



How to Complete the Comments Tab in Access Online

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Training Objectives

- After completing this training users will be able to:
 - Complete all **Comments** fields on the **Comments** tab correctly and accurately.
 - Know which fields are always required and/or which fields are required under what circumstances.
 - Know what information is required for Convenience Checks.
 - Know to obtain Convenience Check information from the vendor's IRS W-9 Form.
 - Know which field to place green purchase information.



Training Audience

The *How to Complete Comments Tab in Access Online* training is for all participants of the USDA charge card program, which includes cardholders, Approving Officials (AOs), Local Agency Program Coordinators (LAPCs), and Agency Program Coordinator (APCs).

The CCSC strongly recommends that this training be provided to all cardholders, AOs, and LAPCs within your specific agency.



Importance of Comments Tab Data

■ IRS 1099 MISC Report:

- Data required for convenience checks is used to create the yearly 1099 MISC Report, which is a legal requirement for the USDA to gather and report the convenience check type of payment information to the IRS per IRS Code Section 6041 (the 1099 MISC Report is also mandated by OMB A-123, Appendix B, *Improving the Management of Government Charge Cards*, Chapter 12, “Convenience Checks”).
- For each convenience check transaction that has inaccurately formatted, missing data, or incorrect data, the USDA National Finance Center (NFC) has to contact each individual cardholder and request the information to complete the 1099 MISC report, which is due to the IRS by January 31st of each year.
- Failure to collect and store the correct information places USDA in violation of IRS rules and subjects the department to possible penalties.



Importance of Comments Tab Data, cont'd.

■ **USDA Green Purchases:**

- USDA's Green Purchase Pilot Program (GPPP) was launched to promote and advance the following:
 - President Obama's Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."
 - President Bush's Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management."
- USDA's GPPP also promotes:
 - Green Purchases Tracking for all green purchases made with the USDA charge card or convenience check.
 - USDA's *Strategic Sustainability Performance Plan (SSPP)*.

■ **Accurate Data:**

- It is important that charge card purchasing information be as accurate and complete as possible for reporting purposes, tracking trends and metrics, and most importantly, providing the AOs the needed information to final approval transactions.



Overview of Comments Tab Page

- USDA uses the fields on the **Comments** tab in Access Online to record required purchase card, convenience check, and green purchase transaction data.
- The **Comments** tab is located in the Transaction Detail page of a transaction in Access Online.

The screenshot displays the U.S. Bank Access Online interface. At the top, it says "U.S. Bank Access® Online" and features the "usbank" logo. A navigation menu on the left includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management (with sub-items: Managing Acct List, Card Account List, Transaction List), Account Information, Reporting, Dashboard, Data Exchange, and My Personal Information. Below this are links for Home, Contact Us, and Training. On the right, the "Transaction Management" section is active, showing "Product: F", "Card Account", "Card Account", and "Managing A". Below that, the "Transaction" section shows "Status T" and a "1" in a box, with a "Disputed" icon and text. At the bottom right, there are tabs for "Summary" and "The Com".

Overview of Comments Tab, cont'd.

■ **Cardholders:**

- The cardholder completes the **Comments** tab when approving their transactions.
- The cardholder is responsible for correctly completing the fields on the **Comments** tab. This training provides what fields are always required and/or what fields are required under certain scenarios.

■ **Approving Officials:**

- After the cardholder approves the transaction, the Approving Official (AO) is responsible for reviewing the data entered in the **Comments** tab *before* final approving the transaction.
- If the data is incorrect or incomplete, the AO rejects the transaction approval using the rejection reason “Incorrect or insufficient transaction comment information.”



Overview of Comments Tab, cont'd.

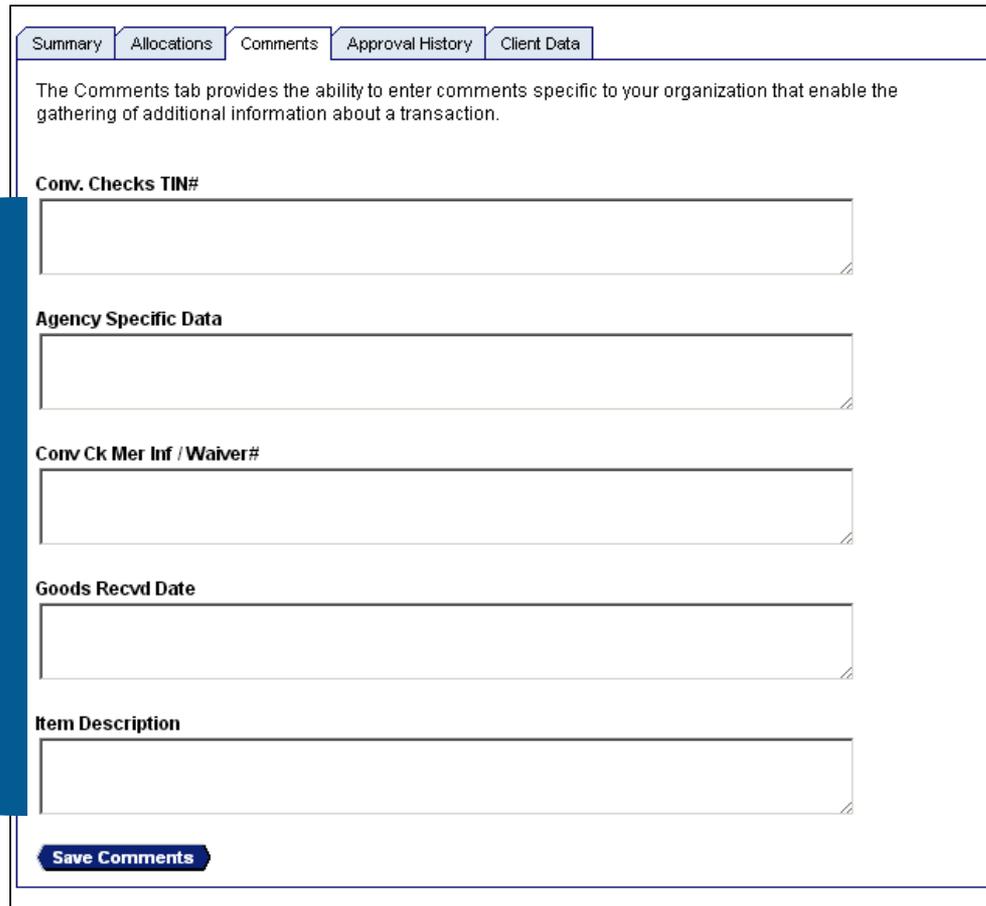
■ Approving Officials, cont'd.:

- If the transaction has not been reallocated and the AO rejects the transaction, the cardholder can update the Comments tab information.
- If the transaction has been reallocated, the AO can still reject the transaction but the cardholder is not able to correct the information on the Comments tab. But, performing this rejection causes the cardholder to have to reapprove their transaction and may improve the information they enter for future transactions. The AO can reject the transaction using the “Other” rejection reason and document specifically what the cardholder has entered incorrectly/insufficiently.



Fields on the Comments Tab

Fields on the **Comments** tab page in Access Online.



The screenshot displays the 'Comments' tab within a software interface. At the top, there are five tabs: 'Summary', 'Allocations', 'Comments', 'Approval History', and 'Client Data'. Below the tabs, a text box explains: 'The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.' Below this text are five input fields, each with a label and a small diagonal icon in the bottom right corner: 'Conv. Checks TIN#', 'Agency Specific Data', 'Conv Ck Mer Inf / Waiver#', 'Goods Recvd Date', and 'Item Description'. At the bottom of the form is a blue button labeled 'Save Comments'.



Conv. Checks TIN# Field

What is the field for:

Conv. Checks TIN#

The **Conv. Checks TIN#** field is required *a/ways* when the cardholder writes a convenience check for a purchase. This field is used to enter the vendor's Tax ID Number (TIN) (either an Employee Identification Number (EIN) or Social Security Number (SSN)), which you obtain from the [IRS W-9 form](#), which is also required. The data in the field is then used to create the yearly 1099 MISC Report, which for the USDA is used to report the convenience check type of payment to the IRS.

What data do you enter:

- Enter the TIN number, using the first nine characters in the field.
- Enter *only* nine numeric characters in this field (no spaces, special characters, or letters).
- Ensure the IRS W-9 form information for the TIN/EIN/SSN *matches* the information you enter into this field.
- General information, such as “on file” is not an acceptable entry for this field.
- Do not press the **Enter** or **Tab** key within this field. ⚠

Conv. Checks TIN# Field, cont'd.

Are there special instructions:

Use the following TINs when approving checks to foreign governments, government entities, and universities:

- Foreign/International governments: 989898989
- Government entities (local, state, and federal): 787878787
- Universities: 787878787

Requirements associated to the field:

- This field is required *always* for convenience check purchases.
- You cannot write checks over \$2,500, except for bona fide emergencies, without *prior* approval by the APC, and there is an applicable [DCIA waivers](#).
- You must obtain the IRS W-9 form from the vendor and keep on file with the ability to easily produce if requested.
- You must follow the requirements for this field or risk losing your check writing privileges.



Conv. Checks TIN# Field, cont'd.

- **Examples of *correct* entries:**

- 123456789 (no spaces before or after the entry)
- 55555555 (no spaces before or after the entry)

- **Examples of *incorrect* entries:**

- 123456789 (do not use a space at beginning of entry)
- -123456789 (do not use a dash at beginning of entry)
- 123 456789 (do not use a space between the numbers)
- :123456789 (do not use a non-numeric character)
- 123-456-789 (do not use a non-numeric character)
- 123-456789 (do not use a non-numeric character)
- TIN: 123456789 (do not use a non-numeric character)
- EIN: 123456789 (do not use a non-numeric character)
- SSN: 123456789 (do not use a non-numeric character)



Agency Specific Data Field

What is the field for:

Agency Specific Data

The **Agency Specific Data** field is available for use by agencies for their specific needs. The CCSC also requests that cardholders use this field to indicate a green purchase.

What data do you enter:

- Enter any information that is specific to your agency in this field.
- For green purchases, enter “Green” in the field (the quotations are not needed).
- If needed, you may enter agency-specific data and “green” into the field. You do not need to enter “not green,” “N/A,” or “no green available” into the field.

Are there special instructions:

N/A

Requirements associated to the field:

This is not a required field unless specified by your agency and/or you make a green purchase.



Conv Ck Mer Inf / Waiver # Field

What is the field for:

Conv Ck Mer Inf / Waiver#

The **Conv Ck Mer Inf / Waiver#** field is used to collect the vendor information for whom the cardholder wrote a convenience check and to identify the waiver number used to support the usage of the convenience check. The data in the field is then used to create the yearly 1099 MISC Report, which for the USDA is used to report the convenience check type of payment to the IRS.

What data do you enter:

- Include all of the following merchant information *and* waiver number: Merchant Name, Address, City, State, Zip Code; and the applicable [DCIA Waiver Number](#).
- Generic, general information in this field, such as “W-9 on file,” is not acceptable documentation for this field.
- Do not press the **Enter** or **Tab** key within this field. 



Conv Ck Mer Inf / Waiver # Field, cont'd.

Are there special instructions:

- Use the semicolon “;” as a delimiter between the information.
- Do not add a space before and after the semicolon.
- Ensure the [IRS W-9 form](#) information, merchant name, address, city, state, and zip code, *matches* the information you enter.
- Enter only the five-digit zip code.
- Enter the waiver number at the end of the merchant information, preceded by a semicolon. You do not need to add a pound sign (#) or the word “waiver.”

Requirements associated to the field:

- This field is required *always* for convenience check purchases.
- You cannot write checks over \$2,500, except for bona fide emergencies, without *prior* approval by the APC, and there is an applicable [DCIA waiver](#).
- You must obtain the IRS W-9 form from the vendor and keep on file with the ability to easily produce if requested.
- You must follow the requirements for this field or risk losing your check writing privileges.



Conv Ck Mer Inf / Waiver # Field, cont'd.

■ Examples of *correct* entries:

- MerchantsRUS;1234 Someplace Drive;City;State;12345;3
- Home Depot;901 Rhode Island Ave NE;Washington;DC;20018;7
- Staples;12 Here PL;Anytown;MD;21216;7



Conv Ck Mer Inf / Waiver # Field, cont'd.

■ Examples of *incorrect* entries:

■ MerchantsRUS,1234 Someplace Drive,City,State,12345,3

(do not use a comma)

■ MerchantsRUS/1234 Someplace Drive/City/State/12345/3

(do not use a slash)

■ MerchantsRUS 1234 Someplace Drive City State 12345 3

(do not use a space)

■ MerchantsRUS;1234 Someplace Drive;CityState;12345;Waiver #3

(do not leave out a semicolon between data, in this example the semicolon is missing between city and state)

■ Home Depot;901 Rhode Island Ave NE;Washington DC;20018;7

(do not add a space between City and State, but use a semicolon)

■ Home Depot ; 901 Rhode Island Ave NE; Washington; DC; 20018 ;7

(do not add a space before or after the semicolon)



Goods Recvd Date Field

Goods Recvd Date

What is the field for:

The **Goods Recvd Date** field identifies the date of the purchase for over-the-counter purchases. For goods or services ordered ahead of time, this is the date you receive the goods or the date that the ordered services are complete.

What data do you enter:

Enter the date in MM/DD/YYYY format, for example, 03/01/2013.

Are there special instructions:

N/A

Requirements associated to the field:

This field is *always* required.



Item Description Field

What is the field for:

Item Description

The **Item Description** field is used to enter a complete description of the items purchased.

What data do you enter:

- Enter specific, concise, and clear information for reviewers (APC, LAPC, AO, and analysts/auditors) to understand what was purchased.
- Generic, general descriptions such as “miscellaneous” or “on file” are not acceptable documentation for this field.

Are there special instructions:

- For training, include the name of the employee and title of the training course.
- For FedEx, enter the air bill or invoice number.

Requirements associated to the field:

This field is *always* required.



Correct Data Entry Examples



The screenshot displays the 'Comments' tab of a software interface. The interface includes a navigation bar at the top with tabs for 'Summary', 'Allocations', 'Transaction Line Items', 'Comments', 'Approval History', and 'Client Data'. The 'Comments' tab is active, showing a text area with the following content:

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#
123456789

Agency Specific Data
Green

Conv Ck Mer Inf / Waiver#
Home Depot;1234 Anywhere CT;Washington,DC;20250;3

Goods Recvd Date
12/17/2013

Item Description
set of 10 solar panels

At the bottom of the form, there is a blue button labeled 'Save Comments'.

On the left side of the screenshot, a smaller version of the same interface is visible, showing the same fields and content as the larger screenshot.



Correct Data Entry Examples, cont'd.

Purchase Card Data Entry on Comments Tab

Summary Allocations **Comments** Approval History Client Data

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recv'd Date

Item Description

Save Comments



Correct Data Entry Examples, cont'd.

Convenience Check Data Entry on Comments Tab

Conv. Checks TIN#
123456789
Agency Specific Data
Conv Ck Mer Inf / Waiver#
Home Depot;1234 Anywhere CT;Washington,DC;20250;3
Goods Recvd Date
12/17/2013
Item Description
two drawer file cabinet
Save Comments



Correct Data Entry Examples, cont'd.

Green Purchase Card Data Entry on Comments Tab

Summary	Allocations	Transaction Line Items	Comments	Approval History	Client Data
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The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#

Agency Specific Data
Conv Ck Mer Inf / Waiver#
Goods Recvd Date
Item Description

Save Comments



Correct Data Entry Examples, cont'd.

Green Purchase with Conv Check Data on Comments Tab

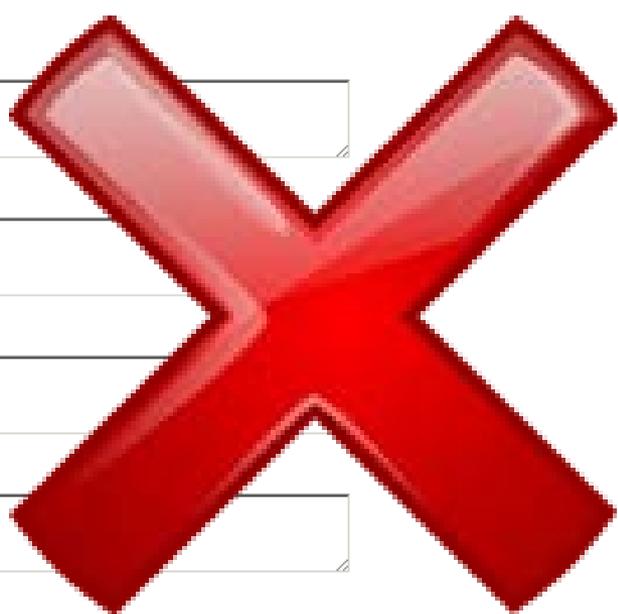
Summary	Allocations	Transaction Line Items	Comments	Approval History	Client Data
<p>The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.</p>					
Conv. Checks TIN#					
<input type="text" value="123456789"/>					
Agency Specific Data					
<input type="text" value="Green"/>					
Conv Ck Mer Inf / Waiver#					
<input type="text" value="Home Depot;1234 Anywhere CT;Washington,DC;20250;3"/>					
Goods Recvd Date					
<input type="text" value="12/17/2013"/>					
Item Description					
<input type="text" value="set of 10 solar panels"/>					
<input type="button" value="Save Comments"/>					



Incorrect Data Entry Examples

Summary	Allocations	Transaction Line Items
The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.		
Conv. Checks TIN#		
113344444		
Agency Specific Data		
Green		
Conv Ck Mer Inf / Waiver#		
Staples, 12 Here PL, Anytown, MD, Waiver #		
Goods Recvd Date		
10/31/2013		
Item Description		
Copy Paper - 30% Post Consumer Recyclal		
Save Comments		

Summary	Allocations	Transaction Line Items	Comments	Approval History	Client Data
The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.					
Conv. Checks TIN#					
TIN#123456789					
Agency Specific Data					
Conv Ck Mer Inf / Waiver#					
Check Charge for Minden Exchange Bank & Trust Co					
Goods Recvd Date					
Item Description					
Ck# 1005					
Save Comments					



Incorrect Data Entry Examples, cont'd.

Purchase Card Data Entry on Comments Tab

Summary Allocations Transaction Line Items **Comments** Approval History Client Data

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recvd Date

Item Description

Save Comments

The Goods Recvd Date field is missing data



Incorrect Data Entry Examples, cont'd.

Convenience Check Data Entry on Comments Tab

TIN data is entered incorrectly

Merchant information is entered incorrectly and insufficiently and does not have the required waiver number

Item Description data is incorrect and insufficient

The screenshot shows a web interface with tabs: Summary, Allocations, Transaction Line Items, Comments (selected), Approval History, and Client Data. The main content area contains the following text and fields:

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#
TIN#123456789

Agency Specific Data
[Empty field]

Conv Ck Mer Inf / Waiver#
Check Charge for Minden Exchange Bank & Trust Co

Goods Recvd Date
[Empty field]

Item Description
Ck# 1005

Save Comments

Data is missing from the Goods Recvd Date field



Incorrect Data Entry Examples, cont'd.

Green Purchase Card Data Entry on Comments Tab

Summary	Allocations	Transaction Line Items	Comments	Approval History	Client Data
The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.					
Conv. Checks TIN# <input type="text"/>					
Agency Specific Data <input type="text"/>					
Conv Ck Mer Inf / Waiver# <input type="text"/>					
Goods Recvd Date <input type="text" value="12/17/2013"/>					
Item Description <input type="text" value="Green, Solar Heat Panels"/>					
Save Comments					

The word "Green" is entered into the wrong field



Incorrect Data Entry Examples, cont'd.

Green Purchase with Conv Check Data on Comments Tab

TIN data is entered incorrectly



Merchant information is entered incorrectly



Summary	Allocations	Transaction Line Items	Comments	Approval History	Client Data
The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.					
Conv. Checks TIN# 113344444					
Agency Specific Data Green					
Conv Ck Mer Inf / Waiver# Staples, 12 Here PL, <u>Anytown</u> , MD, Waiver #6					
Goods Recvd Date 10/31/2013					
Item Description Copy Paper - 30% Post Consumer Recyclable Paper					
Save Comments					



Training Summary

- **After completing this training users can now successfully:**
 - Complete all **Comments** fields on the **Comments** tab formatted correctly and entered accurately.
 - Know the required fields and under what circumstances.
 - Know the required information for Convenience Checks.
 - Know that obtaining a vendor's IRS W-9 Form is required for all convenience check purchases.
 - Know to place the word "green" in the **Agency Specific Data** field for green purchases.



Questions





Additional information on the **Charge Card Service Center** can be accessed at the [CCSC Web site](#).