

Cardholder Guidelines for searching for accounting codes in the new LINE OF ACCOUNTING segment using the “Contains” option in Access Online



Prepared by:
Office of Procurement and Property Management,
Charge Card Service Center (CCSC)

To accommodate the phased conversion from FFIS to FMMI, as of August 7, 2009, the Accounting Code displayed in Access Online will change.

The existing Accounting Code displayed in Access Online will be restructured from 16 segments to 3 segments. The first 14 segments will be combined into one new segment called **LINE OF ACCOUNTING**. No changes will be made to segments 15 – **BOC** and 16 – **DCN** as part of the new Accounting Code. This change is necessary to ensure Access Online compatibility with FMMI.



The Accounting Code segments changes are applicable to the following links of the Navigation Bar in the top left blue box of the screen, once logged into Access Online:

- **Account Administration:**
 - Maintain Cardholder Account → Maintain Default Accounting Code
 - Create New Cardholder Accounting → Setup Default Accounting Code
- **Transaction Management:**
 - Transaction List
- **My Personal Information:**
 - Manage Account Code Favorites



All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Cardholders will be able to save new 'Favorites' beginning on August 10th.

The Line of Accounting can be found in **Account Administration, Transaction Management, and My Personal Information.**

You will use the **Navigation Bar** in the left blue box to access each of these links within Access Online.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access[®] Online

Active Work Queue
Account Administration
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Message from U.S. Bank

i User ID has been successfully added.

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

Message from U.S. Department of Agriculture

SmartPay[®]2 (SP2) is here! Start using new account /card today Remember to register your SP2 account to your Access Online User ID

Account Activity
Select an Account

Purchase Card
*****2364

© 2008 U.S. Bancorp R27.0617.0 usb col 8

This page shows the OLD accounting code string view, prior to August 7th. The old accounting code was comprised of 16 segments. Usage of the **scroll bar** was necessary to scroll left or right, in order to view the entire accounting screen. This is the left-side view of the screen.

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|----------|--------|-------------------|-------------------------------------|
| | 12/05 | 12/08 | UPS*000069246811292008 | 800-811-1648, GA | \$226.01 | | 00006924681129200 | FA 09 184 02084 111111 ISTO PC 2240 |

Disputed Trans Detail Level Extracted Reallocated

Summary Allocations User Line Items Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By: ADAMS, CAROL L

| Remove | Amount | Percent | Accounting Code - Segment Name (Length) | | | | | | |
|--------------------------|-----------|-------------|---|----------|----------|----------|---------|-------------|-------------|
| | | | AGENCY (2) | BBFY (2) | EBFY (2) | FUND (6) | ORG (7) | SUB ORG (2) | PROGRAM (3) |
| <input type="checkbox"/> | \$ 226.01 | or 100.00 % | FA | 09 | | 184 | 02084 | | |

Search Remove

Total Allocated: \$ 226.01 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

<< Back to Transaction List

R27.0b17.0 usb col 11

This page continues to show the OLD accounting code string view, prior to August 7th. Usage of the **scroll bar** was necessary to scroll left or right, in order to view the entire accounting screen. This is the right-side view of the screen.

The screenshot shows a software interface for entering accounting code strings. At the top left, there is a text box containing the value 'IPC|2240|'. Below this, there is a section with the text 'e "Add" button.'. The main part of the interface is a table with several columns, each representing a different segment of the accounting code string. The columns are labeled as follows: PROGRAM (9), JOB (8), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), SUB BOC (2), and BOC (4). Each column contains a search box with a magnifying glass icon. The values entered in these boxes are: [], [], [], [], [], [], STO, PC, and 2240. Below the table, there are several red dotted arrows pointing upwards towards the search boxes, indicating that the user needs to scroll horizontally to see all the segments. A red dotted line also points from the text 'Usage of the scroll bar was necessary...' in the blue box above to the scroll bar on the right side of the window. At the bottom center, there is a blue box with the text 'Accounting Segments' and a red dotted line pointing to the search boxes.

| PROGRAM (9) | JOB (8) | REPTG CATEGORY (4) | COST ORG (7) | COST SUB ORG (2) | DIVISION (4) | SEC1 (4) | SUB BOC (2) | BOC (4) |
|-------------|---------|--------------------|--------------|------------------|--------------|----------|-------------|---------|
| [] | [] | [] | [] | [] | [] | STO | PC | 2240 |

Accounting Segments

This page shows the NEW accounting code string view in **Account Administration – Maintain Default Accounting Code**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting**, **BOC** and **DCN (FAS USE ONLY)**.

Cardholder Accounts
Maintain Default Accounting Code

Client Relationship: ***** 6861, John Smith
Card Account Number: ***** 6861, John Smith

Maintain default accounting code, then send the request

Product: Purchasing **Bank:** 3059
Name: John Smith **Agent:** 0995
Status: ""-OPEN **Company:** 10041

* = required

| Segment Name (Length) | | | | | | | | |
|-------------------------|--|--|--------|--|--|---------|--|------------------------|
| LINE OF ACCOUNTING (61) | | | | | | BOC (4) | | DCN (FAS USE ONLY) (6) |
| CE09 87 01001 A001 | | | 000 PC | | | 0101 | | 111111 |

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the “**Cardholder Accounts Maintain Default Accounting Code**” screen with the new selected segment value

To complete the maintenance, the user selects “**Send Request**”

This page shows the NEW accounting string view for your 'Favorites', stored in **My Personal Information**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting, BOC** and **DCN (FAS USE ONLY)**.

All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Cardholders will be able to save new 'Favorites' on August 10th.

Manage Accounting Code Favorites

Manage Accounting Code Favorites

Client Relationship: Account admin test for 8201
Card Account Number: *****6470

You can activate 10 or fewer and create 25 or fewer favorites. Enter a number of additional favorites to add, click the "Add" button to add favorites. After adding, modifying or selecting favorites to delete, click the "Save" button to save changes.

| Delete | Favorite Name | Status | Accounting Code - Segment Name(Length) | | | BOC (4) | DCN (FAS USE ONLY) (6) |
|--------------------------|---------------|----------|--|------|-------|-----------------------------------|------------------------|
| | | | LINE OF ACCOUNTING (6-1) | | | | |
| <input type="checkbox"/> | LOA Favorite | = Active | CE09 87 01001 | A001 | CCCPC | <input type="text" value="0101"/> | <input type="text"/> |

Search for valid value

Add

1

Additional Favorites

Save

[<< Back to My Personal Information](#)

From "Manage Accounting Code Favorites" the user is able to Add Favorite Lines of Accounting. The user can search for a segment value by selecting the "Spyglass" icon next to the segment they want to add the value to.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search.

This page shows the left-side view of the NEW accounting string in **Transaction Management – Transaction Detail**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting, BOC and DCN (FAS USE ONLY)**.
 Cardholders can view and select their ‘Favorites’ to reallocate a transaction from the **Change to:** drop down box.

Transaction Management
 Transaction Detail

Product: Purchasing Card
 Card Account Number: *****6861, John Smith

Trans List

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|--------|--------|------------------|--------------------------------------|
| | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | | 4Z00000000046406 | CE09 87 01001 A001 CCC PC 0113 12345 |

Disputed | Trans Detail Level | Reallocated

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

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By:

| Remove | Amount | Percent | Prepopulated Accounting Code Selection | Change to: | Accounting Code - Segment Name (Length) |
|--------------------------|---------|-------------|--|---|---|
| <input type="checkbox"/> | \$ 3.21 | or 100.00 % | Current Name | --Change Current Value-- --Change Current Value-- Card Account Default Accounting Code #LOA FAVORITE | CE09 87 01001 A001 CCC PC |

Search

Remove

Total Allocated: \$ 3.21 100.00 %
 Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code: [] Apply
 Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Back to Transaction List

Callout 1: The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

Callout 2: The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

This page shows the right-side view of the NEW accounting string in **Transaction Management – Transaction Detail**, after August 7th. Cardholders may save a new Accounting Code to their 'Favorites' by clicking the **Add as Favorite** link.

ESTERFIELD, MO \$3.21 4Z00000000046406 CE09 87 01001 A001 CCC PC|0113|12345

Changing the accounting information to one or to multiple accounting codes.

Transaction amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

Click the "Save" button to save changes.

Transaction Source: User Last Changed By: TEST, USDACH

| Accounting Code Selection | Change to: | Accounting Code - Segment Name (Length) | | | | BOC (4) | DCN (FAS USE ONLY) (6) | Favorite |
|---------------------------|--------------------------|---|------|--------|---|---------|------------------------|---------------------------------|
| LINE OF ACCOUNTING (S1) | | | | | | | | |
| | --Change Current Value-- | CE09 87 01001 | A001 | CCC PC | Q | 0113 Q | 12345 | Add as Favorite |

Primary Accounting Code:

Additional Allocation(s):

Amount Remaining values.

The Transaction Management – Card Account Summary with Transaction List screen will list all of your transactions.

To reallocate and/or approve a transaction, click the **Select** box on the transaction line you want to change and then click either the **Reallocate** or the **Approve** button.

PLEASE NOTE:
Only the current Billing Cycle transactions appear. Use the arrow to display other options.

To see all your pending transactions, select the option "All".

[-] Card Account Summary

Account Number: 6861
Account Name: John Smith

Billing Cycle Close Date: All [Search](#)

Total Transactions: \$6.42 3 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$6.42 3 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 100.0% 100.0%

[Open Account](#)

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

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

Records 1 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

| Select | Status | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | E+ | Purchase ID | Accounting Code |
|--------------------------|---------|-----------------|------------|--------------|------------------------|------------------|--------|--------|----|------------------|---|
| <input type="checkbox"/> | Pending | | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | Ⓜ | | 4Z00000000046406 | CE09 87 01001 A001 CCC PCI0101 |
| <input type="checkbox"/> | Pending | | 06/08 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$2.14 | Ⓜ | | 4Z00000000046406 | CE09 87 01001 A001 CCC PCI0101 |
| <input type="checkbox"/> | Pending | | 06/08 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$1.07 | Ⓜ | | 4Z00000000046406 | CE09 87 01001 0000 CCC PCIAAAA12345 |

Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level

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

Records 1 - 3 of 3

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

From Transaction Management "Transaction List" The user can reallocate the transaction by Selecting the "Accounting Code" Link

This page shows the accounting string. You can re-allocate a transaction on this screen. Click the “**spy glass**” next to the **Line of Accounting** or the **BOC** segment lines. Clicking the “spy glass” allows you to search for other valid accounting codes or BOCs.

Transaction Management

Transaction Detail ★ Log Out

Product: Purchasing Card Switch Products
 Card Account Number: *****6861, John Smith Switch Accounts

[Trans List](#)

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|--------|--------|------------------|--------------------------------|
| | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | | 4Z00000000046406 | CE09 87 01001 A001 CCC PC 0101 |

Disputed
 Trans Detail Level
 Reallocated

[Summary](#)
 [Allocations](#)
 [Transaction Line Items](#)
 [User Line Items](#)
 [Comments](#)
 [Approval History](#)
 [Client Data](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By:

| Remove | Amount | Percent | Prepopulated Accounting Code Selection | Change to: | Accounting Code - Segment Name (Length) | BOC (i) | DOB (FAS USE ONLY) (i) | Favorite |
|--------------------------|--------------|-------------|--|---|---|-------------------------------------|------------------------|---------------------------------------|
| | Current Name | | | | LINE OF ACCOUNTING (i-i) | | | |
| <input type="checkbox"/> | \$ 3.21 | or 100.00 % | | --Change Current Value-- --Change Current Value-- Card Account Default Accounting Code FLOA FAVORITE | CE09 87 01001 A001 CCC PC | <input checked="" type="checkbox"/> | 0113 Q | 12345 Add as Favorite |

Total Allocated: \$ 3.21 100.00 %
 Apply Accounting Code:

Amount Remaining: \$ 0.00 0.00 %
 Additional Allocation(s): 1

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[← Back to Transaction List](#)

The user can reallocate the transaction segment value by selecting the “**Spyglass**” icon next to the segment value they want to change.

The Segment Value **Search** works the same as outlined in the slides for the “Cardholder Account Maintain Default Accounting Code” **Search**

TIP: The user can select their “Favorite” to reallocate the transaction, which requires no searching on segments for values

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on a single code value

To perform a search, from the “Allocations” tab, the cardholder clicks the “Spyglass” next to the LINE OF ACCOUNTING segment to navigate to the “Transaction Detail Search & Select Valid Value” screen.



To search for the Accounting Code, it is suggested that you enter a unique segment value for your agency, such as the PROGRAM (9) code or JOB (8) code in the Line of Accounting field. Enter the full or partial segment value in the LINE OF ACCOUNTING



You do not need to enter in the trailing space positions if your code value length is less than the maximum number of positions allowed



NOTE: The “Search & Select Valid Value” search feature will work the same way for Cardholder Account Setup & Maintenance “Default Account Code” and My Personal Information “Accounting Code Favorites” (shown on slides 6 & 7).

Below is an example of a Search criteria using the **Contains** option on a single (unique) code value, such as the PROGRAM code.

Enter the full or partial segment value in the **LINE OF ACCOUNTING** segment. Select Search Type: **Contains** and click **Search**.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship: _____
Enter full or partial segment values, segment value descriptions, or leave blank to view all values. To search, click the "Search" button.

| LINE OF ACCOUNTING (61) | |
|-------------------------|----------|
| Value: | A001 |
| Description: | |
| Search Type: | Contains |

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|---|-------------------|
| Select CE09 87 01001 A001 CCC PC | |

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type**: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.
Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship:

Enter full or partial segment values, segment value descriptions, or leave blank to view all values. When you click the "Search" button,

| LINE OF ACCOUNTING (61) | |
|-------------------------|----------|
| Value: | A001 |
| Description: | |
| Search Type: | Contains |

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|------------------------|---------------------------|
| Select | CE09 87 01001 A001 CCC PC |

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type**: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

Click the **Send Request** button to complete the request.

Cardholder Accounts

Maintain Default Accounting Code

Client Relationship:
Card Account Number: ***** 6861, John Smith

Maintain default accounting code, then send the request.

Product: Purchasing **Bank:** 3059
Name: John Smith **Agent:** 0995
Status: " " -OPEN **Company:** 10041

* = required

| Segment Name (Length) | | | | | BOC (4) | DCN (FAS USE ONLY) (6) |
|-------------------------|------|-------|--|----|---------|------------------------|
| LINE OF ACCOUNTING (61) | | | | | | |
| CE09 87 01001 | A001 | CCCPC | | *Q | 0101 *Q | 111111 |

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the **"Cardholder Accounts Maintain Default Accounting Code"** screen with the new selected segment value

To complete the maintenance, the user selects **"Send Request"**

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on multiple code values

To perform a search, from the “Allocations” tab, the cardholder clicks the “Spyglass” next to the LINE OF ACCOUNTING segment to navigate to the “Transaction Detail Search & Select Valid Value” screen.



To search for multiple code values, the cardholder will be required to leave the appropriate number of spaces in between each value.



The LINE OF ACCOUNTING segment has a total of 61 positions, comprised of:
AGENCY (2), BBFY (2), EBFY (2), FUND (6), ORG (7), SUB ORG (2), PROGRAM (9), JOB (8), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), and SUB BOC (2)



For example, in order to search for the ORG code and JOB code combination, the cardholder would need to know the order of the codes and the total number of space positions between the codes. Positions 13 – 38 are made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8). Therefore, the data would be entered as: “1234567_____12345678”, which includes the 11 space positions between the ORG and JOB codes.

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on multiple code values (Continued)

You must enter in the trailing space positions for the first code IF the first code value length is less than the maximum number of positions allowed. You will also need to account for the remaining space positions in the spaces you leave between the codes.



Position 13 – 38 is made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8).

If your ORG code was only 4 positions long, the data would be entered as:

“1234_____12345678”, which includes 14 spaces between the ORG and the JOB codes (i.e., 3 trailing space positions for the ORG code + 11 space positions between the ORG and JOB codes).

The trailing space positions for the last code does not matter. Therefore, if your JOB code was only 5 positions long, the data would be entered as:

“1234_____12345” (shown on slides 18 & 19).



NOTE: The “Search & Select Valid Value” search feature will work the same way for Cardholder Account Setup & Maintenance “Default Account Code” and My Personal Information “Accounting Code Favorites” (shown on slides 6 & 7).

Below is an example of a Search criteria using the **Contains** option on multiple code values, such as the ORG code and the JOB code, entered in the **LINE OF ACCOUNTING** segment.

The cardholder must account for all the necessary **spaces** between each code value. Otherwise, no valid values would be returned in the search results list.

Select Search Type **Contains** and click **Search**.

usbank
Five Star Service Guaranteed

U.S. Bank Access® Online

★ Log Out

Transaction Detail
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)

Value: 0102 94603309

Description:

Search Type: Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|------------------------------|-------------------|
| Select 11 0102 94603309 0102 | |

Records 1 - 1 of 1

<< Back to TM Allocations

Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.
Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

The screenshot displays the U.S. Bank Access Online interface. The main heading is "Transaction Detail" with a sub-heading "Search & Select Valid Value". A navigation menu on the left includes "Active Work Queue", "Account Administration", "Transaction Management", "Account Information", "Reporting", "My Personal Information", "Home", and "Contact Us". A "Log Out" link is in the top right. The search area contains a text input field with "0102 94603309" entered, a "Search Type" dropdown menu set to "Contains", and a "Display 25 Values per page" option. A red box highlights the "Search" button. Below the search area, a table shows the results:

| LINE OF ACCOUNTING | Value Description |
|------------------------|-----------------------|
| Select | 11 0102 94603309 0102 |

At the bottom, there is a link to "<< Back to TM Allocations".

Click the **Save Allocations** button to complete the request.
 The **“Request has been successfully completed.”** message will be displayed.

Transaction Management

★ Log Out

Transaction Detail

Product: Purchasing Card
 Card Account Number: *****6861, John Smith

[Switch Products](#)
[Switch Accounts](#)

[Trans List](#)

Request has been successfully completed.

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|--------|--------|------------------|-----------------------------|
| | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | | 4Z00000000046406 | 11 0102 94603309 0101 0101 |

Disputed
 Trans Detail Level
 Reallocated

[Summary](#)
 [Allocations](#)
 [Transaction Line Items](#)
 [User Line Items](#)
 [Comments](#)
 [Approval History](#)
 [Client Data](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the 'Add' button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By:

| Remove | Amount | Percent | Prepopulated Accounting Code Selection | Change for: | Accounting Code - Segment Name (Length) | Favorite |
|--------------------------|---------|-------------|--|--------------------------|---|--|
| | | | Current Name | | LINE OF ACCOUNTING (i) | |
| <input type="checkbox"/> | \$ 3.21 | or 100.00 % | | --Change Current Value-- | 11 0102 94603309 0102 | <input type="checkbox"/> Add as Favorite |

Q Search

[Remove](#)

Total Allocated: \$ 3.21 100.00 % Apply Accounting Code: [Apply](#)

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 [Add](#)

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[Save Allocations](#)

[← Back to Transaction List](#)

You have successfully searched on an accounting code in the new LINE OF ACCOUNTING segment, using the 'Contains' option.

Additional information on the *Charge Card Service Center* including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc... can be accessed at <http://www.da.usda.gov/procurement/ccsc/>.



Please contact the ccsc@da.usda.gov with questions or concerns.

Cardholder Guidelines for Approving and Re-allocating Transactions in Access Online



Prepared by:

Office of Procurement and Property Management,
Charge Card Service Center (CCSC)

Use the following address to log in to Access Online (AXOL): <https://access.usbank.com>. Enter the **Organization Short Name (USDA)**, **User ID & Password**; and click **Login**.

The screenshot shows a Mozilla Firefox browser window with the URL <https://access.usbank.com/cpsApp1/index.jsp>. The page header includes the usbank logo and navigation links for Personal, Business, Institution / Government, and About U.S. Bancorp. The main heading is "U.S. Bank Access® Online". A sidebar on the left contains "Contact Us" and "Login" links. The main content area features a "Welcome to Access Online!" message and a login form with the following fields and options:

- Organization Short Name:
- User ID:
- Password:
-
- [Forgot your password?](#)
- [Register Online](#)
- [Website/Browser Requirements](#)

At the bottom of the page, the footer contains "© 2009 U.S. Bancorp" on the left and "R27.2068.0 usb col 13" on the right. A red dotted arrow originates from the top text and points to the "Login" button.

After logging into AXOL, you will be re-directed to the HOMEPAGE pictured below. You will use the **Navigation Bar** in the left blue box to navigate within AXOL.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access[®] Online

Active Work Queue
Account Administration
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

i User ID has been successfully added.

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

★ Log Out

Account Activity
Select an Account

Purchase Card
*****2364

Message from U.S. Department of Agriculture

SmartPay[®]2 (SP2) is here! Start using new account /card today Remember to register your SP2 account to your Access Online User ID

© 2008 U.S. Bancorp R27.0b17.0 usb col 8

To locate transactions, select **Transaction Management**.
Then select **Transaction List**.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank
Five Star Service Guarantee

U.S. Department of Agriculture

U.S. Bank Access® Online

Transaction Management

- Active Work Queue
- Account Administration
- Transaction Management
- Transaction List
- Account Information
- Reporting
- My Personal Information

★ Log Out

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

Home
Contact Us

© 2008 U.S. Bancorp R27.0b17.0 usb col 8

Select the transaction you want to approve by clicking on **Trans Date**.

U.S. Bank Access[®] Online

Active Work Queue
Account Administration
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management
Card Account Summary with Transaction List

★ Log Out

Card Account Number: *****2364, CAROL ADAMS
» Trans List

[-] Card Account Summary

Account Number: ...2364
Account Name: CAROL ADAMS
Billing Cycle Close Date: 12/05/2008 Search

Total Transactions: \$840.11 5 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 0.0% 0.0%

Open Account

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

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

Records 1 - 5 of 5
[Check All Shown](#) | [Uncheck All Shown](#)

| Select | Status | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | ⊞ | Purchase ID | Ⓐ |
|--------------------------|--------|-----------------|------------|--------------|------------------------|------------------|----------|--------|---|-------------------|---|
| <input type="checkbox"/> | | Pending | 12/07 | 12/08 | UPS*0000692468 | 800-811-1648, GA | \$583.47 | ⓪ | ⊞ | REF # NOT AVAILAB | |
| <input type="checkbox"/> | | Pending | 12/05 | 12/08 | UPS*000069246811292008 | 800-811-1648, GA | \$226.01 | ⓪ | ⊞ | 00006924681129200 | |
| <input type="checkbox"/> | | Pending | 12/06 | 12/08 | FEDEX 867358699990 | 800-4633339, TN | \$5.17 | ⓪ | ⊞ | 867358699990 | |
| <input type="checkbox"/> | | Pending | 12/06 | 12/08 | FEDEX 851110395370 | 800-4633339, TN | \$20.29 | ⓪ | ⊞ | 851110395370 | |

PLEASE NOTE:
You can change the **Billing Cycle Close Date** to see all transactions that have not been approved /re-allocated by using the drop-down menu and selecting "All".

This screen will list all your open transactions.

The **Approval Status** will show “Pending” or “Pulled Back”.

Select the transaction you want to “approve” by clicking on the **Trans Date**.

Active Work Queue
Account Administration
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Card Account Summary with Transaction List

★ Log Out

Card Account Number: *****2364, CAROL ADAMS

» Trans List

[-] Card Account Summary

Account Number: ...2364
Account Name: CAROL ADAMS

Billing Cycle Close Date: Open

Total Transactions: \$907.51 6 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 0.0% 0.0%

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 ID | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | E+ | Purchase ID | A+ |
|--------------------------|--------------|-----------------|------------|--------------|------------------------|------------------|----------|--------|----|-------------------|----|
| <input type="checkbox"/> | | Pending | 12/08 | 12/09 | METRO OFFICE PRODUCTS | 877-6387641, TN | \$67.40 | III | E+ | EGAKGP9329E | |
| <input type="checkbox"/> | | Pending | 12/07 | 12/08 | UPS*0000692468 | 800-811-1648, GA | \$583.47 | II | E+ | REF # NOT AVAILAB | |
| <input type="checkbox"/> | | Pending | 12/05 | 12/08 | UPS*000069246811292008 | 800-811-1648, GA | \$226.01 | II | E+ | 00006924681129200 | |
| <input type="checkbox"/> | | Pending | 12/06 | 12/08 | FEDEX 851110395370 | 800-4633339, TN | \$20.29 | III | E+ | 851110395370 | |
| <input type="checkbox"/> | | Pending | 12/06 | 12/08 | FEDEX 867358700005 | 800-4633339, TN | \$5.17 | III | E+ | 867358700005 | |
| <input type="checkbox"/> | | Pending | 12/06 | 12/08 | FEDEX 867358699990 | 800-4633339, TN | \$5.17 | III | E+ | 867358699990 | |

PLEASE NOTE:

Only the current Billing Cycle transactions appear. Use the arrow to display other options.

To see all your pending transactions, select the option “All”.

Step 1: The first screen shows a summary of the transaction you have selected to work with. Click on the **Allocations** tab.

Transaction Management

★ Log Out

Product: Purchasing Card Switch Products
Account Number: 4242123412341234, JANE DOE Switch Accounts

[Create Order](#) | [Manage Orders](#) | [Managing Acct List](#) | [Card Acct List](#) | [Trans List](#) | [Managers Queue](#) | [Extract Queue](#)

Transaction Summary

| Status | Match | Tran Date | Posting Date | Merchant | City/State | Amount | Purchase ID | Accounting Code |
|--------|-------|-----------|--------------|-------------------|--------------|---------|-------------|-----------------|
| | | 07/20 | 07/22 | OFFICE DEPOT #287 | BLUE ASH, OH | \$58.27 | 00287148475 | 2 33 444 5555 |

Ⓡ Reviewed Ⓣ Disputed ☺ Matched ⚠ Exception ↻ Reallocated

Summary
Matched Order
Allocations
Transaction Line Items
User Line Items
Tax Data
Comments
Approval History

The Summary tab shows high-level transaction information.
 The review status cannot be changed because the review day limit has been reached.
 To approve and forward the transaction, click "Approve".
 To initiate a dispute, click the "Dispute Transaction" link.

Transaction

Date: 07/20/2005
Purchase ID: 00287148475
Total Amount: 58.27

Memo Post: Yes

Sales Tax: 3.56
Freight: 0.00

Merchant

Name: OFFICE DEPOT #287
City/State: BLUE ASH, OH
Transaction Type: SALES DRAFT
MCC Code: 5943
MCC Description: STATIONERY STORE/SUPPLIES

Reference Information

Billing Cycle: Open
Posting Date: 07/22/2005
Reference Number: 24445745202192048565539
Authorization Number: 000955

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:

Currency:

Source Currency: U.S. Dollar
Source Currency Amt: 58.27

Approve

Dispute

Dispute information is only reflected for disputes submitted through this system.

- none

Sales Draft Requests

- none

[Dispute Transaction](#)

<< [Back to Transaction List](#)

This page shows the accounting string. You can re-allocate a transaction on this screen. Use the **scroll bar** to move the screen left or right to view the entire accounting string.

Trans List

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | E+ | Purchase ID | A+ | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|----------|----------|----|-------------------|------|---------------------------------|
| | 12/05 | 12/08 | UPS*000069246811292008 | 800-811-1648, GA | \$226.01 | (I) (E+) | | 00006924681129200 | (A+) | FA 09 84 02084 ISTO PC 2240 |

(D) Disputed (I) (III) Trans Detail Level (E+) Extracted (A+) Reallocated

Summary Allocations User Line Items Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By: ADAMS, CAROL L

| Remove | Amount | Percent | Accounting Code - Segment Name (Length) | | | | | | |
|--------------------------|-----------|-------------|---|----------|----------|----------|---------|-------------|-------------|
| | | | AGENCY (2) | BBFY (2) | EBFY (2) | FUND (6) | ORG (7) | SUB ORG (2) | PROGRAM (3) |
| <input type="checkbox"/> | \$ 226.01 | or 100.00 % | FA | 09 | | 84 | 02084 | | |

Q Search

Remove

Total Allocated: \$ 226.01 100.00 % Apply Accounting Code: **Apply**

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

<< Back to Transaction List

R27.0b17.0 usb col 11

Check the **accounting segments**. Enter your document control number (may also be referred to as your agency reference number or agency log number) in the field designated as DCN (FAS only).

Pull the **scroll bar** back to the left side of the screen to begin the search.

The screenshot displays a search interface with a dark blue header bar containing the following fields: PROGRAM (9), JOB (9), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), SUB BOC (2), and BOC (4). Below the header, the BOC field contains the value '2240'. A red dotted line originates from the top of the BOC field, extends vertically down to a box labeled 'Accounting Segments', and then continues vertically down to the bottom of the screen. Red dotted arrows point upwards from the 'Accounting Segments' box to each of the fields in the header bar. A vertical scroll bar is visible on the right side of the window.

| PROGRAM (9) | JOB (9) | REPTG CATEGORY (4) | COST ORG (7) | COST SUB ORG (2) | DIVISION (4) | SEC1 (4) | SUB BOC (2) | BOC (4) |
|-------------|---------|--------------------|--------------|------------------|--------------|----------|-------------|---------|
| | | | | | | STO | PC | 2240 |

Accounting Segments

To narrow and expedite the search function, at minimum, it is suggested that you enter **AGENCY** and **SEC1** fields. Limit your search criteria to 3 segments or less. Next click **Search**.

Personal | Business | Institution / Government | About U.S. Bancorp

U.S. Bank
Five Star Service Guaranteed

U.S. Department of Agriculture

U.S. Bank Access® Online

★ Log Out

Active Work Queue
Account Administration
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Detail

Search & Select Valid Value

The values of the segments listed below have an interdependent relationship which requires them to be selected at the same time. Enter full or partial segment values, segment value descriptions, or leave blank to view all valid combinations. Then click the "Search" button.

Note: Limit search criteria to 3 segments or less

| | AGENCY (2) | BBFY (2) | EBFY (2) | FUND (6) | ORG (7) |
|--------------|---------------|---------------|---------------|---------------|---------------|
| Value: | 03 | | | | |
| Description: | | | | | |
| Search Type: | Begins with ▼ |

Display 25 Values per page

Search

<< Back to TM Allocations

PLEASE NOTE:
If you know your **Program Codes**, delete the information appearing in that space and enter the last 9 digits of the correct accounting code.

SEC1 field can be viewed when scrolling to the right.

Use **scroll bar** at right to move to the bottom of the page to select the appropriate accounting segment values. Click **Select** to populate the accounting segments in the appropriate fields.

Home
Contact Us

*Note: Limit search criteria to 3 segments or less

| | AGENCY (2) | BBFY (2) | EBFY (2) | FUND (6) | ORG (7) |
|--------------|---------------|---------------|---------------|---------------|---------------|
| Value: | 03 | | | | |
| Description: | | | | | |
| Search Type: | Begins with ▾ |

Display 25 ▾ Values per page

Search

Select a valid value from the results list below.

Records 1 - 2 of 2

| | AGENCY | BBFY | EBFY | FUND | ORG | SUB_ORG | PROGRAM | JOB | REPTG_CATEGORY | COST_ORG | COST_SUB_ORG | D |
|------------------------|--------|------|------|------|-----|---------|-----------|-----|----------------|----------|--------------|---|
| Select | 03 | 08 | | | | | 013635910 | | | | | |
| Select | 03 | 09 | | | | | 013635910 | | | | | |

Records 1 - 2 of 2

[<< Back to TM Allocations](#)

© 2009 U.S. Bancorp R27.20b6.0 usb col 14

Select the **Save Allocations** button to save the change.

Reporting
My Personal Information

Home
Contact Us

Tran's List

Request has been successfully completed.

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|--------------------|-----------------|---------|--------|-----------------|--------------------------------|
| | 12/06 | 12/08 | FEDEX 851110395370 | 800-4633339, TN | \$20.29 | III E+ | 851110395370 A+ | FA 09 84 02084 STO PC 2240 |

Disputed II III Trans Detail Level E+ Extracted A+ Reallocated

Summary Allocations Transaction Line Items User Line Items Comments Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the **Add** button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

*s required Allocation Source: User Last Changed By: ADAMS, CAROLL

| Remove | Amount | Percent | Accounting Code - Segment Name (Length) | | | | | |
|--------------------------|----------|------------|---|----------|----------|----------|---------|-------------|
| | | | AGENCY (2) | BBFY (2) | EBFY (2) | FUND (6) | ORG (7) | SUB ORG (2) |
| <input type="checkbox"/> | \$ 20.29 | or 100.00% | FA | 09 | | 84 | 02084 | |

Search

Remove

Total Allocated: \$ 20.29 100.00% Apply Accounting Code: **Apply**

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): **Add**

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

<< [Back to Transaction List](#)

Note this tab (shown below) will only appear if the merchant provides the information. Review the information for accuracy.

Summary

Matched Order

Allocations

Transaction Line Items

User Line Items

Tax Data

Comments

Approval History

The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 3 of 3

| <u>Product Code</u> | <u>Item Description</u> | <u>Qty</u> | <u>Unit of Measure</u> | <u>Unit Cost</u> | <u>Line Item Tax Amount</u> | <u>Line Item Total</u> | <u>% of Trans Amount</u> | <u>Item Commodity Code</u> |
|---------------------|------------------------------|------------|------------------------|------------------|-----------------------------|------------------------|--------------------------|----------------------------|
| 0156556 | SHEETPROTECTOR, NONSTCK, H | 5.0000 | NMB | 5.9900 | \$0.00 | 29.95 | 51.40% | 0156556 |
| 0679824 | CDRW, OD, 12X, 25-PK, SPINDL | 2.0000 | NMB | 8.0000 | \$0.00 | 16.00 | 27.46% | 0679824 |
| 0933531 | INDEX, INSERT, 11X8.5, CLEA | 4.0000 | NMB | 2.1900 | \$0.00 | 8.76 | 15.03% | 0933531 |

Records 1 - 3 of 3

The User Line Item tab provides the ability to enter details about the purchase. If you need to enter information for several line items, click the **Add** button and new rows will display on the tab.

The system adds the transaction line item data to the User Line Items tab. Save your work by clicking the **Save Line Items & Line Item Allocations**.

User Line Items sub-tab provides the ability to enter the details of the line items within a transaction

When adding a new line item, the default accounting code will automatically be assigned to the allocation. After adding line items, click on the "Line Item Allocations" tab to review the allocations before saving.

* = required

Populate From Transaction

Number of line items to add: **Add**

| Remove | Product Code | Item Description | Qty | Unit of Measure | Unit Taxability Cost | Line Item Tax Amount | Line Item Total | % of Trans Amount | Item Commodity Code | Usage Code | Destination Code |
|--------------------------|--------------|------------------|------|-----------------|----------------------|----------------------|-----------------|-------------------|---------------------|------------|------------------|
| <input type="checkbox"/> | | | 0.00 | Each | 0.00 | 0.00 | 0.00 | 0.00 % | | | |

Check/Allocations | Uncheck/Allocations

Remove Line

Save Line Items Only

Tax: Source Codes: Order User Visa

Freight:

Total:

Amount Remaining:

Total Transaction Tax:

Note: The Item Description and Line Item Total are the only required fields.

Save Line Items & Line Item Allocations

Enter the Information on this page as follows:

- (1) **Conv. Checks TIN#** - If a convenience check was written, enter the merchant's TIN;
 - (2) **FPDS_NG/SF281** - Enter "22" if the amount of the transaction is over \$3000.
- Contracting personnel shall prepare an FPDS-NG report.

Home
Contact Us

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|----------|--------|-------------------|-----------------------------|
| | 12/05 | 12/08 | UPS*000069246811292008 | 800-811-1648, GA | \$226.01 | | 00006924681129200 | FA 09 84 02084 STO |

Disputed Trans Detail Level Extracted Reallocated

Summary Allocations User Line Items **Comments** Approval History

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#

FPDS_NG/SF-281

Comments Field 3

Goods Recv'd Date

Treasury Pymt Details

Save Comments

<< Back to Transaction List



U.S. Bank Access[®] Online

- Active Work Queue
- Account Administration
- Transaction Management
- Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Transaction Management

Approve Transaction(s)

★ [Log Out](#)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

* = required

Approval Action

- Approver's Name:* [Select Approver](#)
- No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$226.01

[Approve](#)

[Cancel](#)

Enter the **Last Name** of your approver (supervisor); then click **Search**.

The screenshot displays the U.S. Bank Access Online interface for the U.S. Department of Agriculture. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. The U.S. Bank logo is on the left, and the U.S. Department of Agriculture name is on the right. Below this is a green banner with "U.S. Bank Access Online" and a "Log Out" button. A left-hand navigation menu includes links for Active Work Queue, Account Administration, Transaction Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area is titled "Approve Transaction(s) Search & Select an Approver" and contains instructions: "Enter the approvers full or partial name, or leave blank to view all users. Then click the 'Search' button." Below the instructions are two input fields for "Last Name:" and "First Name:". A "Search" button is positioned below these fields. A link "<< Back to Approve Transactions" is at the bottom of the main content area. The footer contains the copyright notice "© 2008 U.S. Bancorp" and the identifiers "R27.0b17.0" and "usb col 11".

- Active Work Queue
- Account Administration
- Transaction Management
 - Transaction List
- Account Information
- Reporting
- My Personal Information

- Home
- Contact Us

Approve Transaction(s) Search & Select an Approver

Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: First Name:

Search

[<< Back to Approve Transactions](#)

Select your approver; then click **Select Approver**. If your supervisor's name does not appear in the list, contact your LAPC. Click **Back to Approve Transactions**.

Approve Transaction(s)

Search & Select an Approver

Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name: First Name:

Search

Please select an approver from the results list below.

Records 1 - 7 of 7

| Select | Approver Name | Email Address |
|----------------------------------|-------------------|---------------|
| <input checked="" type="radio"/> | Jones, Kate | |
| <input type="radio"/> | Anderson, Richard | |
| <input type="radio"/> | Lopez, Mark | |
| <input type="radio"/> | Johnson, Donald | |
| <input type="radio"/> | O'Malley, Erin | |
| <input type="radio"/> | Schmidt, Henry | |
| <input type="radio"/> | James, Anne | |

Records 1 - 7 of 7

Set selection as your default approver

Select Approver

[<< Back to Approve Transactions](#)

PLEASE NOTE:

You can set your AO as your default approver.

Click **Approve**.

Transaction Management

Approve Transaction(s)

Please select an approver to forward these transaction(s) to or "Cancel" if you do not want to approve / forward these transactions at this time:

* = required

Approver's Name:* Anderson, Richard [Switch Approver](#)

Summary of Transactions to be Approved

Number of Transactions: 1

Total Dollar Amount: \$80.93

Approve

Cancel

Please note: NEVER select **No further approval needed for these transactions.**

Transaction Management

Approve Transaction(s)

⚠ No approver has been selected. Please select an approver and resubmit.

Please select an approver to forward these transaction(s) to, "Final" if no further approval is needed, or "Cancel" if you do not want to approve / forward these transactions at this time:

* = required

Approval Action

- Approver's Name:* Select Approver
- No further approval needed for these transactions

Summary of Transactions to be Approved

Number of Transactions: 3

Total Dollar Amount: \$5.92

Approve

Cancel

The transactions you have “approved” will be designated with an  in the far right column only when you re-allocate the transaction (i.e. change the accounting).

Contact Us

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 | A |
|-------------------------------------|--------|-----------------------|--------------|--------------|------------------------|------------------|----------|--------|----|-------------------|---|
| <input type="checkbox"/> | | <u>Pending</u> | <u>12/08</u> | 12/09 | METRO OFFICE PRODUCTS | 877-8387641, TN | \$67.40 | III | E+ | EGAKGP9329E | |
| <input type="checkbox"/> | | <u>Pending</u> | <u>12/07</u> | 12/08 | UPS*0000692468 | 800-811-1648, GA | \$583.47 | II | E+ | REF # NOT AVAILAB | |
| <input type="checkbox"/> | | <u>Final Approved</u> | <u>12/05</u> | 12/08 | UPS*000069246811292008 | 800-811-1648, GA | \$226.01 | II | E+ | 00006924681129200 | A |
| <input type="checkbox"/> | | <u>Final Approved</u> | <u>12/06</u> | 12/08 | FEDEX 851110395370 | 800-4633339, TN | \$20.29 | III | E+ | 851110395370 | A |
| <input checked="" type="checkbox"/> | | <u>Pending</u> | <u>12/06</u> | 12/08 | FEDEX 867358700005 | 800-4633339, TN | \$5.17 | III | E+ | 867358700005 | |
| <input type="checkbox"/> | | <u>Pending</u> | <u>12/06</u> | 12/08 | FEDEX 867358699990 | 800-4633339, TN | \$5.17 | III | E+ | 867358699990 | |

D Disputed A Reallocated II III Trans Detail Level E+ Extracted A Reallocation Locked

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

Records 1 - 6 of 6

Reallocate
Mass Reallocate
Approve
Pull Back

© 2008 U.S. Bancorp
R27.0b17.0 usb col 11

You have successfully 'Approved' a transaction.

Additional information on the *Charge Card Service Center* including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc... can be accessed at <http://www.da.usda.gov/procurement/ccsc/>.



Please contact the ccsc@da.usda.gov with questions or concerns.