</table>

- Select “Match to Order.”
Reconciling Convenience Check Transactions (cont.)

- The system will redirect to the Order Management module.

<table>
<thead>
<tr>
<th>Transaction Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>09/14</td>
</tr>
</tbody>
</table>

- Step 2: To find outstanding orders, click “Select from All Available Orders to Match to Transaction.”
  - The system will present a list of all open/unmatched orders for the check writer.
Reconciling Convenience Check Transactions (cont.)

- Step 3: Choose the appropriate order by selecting the radio button next to the order.

- Step 4: Select “Match to Transaction.”

  - The system will display the following message:

  ![Match to Transaction]

  - Request has been successfully completed.

  - The transaction will now have the Matched indicator assigned in Transaction Management.
Reconciling Convenience Check Transactions (cont.)

- Step 5: The check writer returns to Transaction Management and reallocates the transaction to the proper shorthand code accounting and budget object class (BOC).
- Step 6: In Transaction Management, approve the transaction and forward it to the Approving Official for review.
Reconciling Convenience Check Transactions (cont.)

Important Notes:

- Convenience check transactions that are not properly matched by the check writer will NOT be included in the 1099 file.
  - Check writers and their Approving Officials who do not properly follow the recording and matching of convenience check transactions will be recommended for termination of check writing privileges.

- Convenience checks are subject to the same suspension timeline as purchase card transactions. Convenience checks that are not in Final Approved status within 60 days after posting will result in the purchase card account being suspended.
Part III: Approving Official’s Responsibilities

Reviewing Convenience Check Information

Approving Officials (AOs) will review convenience check information entered by the check writer as follows:

- Step 1: Navigate to Management Approval Queue in Access Online.
- Step 2: Make sure all convenience check transactions have the Matched indicator in the Match column.
  - Convenience check transactions that DO NOT have the Matched indicator must be rejected by the AO.
- Step 3: Review the convenience check information by selecting the Transaction Date of the convenience check.
  - The Transaction Date of the convenience check:
Part III: Approving Official’s Responsibilities (cont.)

Reviewing Convenience Check Information (cont.)

- Step 4: Select the Match tab for the transaction.

- Step 5: Select the “View Matched Order” hyperlink.

The Match tab provides information on what the transaction has been matched to. To view the details, click on the "View Matched Order" link. To unmatch, click the "Unmatch" button. You may reverse your transaction matching or unmatching within the matching timeframe.

**Matched Order**

<table>
<thead>
<tr>
<th>Order Date: 07/19/2017</th>
<th>Unique Control Number: Yes</th>
<th>Match Status: Fulfilled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Number: 0000000056016361</td>
<td>Source: LYNNANDERSON</td>
<td>% Fulfilled: 100.00%</td>
</tr>
<tr>
<td>Amount: 500.00</td>
<td>Match Source: LYNNANDERSON</td>
<td>Last Match Date: 07/19/2017</td>
</tr>
<tr>
<td>Merchant Name: NC Minority Farmers</td>
<td>Account #: ***********9074</td>
<td></td>
</tr>
</tbody>
</table>
Part III: Approving Official’s Responsibilities (cont.)

Reviewing Convenience Check Information (cont.)

- Step 6: Review the contents of the order to make sure that all required fields are properly completed, including the **Goods Received Date** and an adequate **Item Description**.

<table>
<thead>
<tr>
<th>Details</th>
<th>Matched Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use the Details tab to edit user-entered data prior to automatic and/or manual matches to transactions.
You may also change the match status to, for example, suspend/unsuspend or cancel.

* = required

Collapse All

Copy to Create New Order

<table>
<thead>
<tr>
<th>Information</th>
<th>Return to top</th>
<th>Go to Save</th>
</tr>
</thead>
</table>

**General**

- **Control Number:** 0000000056016361  
- **Order Date:** 07/19/2017  
- **Match Status:** Fulfilled

**Transaction Type:** Check

**Financials**

- **Amount:** 500.00  
- **Check # (Format: 012345):** 001027  
- **Check Date (Format: MM/DD/YYYY):** 06/27/2017
Part III: Approving Official’s Responsibilities (con’t)

Reviewing Convenience Check Information (cont.)

- Step 7: If the check writer has properly and completely filled out the required fields, then return to Transaction Management by clicking on “Return to Transaction List” at the bottom of the screen.
  - Incomplete/incorrect information must result in rejecting the transaction back to the Cardholder.
Final Approving

When the check writer has entered all the required information for the convenience check, the Approving Official can Final Approve the transaction.

- The transaction will appear in Transaction Management as demonstrated below:

| Final Approved | 06/27 | 06/28 | NC MINORITY FARMER001027 | ST. PAUL, MN | $500.00 |
Part IV: Oversight and Reporting

Reporting on Convenience Check Transactions

Flex Data Reporting

- Convenience check details will no longer be documented in the transaction comment fields in Access Online. The shift to Order Management requires a reporting change for those data elements that were previously captured in the comments fields.

- Obtaining the convenience check data elements will require the use of U.S Bank’s Flex Data Reporting tool.
Part IV: Oversight and Reporting (cont.)

Reporting on Convenience Check Transactions (cont.)

- Step 1: Access the Flex Data Report.
  - Flex Data Reporting is available under the Reporting menu of Access Online.
  - Selecting the Flex Data menu item brings up the Flex Data Menu.
- Step 2: Select the “Create a New Report Template” tab.
- Step 3: Select Primary Report Data = Transaction; Additional Data = Purchase Order.

<table>
<thead>
<tr>
<th>PRIMARY REPORT DATA</th>
<th>ADDITIONAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction</strong></td>
<td><strong>Allocation</strong></td>
</tr>
<tr>
<td>Create a report based on transaction information.</td>
<td>Include additional transaction allocation information.</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td><strong>Merchant Supplemental</strong></td>
</tr>
<tr>
<td>Create a report based on account information.</td>
<td>Include additional supplemental merchant information.</td>
</tr>
<tr>
<td><strong>Purchase Order</strong></td>
<td><strong>Purchase Order</strong></td>
</tr>
<tr>
<td>Create a report based on order information.</td>
<td>Include additional order information.</td>
</tr>
</tbody>
</table>
Part IV: Oversight and Reporting (cont.)

Reporting on Convenience Check Transactions (cont.)

- Step 4: Select on the “Create” button at the bottom of the page.

![Create button]

Click CREATE button to begin building a new report template.

- Step 5: Name the report and select the output format.

<table>
<thead>
<tr>
<th>Report Name:</th>
<th>Convenience Check Transaction Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Description:</td>
<td>Transaction w/Purchase Order - Convenience Check Transaction Detail</td>
</tr>
<tr>
<td>Output Type:</td>
<td>Excel</td>
</tr>
<tr>
<td>Output Parameter Page Placement:</td>
<td>End Optional for PDF only.</td>
</tr>
</tbody>
</table>
Reporting on Convenience Check Transactions (cont.)

- **Step 6: Select the fields for the report.**
  - Recommended fields are:
    - **Hierarchy Section**
      - Account ID
      - Reporting Hierarchy
    - **Account Section**
      - Account Name
    - **Merchant Section**
      - MCC
      - MCC Description
      - Merchant Name
      - Purchase Order Merchant City
      - Purchase Order Merchant State
      - Purchase Order Merchant Zip/Postal Code
      - Transaction Merchant Name
    - **Purchase Order Section**
      - Agency Specific Data
      - Amount
      - Check #
      - Check Date
      - Goods Received Date
      - Green Purchase
      - Item Description
      - Match Status
      - Merchant Street Address
      - Tax ID
      - Waiver #
    - **Transaction Section**
      - Posting Date
      - Transaction Amount
      - Transaction Approval Status
      - Transaction Comment 1
      - Transaction Comment 2
      - Transaction Comment 3
      - Transaction Comment 4
      - Transaction Comment 5
      - Transaction Date
Reporting on Convenience Check Transactions (cont.)

- Step 7: Select the “Save Template” button at the top of the form.

- Step 8: Select the “Filter for Content” tab.

- Step 9: Select filter criteria.

- Step 10: Select the “Save Template” button at the top of the form.
Part IV: Oversight and Reporting (cont.)

Reporting on Convenience Check Transactions (cont.)

- Step 11: Select the “Sort by Criteria” tab. Set the appropriate sort criteria for the report.

- Step 12: Select the “Set Report Layout” tab. Arrange data fields in the order you wish for the report.

- Step 13: Select the “Save Template” button at the top of the form.

- Step 14: Select Run Report.
Reporting on Convenience Check Transactions (cont.)

Notes:

- For additional information and instructions on Flex Data Reporting, please see Access Online web-based training.
- To only report on convenience checks, set a filter on MCC and select 6051.
- Once a template is saved, it will appear in the main menu of the Flex Data Report screen. The template can be reused, updated, or deleted.
Resources

Visit [www.dm.usda.gov/procurement/ccsc/purchase_card.htm](http://www.dm.usda.gov/procurement/ccsc/purchase_card.htm) for the consolidated USDA Purchase Card Program Guide, USDA Government Convenience Check Policy Training, and many other resources. Also, please reference U.S. Bank’s Access Online web-based training for additional materials on Flex Data Reporting.