Visit AgLearn to complete the official training, **Final Approving Purchase Card Account Requests in Access Online**, and to receive proof of completion.

Final Approving Purchase Card Account Requests in Access Online

5/2017

AgLearn Disclaimer: Section 508 Compliance

This purchase card training course complies with **Section 508 of the Rehabilitation Act**, which requires that federal agencies purchase electronic and information technology that is accessible to people with disabilities.

Visit Section508.gov for more information.

Training Topics

1. Understanding the Purpose of Each Training
2. Accessing Reference Materials
3. Understanding the Entire Process
4. Defining Roles & Responsibilities
5. Understanding Final Approver Role & Expectations
6. Examining Purchase Card Account Request Before Final Approving in Access Online
7. Accessing the Active Work Queue in Access Online
8. Accessing the Purchase Card Account Request in Access Online
9. Understanding the Rejection Process
10. Reviewing Product Settings
11. Reviewing Account Owner's Information
12. Reviewing Account Details
13. Reviewing Default Accounting Code
14. Reviewing Authorization Limits
15. Performing Final Approval of All Entered Account Information
16. Performing Final Approval of a Previously Rejected Account Request

Acronym List

Acronym	Meaning
APC	Agency Program Coordinator
AXOL	Access Online
CCSC	Charge Card Service Center
COOP	Continuity of Operations
LAPC	Local Agency Program Coordinator

Understanding the Purpose of Each Training

The ***How to Complete the Purchase Card Request Form*** training and the ***Entering Purchase Card Account Requests in Access Online*** training provide the instructions for an Agency Program Coordinator (APC) or a Local Agency Program Coordinator (LAPC) as a Request Coordinator to submit a Purchase Card Account Setup in Access Online (AXOL).

The ***Final Approving Purchase Card Account Request in Access Online*** training provides instructions for an APC as the Final Approver to review and approve the submitted card via Purchase Card Account Setup in AXOL.

Understanding the Purpose of Each Training

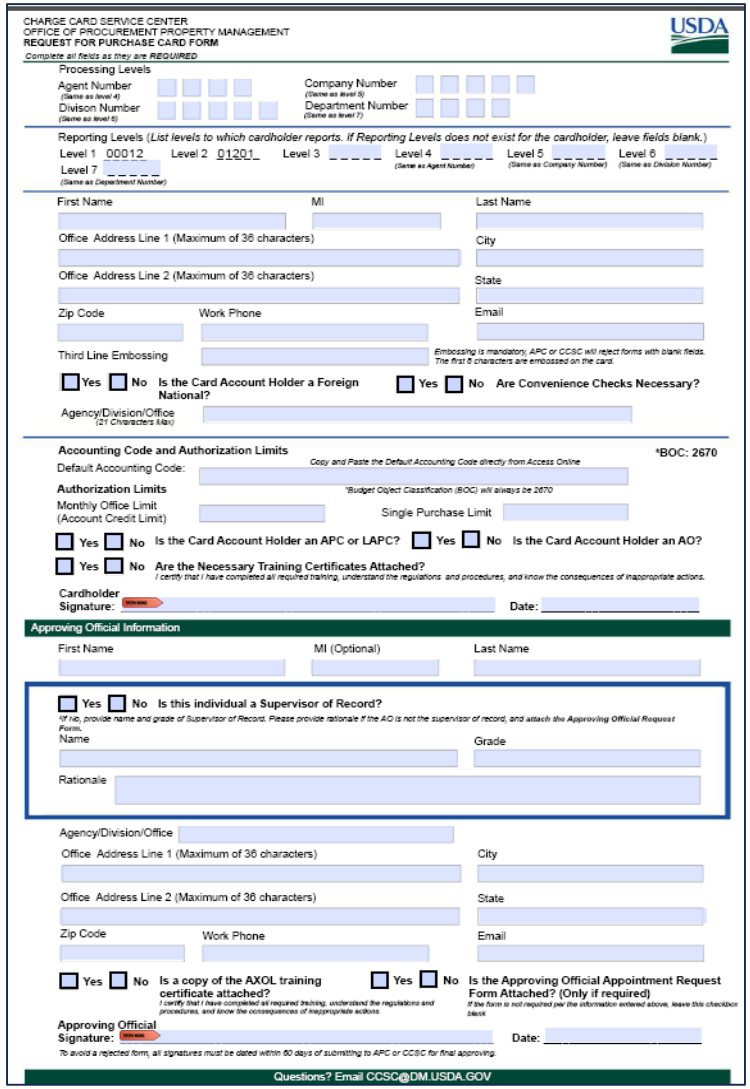
- The trainings are mandatory to participate as a Request Coordinator or Final Approver to process a Purchase Card Account Request in Access Online.
- The table below outlines the required training for each role.

Training	Request Coordinator	Final Approver
Entering Purchase Card Account Requests in Access Online	✓	✓
How to Complete the Purchase Card Request Forms	✓	✓
Final Approving Purchase Card Account Requests in Access Online		✓

Accessing Reference Materials

Charge Card Service Center (CCSC) Purchase Card Request Form

- CCSC strongly encourages everyone to do the following:
  - Pause the training;
  - Download from the CCSC website the CCSC Purchase Card Request Form; and
  - Review the form.
- The CCSC website is located at https://www.dm.usda.gov/procurement/ccsc/purchase_card.htm.



CHARGE CARD SERVICE CENTER
OFFICE OF PROCUREMENT PROPERTY MANAGEMENT
REQUEST FOR PURCHASE CARD FORM

USDA

Complete all fields as they are REQUIRED

Processing Levels

Agent Number (Same as level 4) | Company Number (Same as level 5)

Divison Number (Same as level 6) | Department Number (Same as level 7)

Reporting Levels (*List levels to which cardholder reports. If Reporting Levels does not exist for the cardholder, leave fields blank.*)

Level 1 00012 | Level 2 01201 | Level 3 _____ | Level 4 _____ (Same as Agent Number) | Level 5 _____ (Same as Company Number) | Level 6 _____ (Same as Divison Number) | Level 7 _____ (Same as Department Number)

First Name | MI | Last Name

Office Address Line 1 (Maximum of 36 characters) | City

Office Address Line 2 (Maximum of 36 characters) | State

Zip Code | Work Phone | Email

Third Line Embossing

Embossing is mandatory, APC or CCSC will reject forms with blank fields. The first 5 characters are embossed on the card.

☐ Yes ☐ No **Is the Card Account Holder a Foreign National?** ☐ Yes ☐ No **Are Convenience Checks Necessary?**

Agency/Division/Office (21 Characters Max)

Accounting Code and Authorization Limits ***BOC: 2670**

Default Accounting Code: *Copy and Paste the Default Accounting Code directly from Access Online*

Authorization Limits **Budget Object Classification (BOC) will always be 2670*

Monthly Office Limit (Account Credit Limit) | Single Purchase Limit

☐ Yes ☐ No **Is the Card Account Holder an APC or LAPC?** ☐ Yes ☐ No **Is the Card Account Holder an AO?**

☐ Yes ☐ No **Are the Necessary Training Certificates Attached?**
I certify that I have completed all required training, understand the regulations and procedures, and know the consequences of inappropriate actions.

Cardholder Signature: Date: _____

Approving Official Information

First Name | MI (Optional) | Last Name

☐ Yes ☐ No **Is this individual a Supervisor of Record?**
**If no, provide name and grade of Supervisor of Record. Please provide rationale if the AO is not the supervisor of record, and attach the Approving Official Request Form.*

Name | Grade

Rationale

Agency/Division/Office

Office Address Line 1 (Maximum of 36 characters) | City

Office Address Line 2 (Maximum of 36 characters) | State

Zip Code | Work Phone | Email

☐ Yes ☐ No **Is a copy of the AXOL training certificate attached?**
I certify that I have completed all required training, understand the regulations and procedures, and know the consequences of inappropriate actions.

☐ Yes ☐ No **Is the Approving Official Appointment Request Form Attached? (Only if required)**
If the form is not required per the information entered above, leave this checkbox blank.

Approving Official Signature: Date: _____

To avoid a rejected form, all signatures must be dated within 60 days of submitting to APC or CCSC for final approving.

Questions? Email CCSC@DM.USDA.GOV

Accessing Reference Materials

Entering and Final Approving Purchase Card Account Requests in Access Online Guide

- CCSC strongly encourages everyone to download from the CCSC website the guide *Entering and Final Approving Purchase Card Account Requests in Access Online*.
- This training focuses on Sections 4-8 of the guide.
- CCSC strongly encourages everyone to refer to the guide during this training and when entering purchase card account requests.
- The CCSC website is located at https://www.dm.usda.gov/procurement/ccsc/purchase_card.htm.

Entering and Final Approving Purchase Card Account Requests in Access Online

USDA Purchase Card Program

USDA OPPM Charge Card Service Center

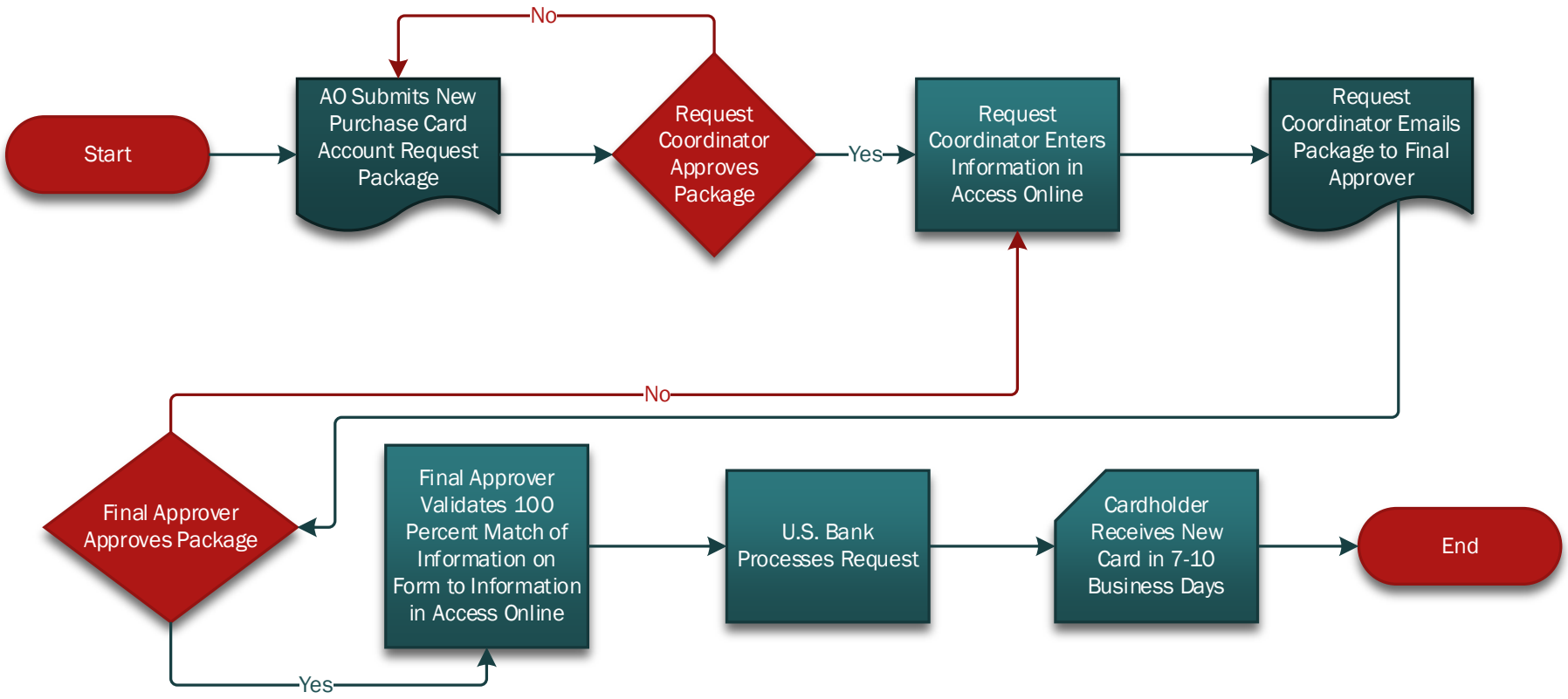
Originated: 09/21/2015
Updated: 03/28/2017
Version: 2.0

Understanding the Entire Process

Following Each Step: from Entering through Final Approving of a Purchase Card Account Request

- Purchase Card Account Requests—from creation to approval—are handled through U.S. Bank's AXOL.
- LAPCs who serve as a Request Coordinator may enter Purchase Card Account Requests into AXOL. APCs may final approve the requests.
  - Reminder: Not all LAPCs have the permissions in AXOL to serve as a Request Coordinator.
- Upon the APC's approval, U.S. Bank creates and issues the Purchase Card.
- CCSC provides monitoring and oversight for the Purchase Card Account Request.
- The process flow on the next slide outlines the steps and roles for entering and final approving a Purchase Card Account Request in AXOL.

Understanding the Entire Process



Understanding the Entire Process

Obtaining AXOL Permissions

- An APC submits to the CCSC the request, along with proof of training, for an APC—primary or alternate—to serve as a Final Approver.
- CCSC grants APCs the AXOL permissions to serve as Final Approvers.
- The Final Approver inspects a Purchase Card Account Request in AXOL after receiving an email notification, including required documentation, from a Request Coordinator of a Purchase Card Account Request ready for final approval in AXOL.
- Section 3.3 of *Entering and Final Approving Purchase Card Account Requests in Access Online* details the formal process for seeking Final Approver permissions.

Defining Roles & Responsibilities

Examining Four Roles that Work Together

- The table below outlines the responsibilities of each role involved in processing Purchase Card Account Requests.

Responsibility	Request Coordinator	Final Approver	CCSC	U.S. Bank
Completes CCSC-provided training on reviewing and entering Purchase Card Account Requests.	✓	✓		
Completes CCSC-provided training on final approving Purchase Card Account Requests.		✓		
Reviews card requests for accuracy; before entering, rejects all Purchase Card Account Requests with errors.	✓			
Enters error-free card requests in AXOL and, via AXOL, submits to the Final Approver for approval.	✓			
Reviews Request Coordinator-entered Purchase Card Account Requests and approves or rejects requests as needed.		✓		
Provides Request Coordinator with rejection explanations.		✓		
Corrects rejected requests in AXOL and, if needed, on the form.	✓			

Defining Roles & Responsibilities

Responsibility	Request Coordinator	Final Approver	CCSC	U.S. Bank
Answers questions from APCs and LAPCs.		✓		
Checks card status in AXOL.	✓	✓		
Emails the Final Approver with Purchase Card Account Request Package.	✓			
Retains emailed Purchase Card Account Request Packages.		✓		
Provides training to Request Coordinators and Final Approvers.			✓	
Works with APCs to prevent purchase card-related errors.			✓	
Issues cards for all approved card requests in AXOL.				✓

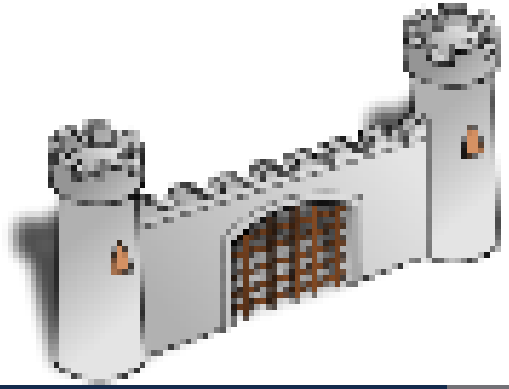
Understanding Final Approver Role & Expectations

Exploring Final Approver Role Details

- The Final Approver is the last line of defense for ensuring the submission of a high-quality Purchase Card Account Request Package.
- The Final Approver ensures the following:
  - 100 percent compliance of the paper-based Purchase Card Account Request and of the AXOL Cardholder Account Setups with Chapters 4, 5, 6 and 7 of the guide, *Entering and Final Approving Purchase Card Account Requests in Access Online*; and
  - 100 percent verification of the information on the paper-based Purchase Card Account Request to information in U.S. Bank's AXOL.
- If the paper-based Purchase Card Account Request contains omitted or incorrect information or does not match information in AXOL, the Final Approver must do the following:
  - Reject the Purchase Cardholder Account Setup in AXOL.
  - Return the paper-based Purchase Card Account Request to the Request Coordinator for correction.

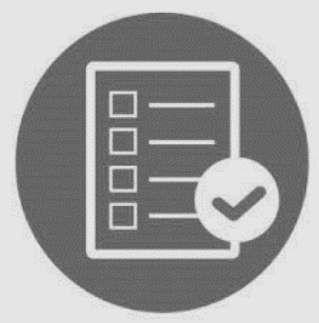
Understanding Final Approver Role & Expectations

- The Final Approver approves the Purchase Card Account Request in AXOL only when the following two events occur:
  - The paper-based Purchase Card Account Request achieves **100 percent compliance** with Chapters 4, 5, 6 and 7 of the guide, *Entering and Final Approving Purchase Card Account Requests in Access Online*.
  - The paper-based Purchase Card Account Request achieves **100 percent verification** to information in U.S. Bank's AXOL.
- The Final Approver's compliance with requirements in *Entering and Final Approving Purchase Card Account Requests in Access Online* influences his or her agency's ability to achieve Agency of the Quarter for the CCSC Purchase Card Program.



Examining Purchase Card Account Request Before Final Approving in Access Online

- When the Final Approver confirms the 100 percent compliance of the Purchase Card Package, only then he or she begins the review of the information in AXOL.
- When the Final Approver encounters one or more errors or omissions with the Purchase Card Package, then he or she returns the Purchase Card Package to the Request Coordinator for correction and resubmission.
- Each month CCSC reviews all entered requests and notifies each APC of any incorrectly entered requests. The results are part of the formula for determining the Agency of the Quarter.
- The Final Approver does not confirm that a future Cardholder is not an existing Approving Official or an existing Cardholder in the same hierarchy as the new Purchase Card.
  - The Request Coordinator is responsible for the above-mentioned confirmation.
  - If more information is needed, the ***Entering Purchase Card Account Requests in Access Online*** training details the above process.



Examining Purchase Card Account Request Before Final Approving in Access Online

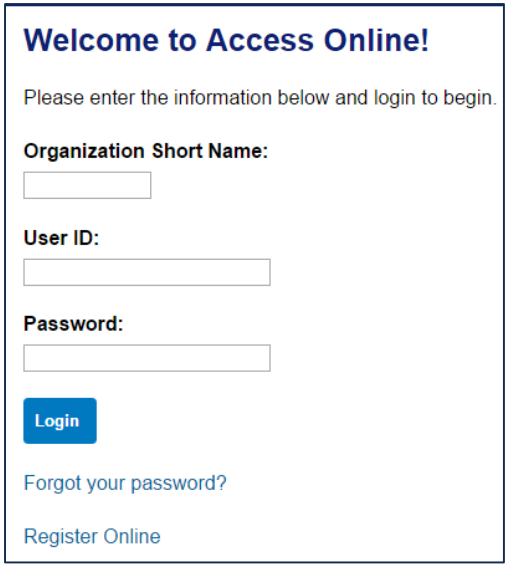
Reviewing the Purchase Card Package

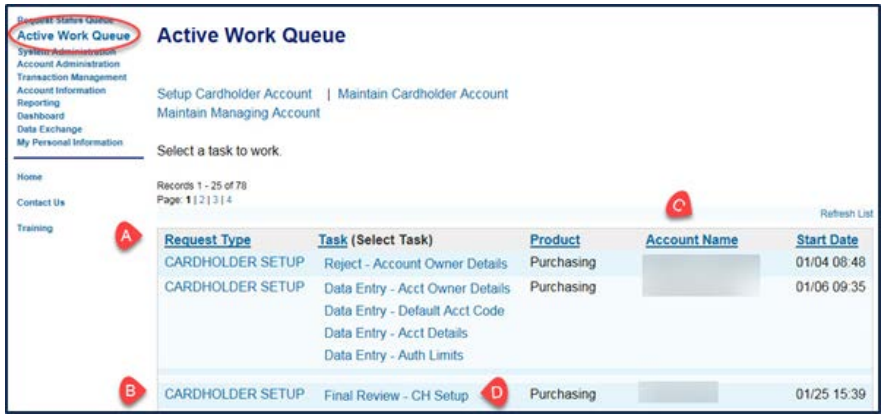
- The Final Approver reviews the Purchase Card Package for completeness before entering any information into Access Online.
- The Final Approver checks, at the minimum, for the following:
  - The most recent version of the form is used.
  - Completed CCSC Purchase Card Request Form is included.
  - All signatures on the form are dated within 60 days of the submission date.
  - Training Certificates per the CCSC Purchase Card Program Guide are included.
  - Warrant Certificate (if needed) is included.
  - The name (First, MI, Last), the phone and the email of the future Cardholder matches the information in the Global Address List in MS Outlook.
  - The mailing address is verified using USPS' Look Up a ZIP Code™.
- The *How To Complete the Purchase Card Request Forms* training provides more details.

Accessing the Active Work Queue in Access Online

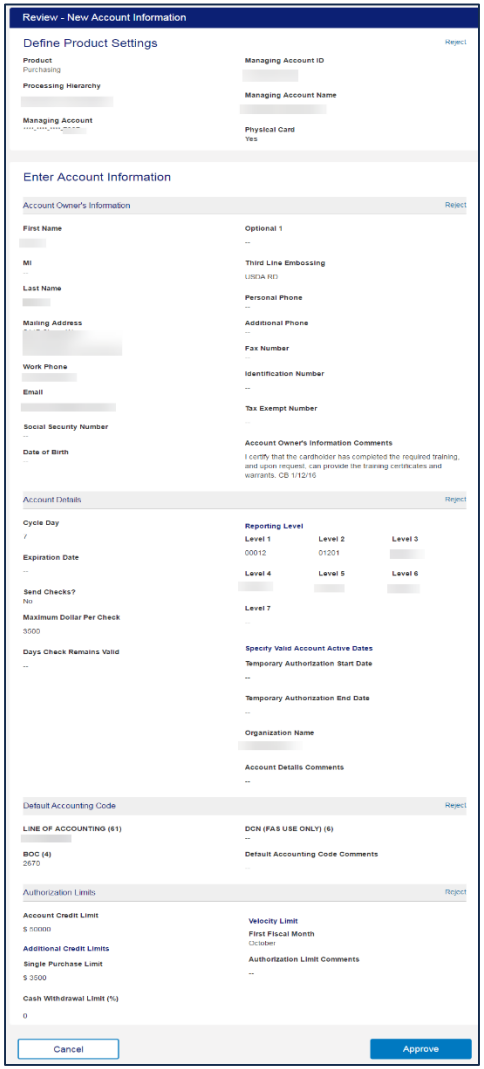
Accessing the Request

- The Final Approver logs into Access Online using his or her User ID and password.
  - URL = https://access.usbank.com
  - Organization Short Name = USDA
- The Final Approver selects **Active Work Queue** from the left navigation and then the Cardholder from the table in the Active Work queue.
  a. User 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.





Accessing the Purchase Card Account Request in Access Online



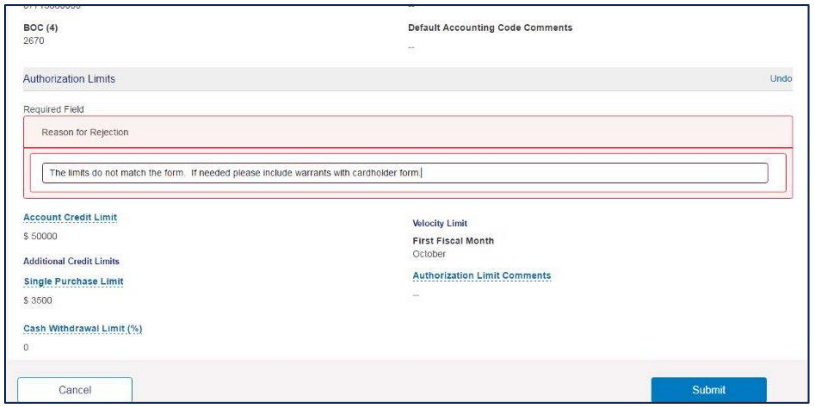
- The Final Approver is automatically directed to the page showing the entire submission.
- The Final Approver begins his or her approval by carefully reviewing the screen.
- The next segment of this training discusses the steps for **Rejecting a Purchase Card Request in Access Online**; the following segment discusses final approving a purchase card request by starting with **Defining Product Settings.**

Remember: *If a purchase card account request is not final approved in AXOL within* ***30 days*** *of submission, AXOL purges the request.*

Understanding the Rejection Process

Following the Rejection Process in AXOL for Any Section

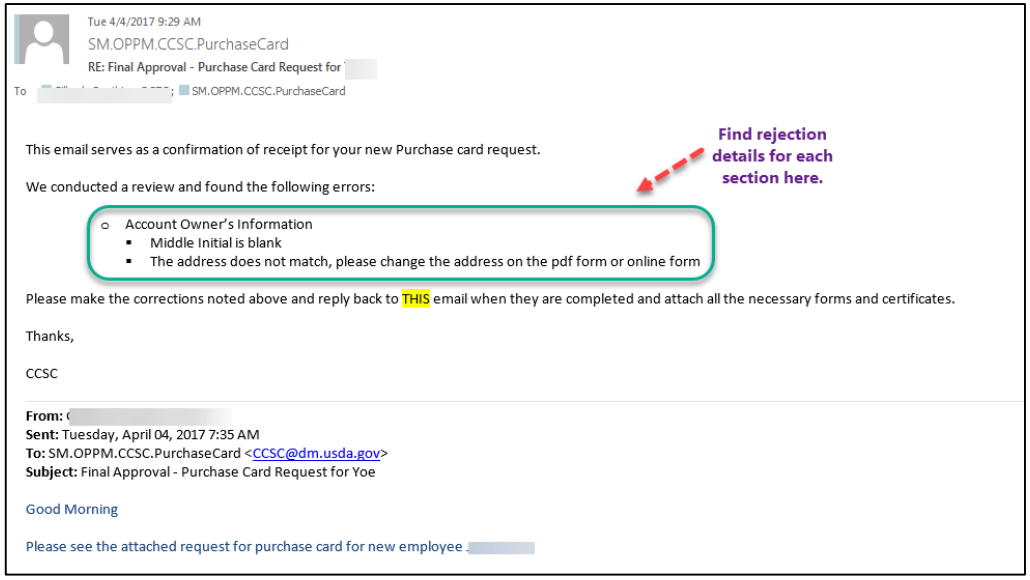
- The Final Approver sees the whole submission on one screen and begins reviewing each section.
- After clicking **Reject** on the top right corner of a given section, the Final Approver is directed to the **Reason for Rejection** page.
- The Final Approver specifies the rejection reasons (e.g., errors) for a given section in the **Reason for Rejection** field and clicks **Submit.**
- The Final Approver continues to the next section, performs the above-mentioned actions to reject any additional sections with errors, and emails the Request Coordinator after completing the review.



Understanding the Rejection Process

Emailing the Request Coordinator about a Rejected Request

- A rejection email is necessary because AXOL does not inform the Request Coordinator when the Final Approver rejects or approves a request.
- The CCSC currently uses an email template to communicate one or more rejections.
  - See the graphic for an example of an actual email from CCSC to a Request Coordinator.
  - The Request Coordinator must reply to this email when notifying a Final Approver about any rejected Purchase Card Request.



Tue 4/4/2017 9:29 AM
SM.OPPM.CCSC.PurchaseCard
RE: Final Approval - Purchase Card Request for
To ; SM.OPPM.CCSC.PurchaseCard

This email serves as a confirmation of receipt for your new Purchase card request.

We conducted a review and found the following errors:

- Account Owner's Information
  - Middle Initial is blank
  - The address does not match, please change the address on the pdf form or online form

Please make the corrections noted above and reply back to THIS email when they are completed and attach all the necessary forms and certificates.

Thanks,

CCSC

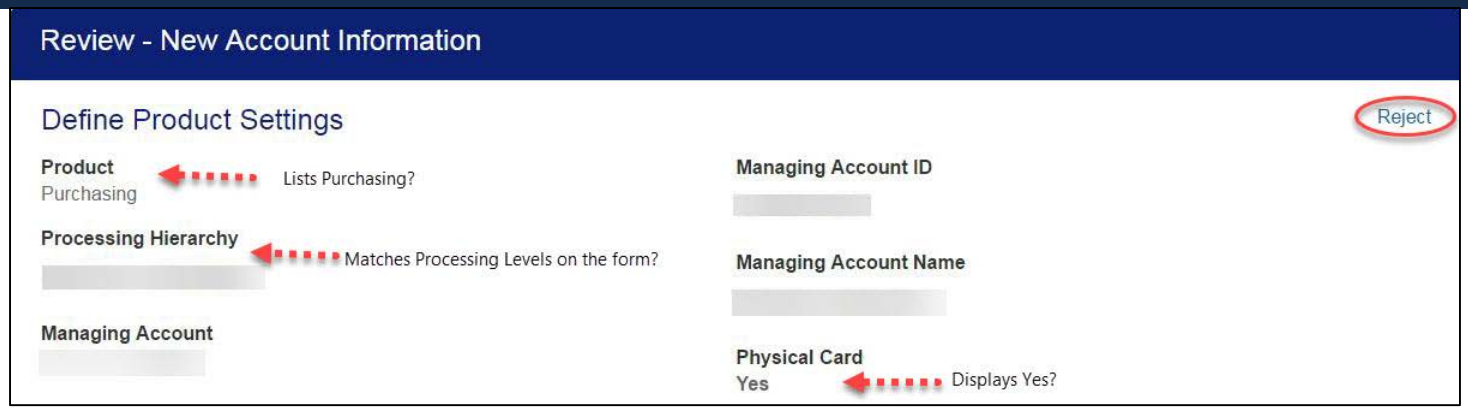
From:
Sent: Tuesday, April 04, 2017 7:35 AM
To: SM.OPPM.CCSC.PurchaseCard <CCSC@dm.usda.gov>
Subject: Final Approval - Purchase Card Request for Yoe

Good Morning

Please see the attached request for purchase card for new employee

Find rejection details for each section here.

Reviewing Product Settings



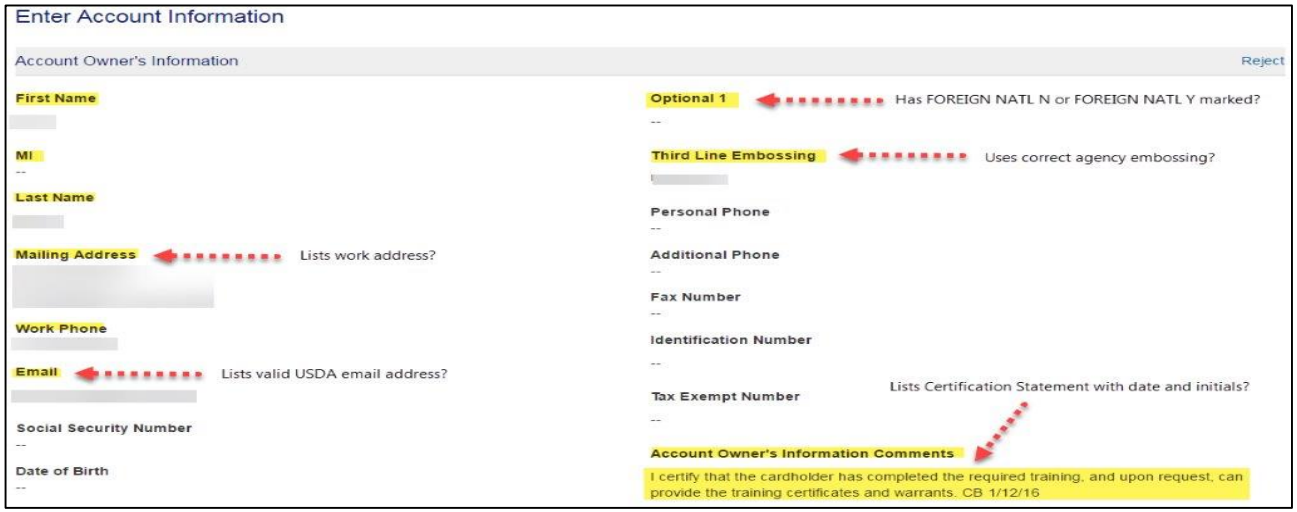
- Using the information on the completed Purchase Card Request Form, the Final Approver compares all information to information in AXOL. *(See the instructions in the table below.)*
- The Final Approver scrolls to the next section if all information on the form and in AXOL matches 100 percent.
- The Final Approver clicks **Reject** if any information is incorrect, missing or mismatching. *(See earlier slides for details.)*

Field	Instruction
Product	Purchasing
Processing Hierarchy	Must match Purchase Card Request Form
Physical Card	Yes

Reviewing Account Owner's Information

Checking Account Owner's Information

- Using the information on the completed Purchase Card Request Form, the Final Approver compares all information to information in AXOL. (*See next slide for details.)*
- The Final Approver scrolls to the next section if all information on the form and in AXOL matches 100 percent.
- The Final Approver clicks **Reject** if any information is incorrect, missing or mismatching. *(See earlier slides for details.)*



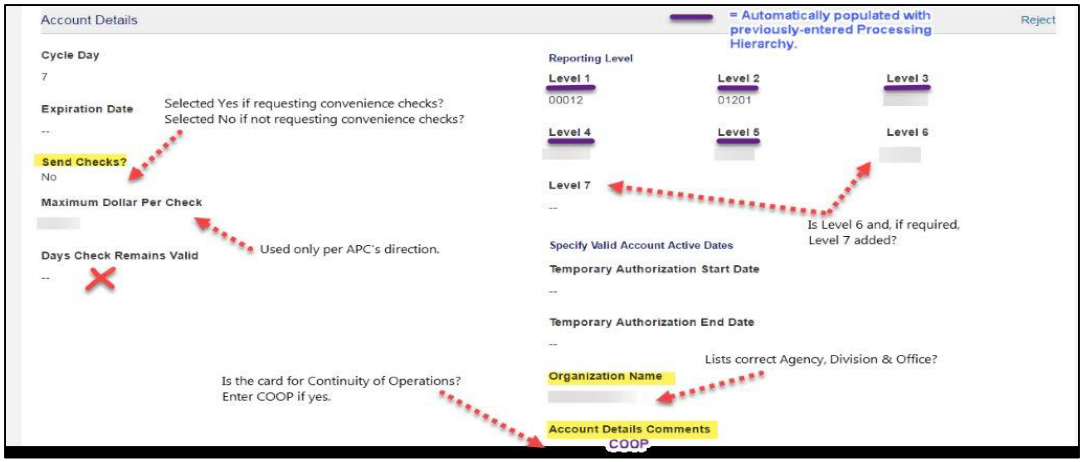
Reviewing Account Owner's Information

Field	Instruction
First Name MI Last Name	Must match Purchase Card Request Form.
Mailing Address	Must match Purchase Card Request Form and Global Address List.
Work Phone	Must match Purchase Card Request Form and Global Address List.
Email	Must be a valid USDA email address. Must match Purchase Card Request Form and Global Address List.
Optional 1	Must reflect Purchase Card Request Form. Enter FOREIGN NATL N if no on the form; FOREIGN NATL Y if yes on the form.
Third Line Embossing	Obtain correct usage from agency's APC.
Account Owner's Information Comments	Must contain the initialed and dated Certification Statement.

Reviewing Account Details

Checking Account Details

- Using the information on the completed Purchase Card Request Form, the Final Approver compares all information to information in AXOL. (*See next slide for details.)*
- Scroll to the next section if all information on the form and in AXOL matches 100 percent.
- Click **Reject** if any information is incorrect, missing or mismatching. *(See earlier slides for instructions.)*



Reviewing Account Details

Field	Instruction
Send Checks?	Must match Purchase Card Request Form. Confirm *Yes* if requesting Convenience Checks; *No* if not requesting Convenience Checks.
Reporting Level	Must match Purchase Card Request. Be mindful of this commonly-missed field.
Organization Name	Must match Purchase Card Request Form. Be mindful of this commonly-missed field.
Account Details Comments	If the card is used for Continuity of Operations (COOP), must have COOP in the field box.

Reviewing Default Accounting Code

Checking Default Accounting Code

- Using the information on the completed Purchase Card Request Form, the Final Approver compares all information to information in AXOL.
- The Final Approver scrolls to the next section if all information on the form and in AXOL matches 100 percent.
- The Final Approver clicks **Reject** if any information is incorrect, missing or mismatching. *(See earlier slides for details.)*

Field	Instructions
Line of Accounting	Must match Purchase Card Request Form.
BOC	Always lists 2670.

Reviewing Authorization Limits

Checking Authorization Limits

- Using the information on the completed Purchase Card Request Form, the Final Approver compares all information to information in AXOL. *(See next slide for details.)*
- If all information on the form and in AXOL matches 100 percent, the Final Approver clicks the **Approve** button.
- The Final Approver clicks **Reject** if any information is incorrect, missing or mismatching. *(See earlier slides for details.)*

Reviewing Authorization Limits

Field	Instructions
Account Credit Limit	Must match Monthly Office Limit on Purchase Card Request Form.
Single Purchase Limit	Must match Purchase Card Request Form. Confirm the submission of a signed warrant if Single Purchase Limits exceeds $3,500.
Cash Withdrawal Limit (%)	Lists 0 if convenience checks not requested in Account Details section and on the Purchase Card Request Form. Lists 20 if convenience checks requested in Account Details section and on the Purchase Card Request Form.
Authorization Limit Comments	Confirm the appearance of a Warrant Number in comments box if the Single Purchase Limit exceeds $3,500.

Performing Final Approval of All Entered Account Information

Completing the Final Approval Process

- After clicking the **Approve** button, the Final Approver notifies the Request Coordinator by email of the request's approval.
- The CCSC currently uses an email template to communicate the request's status *(see graphic)*.
  - This graphic provides a real example of an actual email, which includes the email chain, from Final Approver (CCSC) to Request Coordinator.

From: SM.OPPM.CCSC.PurchaseCard
Sent: Tuesday, April 04, 2017 10:37 AM
To:
Subject: RE: Final Approval - Purchase Card Request for

This email confirms your card request submission to U.S. Bank for processing. Please use the Request Status Queue in AXOL to check your card status.

Also once your card's Task Status states DONE, then U.S. Bank will follow the below card delivery timeline.

- Card Production: 3 days
- Card Delivery via USPS: 7-10 days

Thank you, and please contact CCSC with any questions.

CCSC Team

From:
Sent: Tuesday, April 04, 2017 10:32 AM
To: SM.OPPM.CCSC.PurchaseCard <CCSC@dm.usda.gov>
Subject: RE: Final Approval - Purchase Card Request for

Please see the attached.

Thanks,

Use text to notify Request Coordinator of Final Approval.

From: SM.OPPM.CCSC.PurchaseCard
Sent: Tuesday, April 04, 2017 8:29 AM
To: OPPM.CCSC.PurchaseCard
Subject: RE: Final Approval - Purchase Card Request for

This email serves as a confirmation of receipt for your new Purchase card request.

We conducted a review and found the following errors:

- Account Owner's Information
  - Middle Initial is blank
  - The address does not match, please change the address on the pdf form or online form

Please make the corrections noted above and reply back to THIS email when they are completed and attach all the necessary forms and certificates.

Thanks,

CCSC

From:
Sent: Tuesday, April 04, 2017 7:35 AM
To: SM.OPPM.CCSC.PurchaseCard <CCSC@dm.usda.gov>
Subject: Final Approval - Purchase Card Request for

Good Morning

Please see the attached request for purchase card for new employee

Performing Final Approval of a Previously Rejected Account Request

Final Approving a Corrected Rejected Account Request

- The Final Approver receives an email (including the email chain) from the Request Coordinator informing the Final Approver of a corrected request waiting for his or her Final Approval.
- The Final Approver follows the same process outlined earlier in this training.

Remember: *If a purchase card account request is not final approved in AXOL within* ***30 days*** *of submission, AXOL purges the request.*

From: <[redacted]
Sent: Tuesday, April 04, 2017 10:32 AM
To: SM.OPPM.CCSC.PurchaseCard <CCSC@dm.usda.gov>
Subject: RE: Final Approval - Purchase Card Request for [redacted]

Please see the attached.

From: SM.OPPM.CCSC.PurchaseCard
Sent: Tuesday, April 04, 2017 8:29 AM
To: [redacted] SM.OPPM.CCSC.PurchaseCard
Subject: RE: Final Approval - Purchase Card Request for [redacted]

This email serves as a confirmation of receipt for your new Purchase card request.

We conducted a review and found the following errors:

- Account Owner's Information
  - Middle Initial is blank
  - The address does not match, please change the address on the pdf form or online form

Please make the corrections noted above and reply back to THIS email when they are completed and attach all the necessary forms and certificates.

Thanks,

CCSC

From: <[redacted]
Sent: Tuesday, April 04, 2017 7:35 AM
To: SM.OPPM.CCSC.PurchaseCard <CCSC@dm.usda.gov>
Subject: Final Approval - Purchase Card Request for [redacted]

Good Morning

Please see the attached request for purchase card for new employee [redacted]

Final Approving Purchase Card Account Requests in Access Online

Visit www.dm.usda.gov/procurement/ccsc/purchase_card.htm for Entering and Final Approving Purchase Card Account Requests in Access Online Guide; CCSC Purchase Card Request Form; PDFs of this series of trainings; and many other resources.