Federal Aviation Administration

U.S. Bank® Access Online

Supplemental Agency Training

Cardholder Version

August, 2011

Contents

Resources

Websites

US Bank Access	https://access.usbank.com
Access Online Web-Based Training	https://wbt.access.usbank.com/
FAA Purchase Card Website	http://faapcard.amc.faa.gov
Acquisition Management System (AMS)/FAST	http://fast.faa.gov

Agency Program Coordinator(s)

For Policy Questions:	Jeffrey Baker	(202) 493-5723
For Card Maintenance Issues:		
Regions & Mike Monroney Aeronautical Center	Team Line	(405) 954-7350
William J. Hughes Technical Center	Marilyn Knopp	(609) 485-4083
	Karen Mercer	(609) 485-6747

US Bank

User Support, Technical Support, Password Issues, etc.	1 (888) 994-6722
US Bank Fraud Line	1 (800) 523-9078

Introduction

In December of 2008, GSA awarded the SmartPay 2 contract to US Bank. The system provided by US Bank for card administration is Access Online. US Bank Access offers the capability of conducting online approvals, fund reallocations, and reporting in the same system that overall program administration is conducted.

This supplemental training document is intended to compliment the web-based training provided by US Bank and provide a source of information for any specific procedures the FAA may have for this system. It is imperative that users properly and actively use the system since final approval for a purchase must be completed within **45 days** of the date of the statement on which it appears. If not final approved within the **45 day** period, the bank will automatically suspend the card account and its ability to purchase until such approvals are made. The suspension will be lifted by the bank once approvals are made in Access Online.

Approval vs. Final Approval

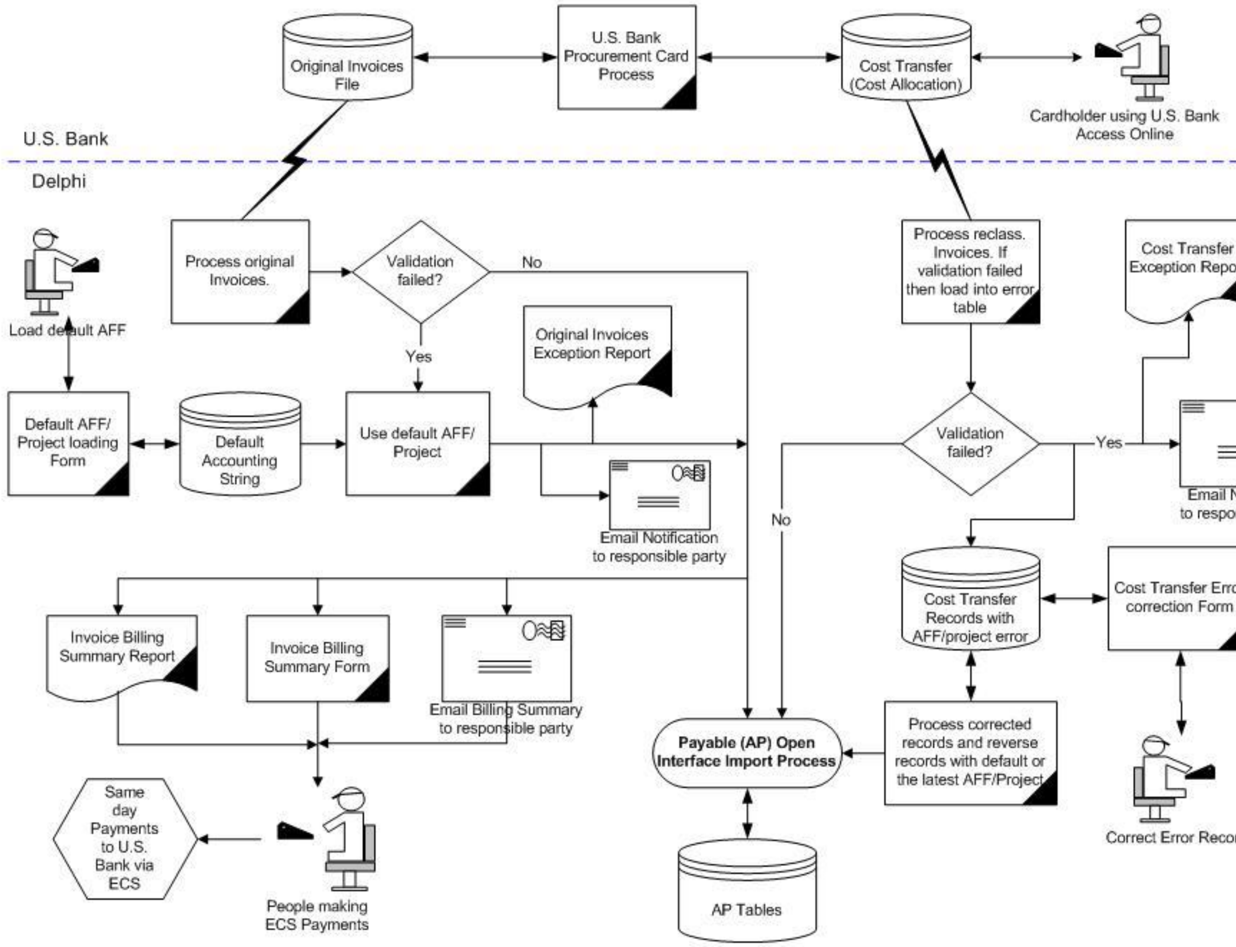
In US Bank Access Online, the terms Approval and Final Approval will be present on several of its screens. They are defined as:

Approval: The act of the cardholder forwarding transactions to the approving official after review, required allocations, and applicable commenting takes place.

Final Approval: The act of the approving official authorizing (approving) the transactions to transition to Delphi from US Bank.

Note: After Final Approval occurs, the transaction cannot be reallocated, comments added, or otherwise changed in US Bank Access.

DELPHI Procurement Card Interface Process Flow



People making
ECS Payments

Note: The diagram above details how Delphi receives data from US Bank and the steps it may take during Delphi processing.

Roles and Responsibilities

Roles in US Bank Access Online include:

APC
1. Complete US Bank Access Online system training
2. Adhere to all purchase card requirements established by FAST T3.2.6
3. Process card applications in the system after training has been completed and proper approval by the approving official/LOB and the Chief of the Contracting Office has been obtained
4. Maintain default accounting code for purchase card in US Bank Access Online
5. Maintain all other account information in US Bank Access Online
6. Establish all users in US Bank (Cardholders establish their own user name and password)
7. Maintain program hierarchies and their applicable users

Cardholder
1. Complete US Bank Access Online system training
2. Adhere to all purchase card requirements established by FAST T3.2.6
3. Download statement from US Bank Access Online and fulfill requirements established by FAST T3.2.6
4. Ensure each transaction posted in US Bank Access Online is valid
5. Allocate transactions as needed and properly place data in the comment fields for property or items of national interest (Unless the applicable LOB elects to utilize a reviewer/budget analyst in the review process,)
6. Approve transactions in US Bank Access
7. Dispute transactions using US Bank Access if they are believed to be erroneous
8. If the default Delphi Code in US Bank Access is found to be invalid, work with budget personnel to supply a valid code to the Agency Program Coordinator (APC) for corrective action in the system
9. If after final approval Delphi finds the accounting string to be invalid, work with accounting and budget personnel to supply Delphi with a valid accounting string

Approving Official
1. Complete US Bank Access Online system training
2. Adhere to all purchase card requirements established by FAST T3.2.6
3. Approve US Bank system access for personnel (Alternate AOs, reviewers/budget analysts, etc)
4. Review cardholder transactions
5. Final Approve transactions approved by the cardholder

Reviewer/Budget Analyst (If applicable or utilized)
1. Complete US Bank Access Online system training
2. Adhere to all purchase card requirements established by FAST T3.2.6
3. Supply the APC with valid default codes as needed
4. Allocate transactions as needed and properly place data in the comment fields for property or items of national interest
5. Hit the Change Review Status button in US Bank Access Online after ensuring the proper allocations and/or comments field completion has taken place
6. Work with the cardholder and/or accounting to correct accounting code issues in Delphi

Note: These roles are for the system only and do not supercede the requirements established by FAST T3.2.6.

Entitlement Group Visual Format

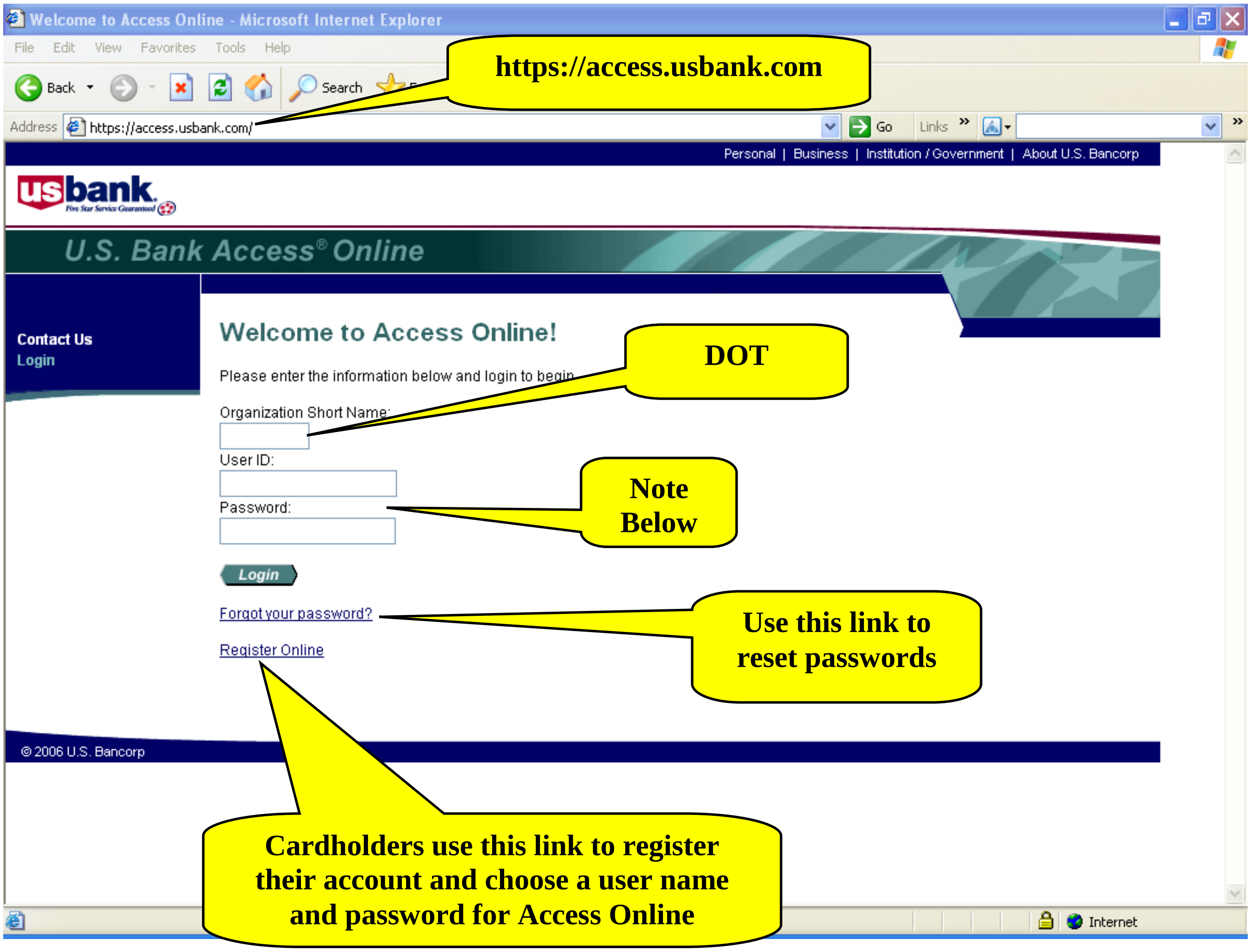
An Entitlement Group (EG) defines the features and functionality to which a user has access within AccessOnline. Each AccessOnline user must be assigned to one of the numerous EGs which are defined in the graph below.

Functionality for Materiel/Mass Additions personnel as well

Functionality for Reviewer/Budget Analyst as well

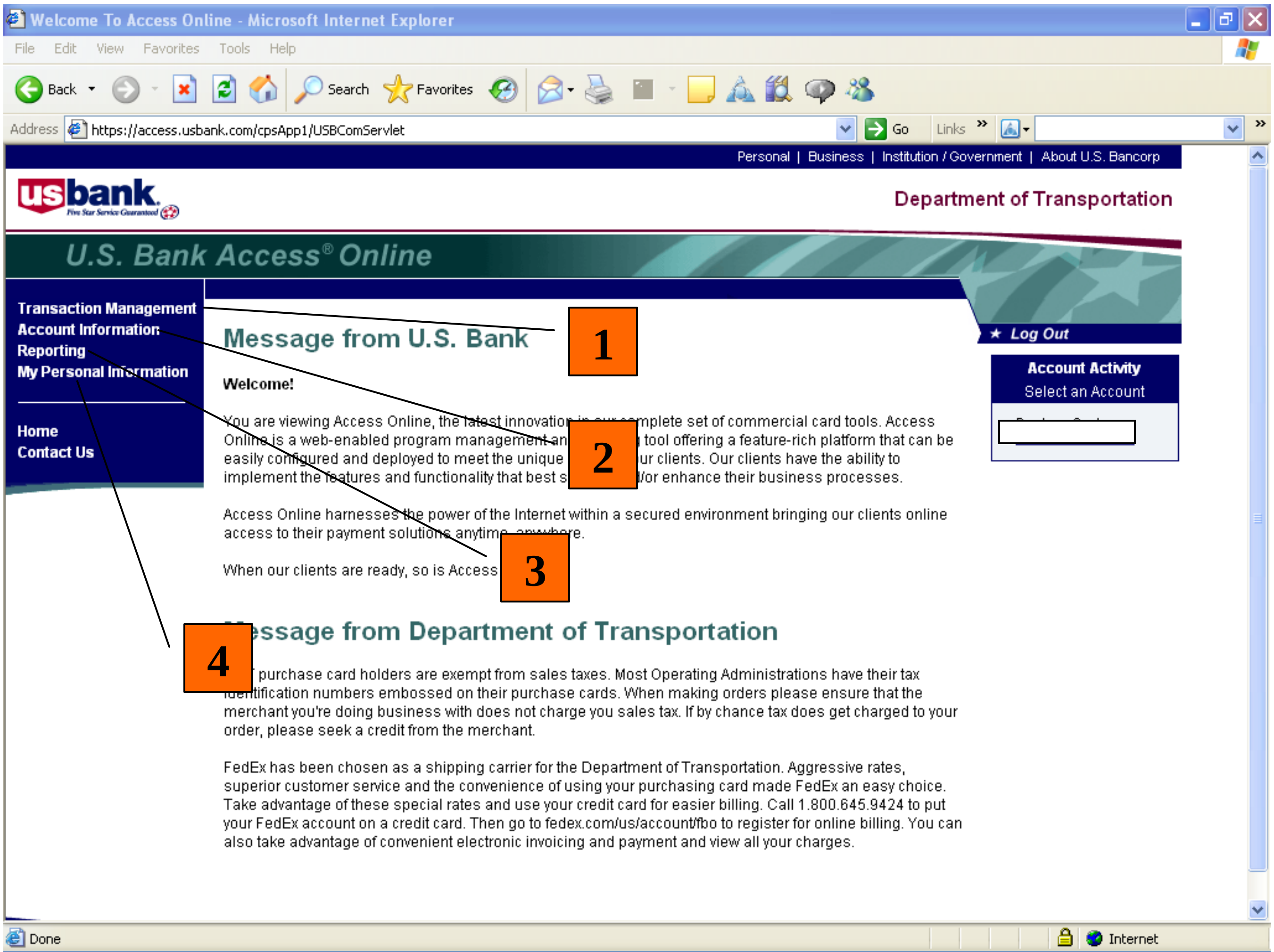
	Client Entitlement Groups						
	APC Full	APC Full (Alternate)	APC View Only	APC View Only (Alternate)	Approving Official	Approving Official (Alternate)	CH Full
Account Administration							
Administrator Cardholder Account Inquiry	x	x	x	x	x	x	
Cardholder Account Inquiry	x	x	x	x	x	x	x
Display Cardholder Statements	x	x	x	x	x	x	x
Display Managing Account Statements	x	x	x	x	x	x	
Maintain Cardholder Account Demographics	x	x					
Maintain Cardholder Account Information	x	x					
Maintain Cardholder Authorization Limits	x	x					
Maintain Cardholder Default Accounting Codes	x	x					
Maintain Cardholder Processing Hierarchy	x	x					
Managing Account Inquiry	x	x	x	x	x	x	
Set Up Cardholder Account Demographics	x	x					
Set Up Cardholder Account Information	x	x					
Set Up Cardholder Authorization Limits	x	x					
Set Up Cardholder Default Accounting Codes	x	x					
Client Administration							
Manage Accounting Code Controls							
Manage Values in Valid Values List	x	x					
Data Exchange							
Data Exchange Download	x	x	x	x	x	x	
Reporting							
Accounting Code Validation Reporting	x	x	x	x	x	x	
Cardholder Reporting	x	x	x	x	x	x	x
Client Administration Reports	x	x	x	x	x	x	
Purchasing Reporting	x	x	x	x	x	x	
Request Status							
Delete CH Account Set up Request	x	x					
Manage Request Status Queue	x	x					
Transaction Management							
Reallocate / Comments	x	x			x	x	x
View / Review / Dispute	x	x	x	x	x	x	x
User Administration							
Manage Personal Information	x	x	x	x	x	x	x

US Bank Access Online Login Page



Note: Cardholders initially choose their user name and password by selecting the Register Online link, while other users are issued this information by the APC. User IDs must be 7-20 alphanumeric characters while the Password must be 8-20 alphanumeric characters.

Home Page



1: Use to allocate, reallocate, comment, and approve transactions.

2: Use to retrieve statements.

3: Use to run system reports on account activity.

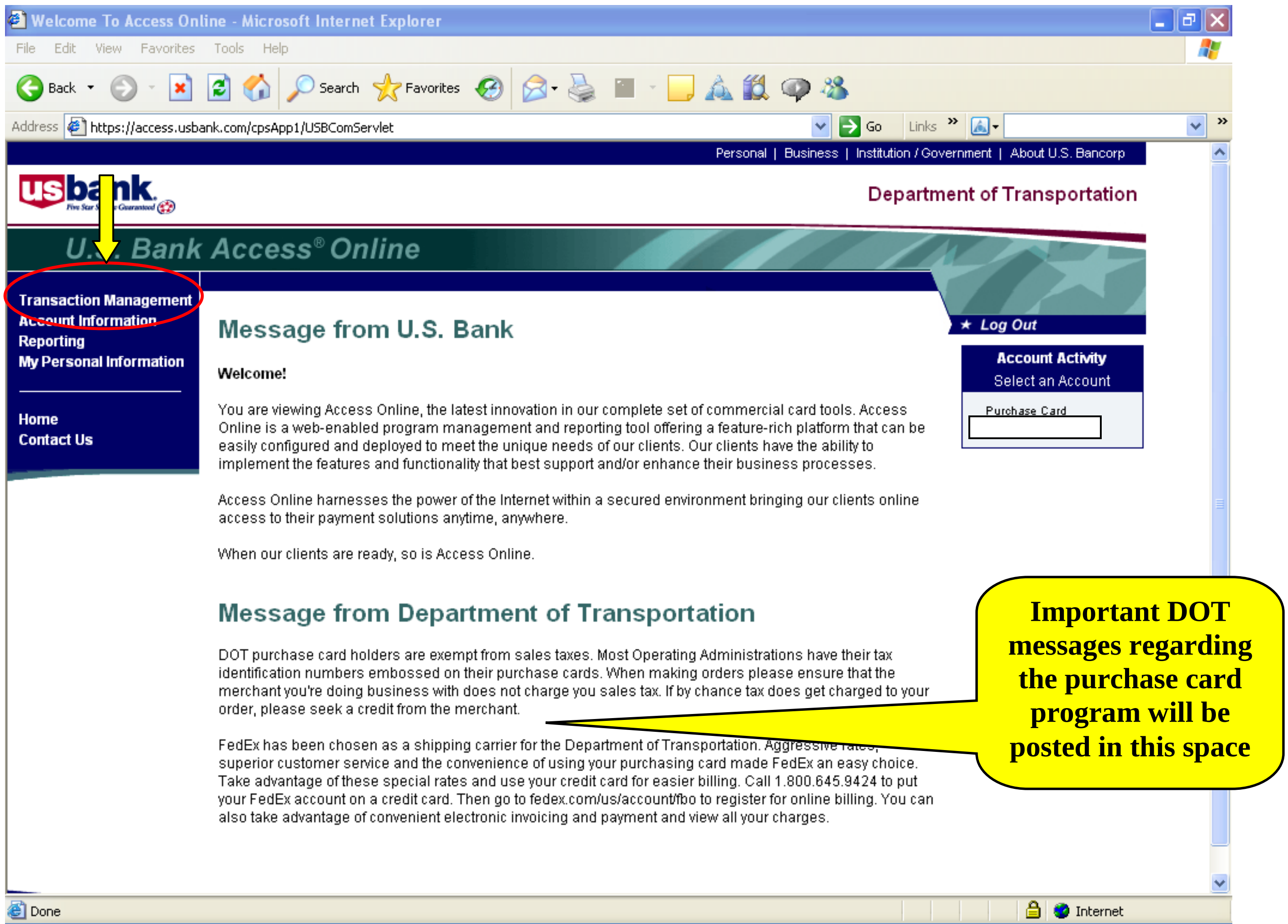
4: Use to update personal information; however the contact information on the account itself (address, phone, etc) is not changed using this link. Requests for account changes must be made to your applicable Agency Program Coordinator (APC).

Transaction Management

Goal: To detail the procedures users will use to ensure transactions are properly approved and allocated.

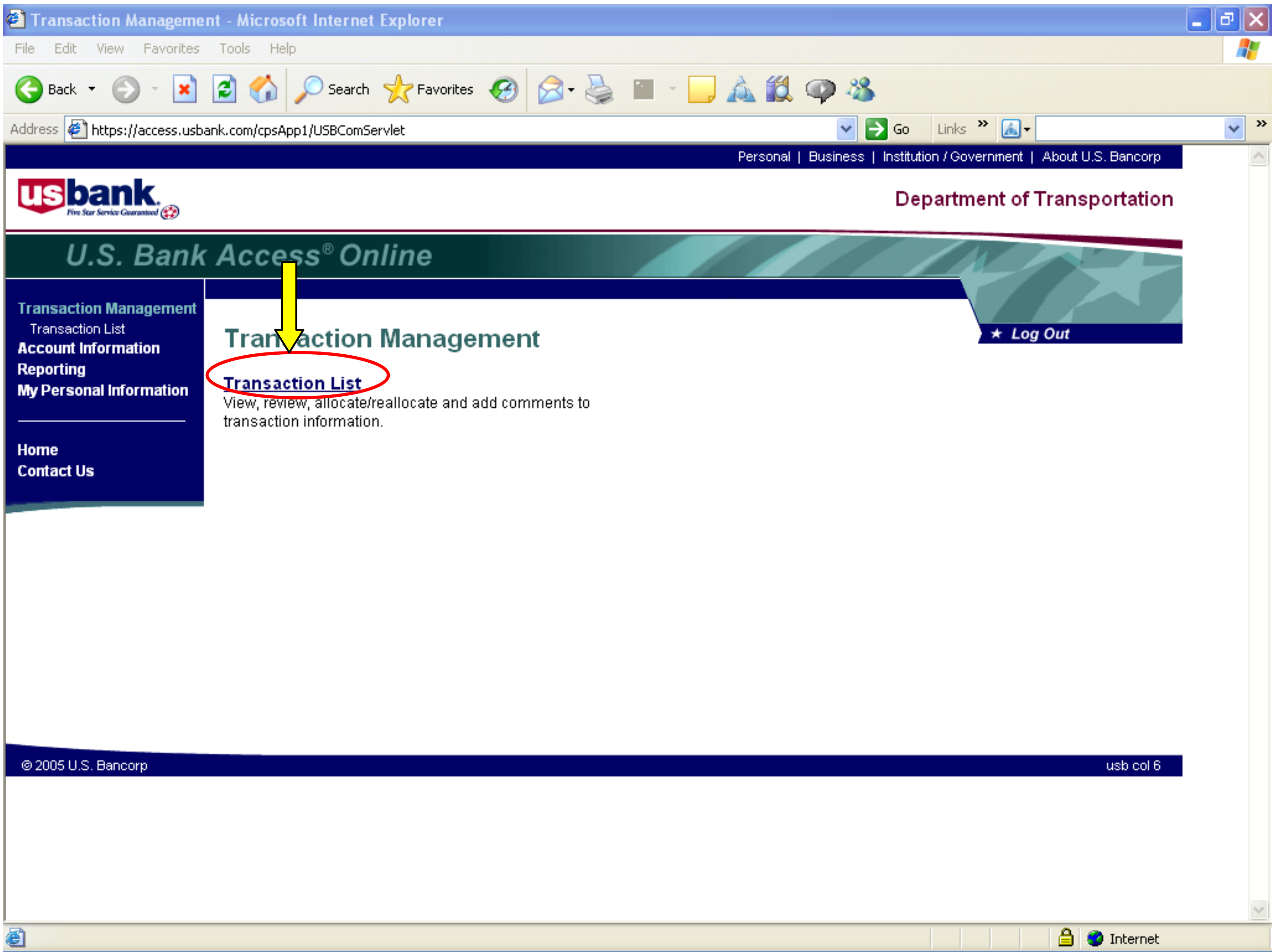
Home Page

Once in the system, the link for Transaction Management is clearly provided on the left side of the home page.

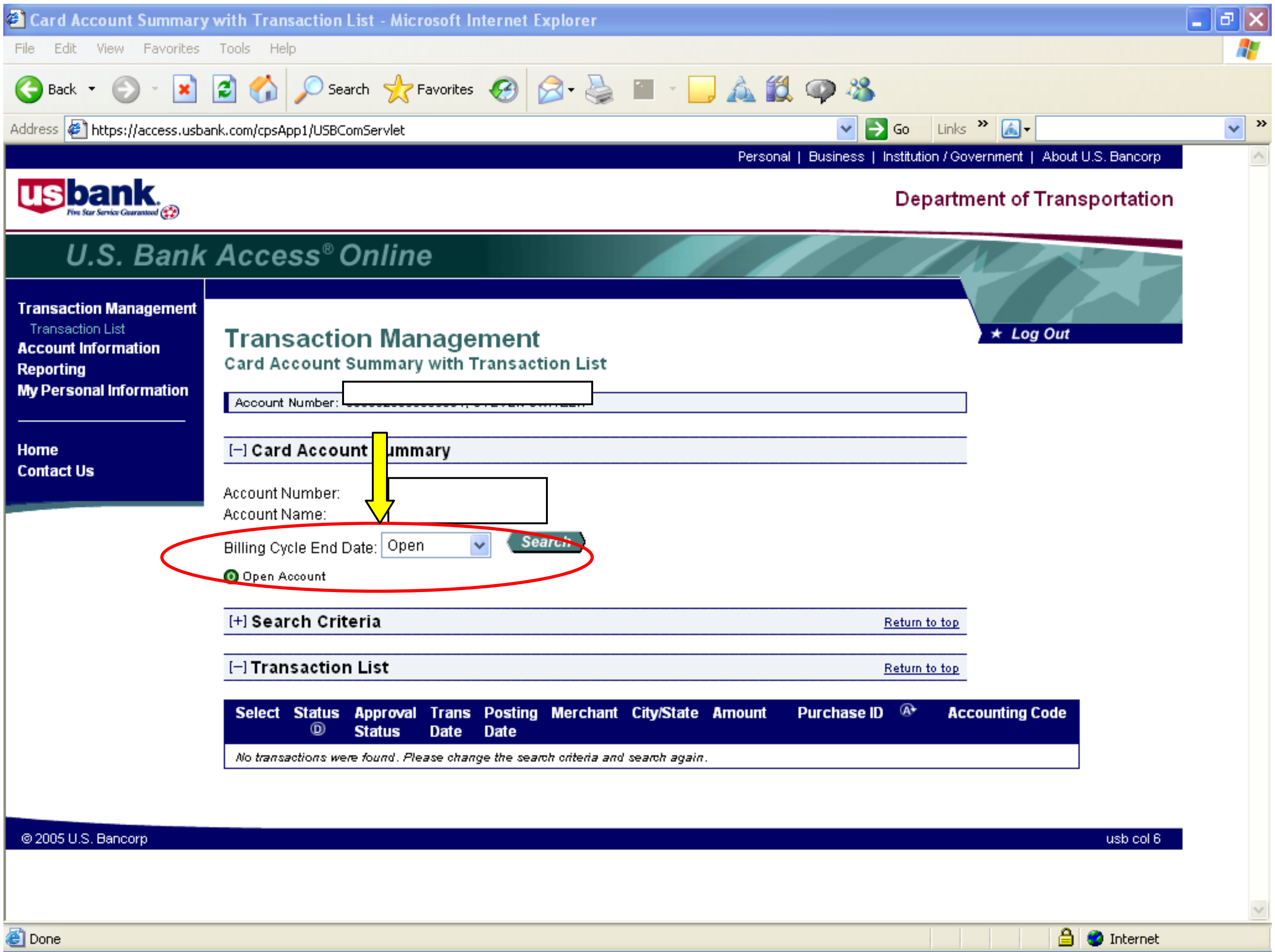


Transaction Management Menu

Select the Transaction List link located in the body of the page.



Card Account Summary with Transaction List

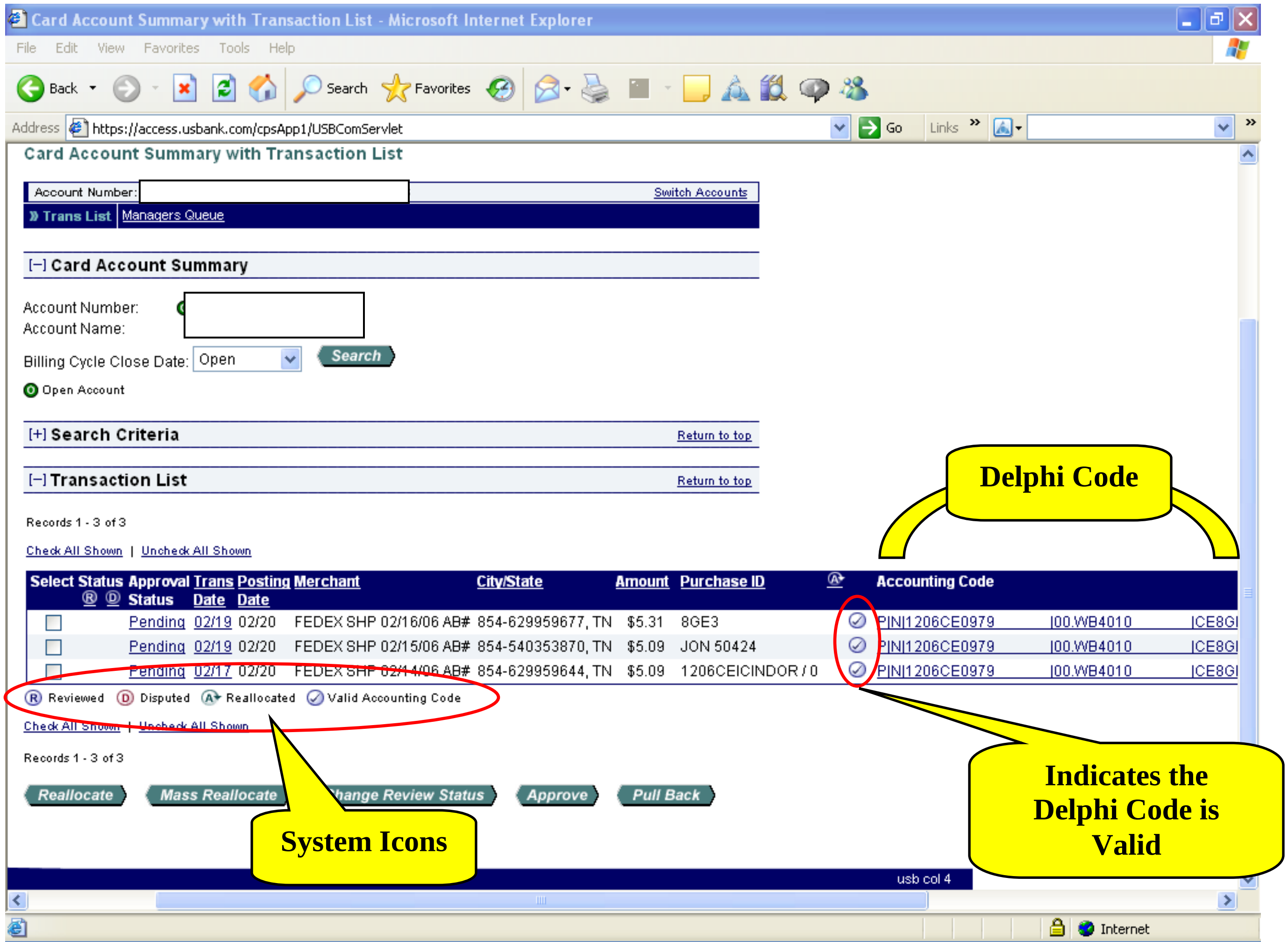


Note: The billing cycle date defaults to Open, yet utilizing the dropdown indicated above will allow users to view transactions by:

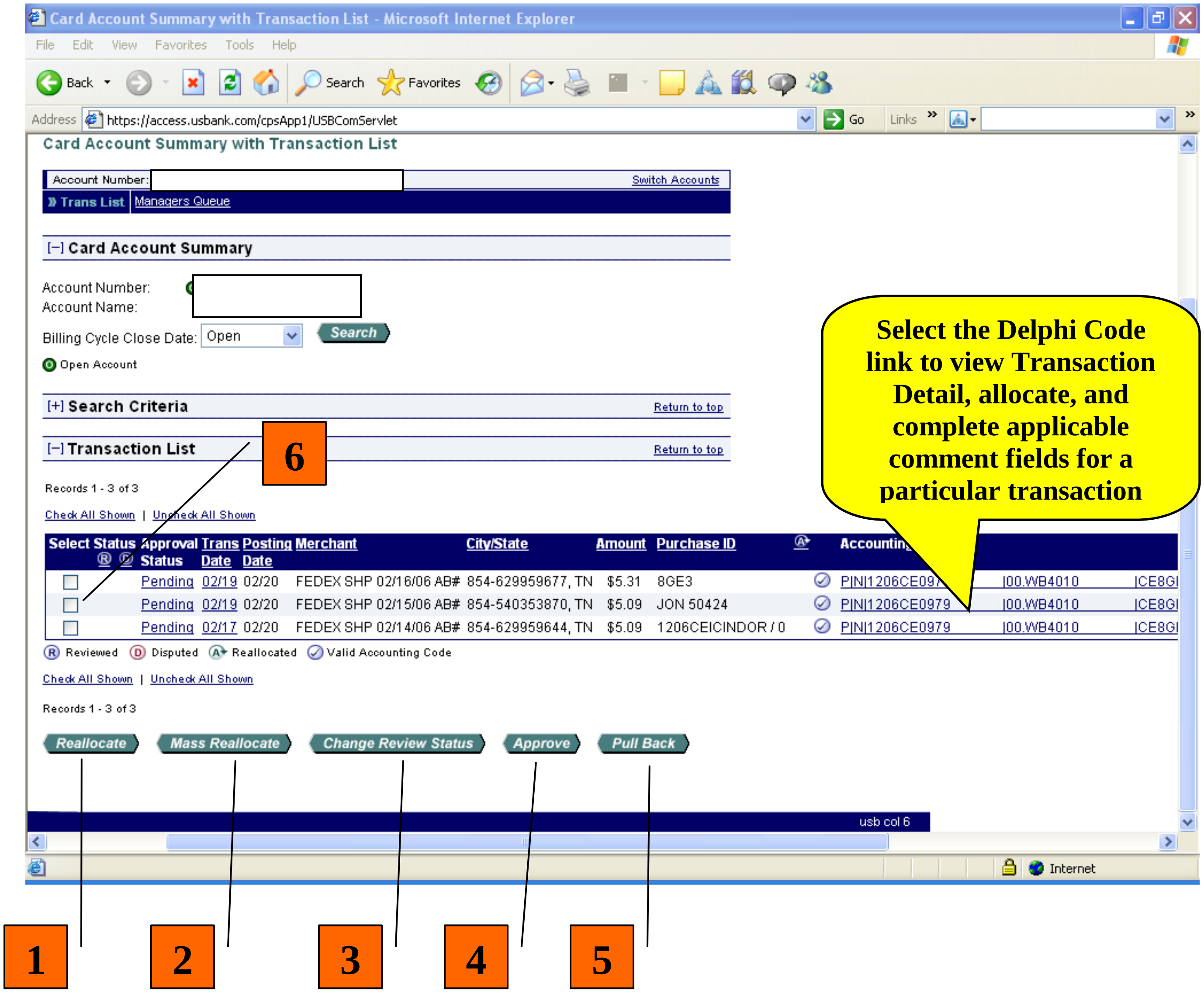
- **All**: View all transactions
- **Open**: View transactions that have posted during the current billing cycle
- **Billing Cycle**: Transactions can be shown during specific billing cycles

When selecting a billing cycle, it is recommended that “All” be selected, so that transactions are not overlooked at the end of a billing cycle.

Card Account Summary with Transaction List: Continued



Card Account Summary with Transaction List: Continued



1: Select this link to simply allocate a transaction.

2: Select this link to allocate multiple transactions to the same Delphi Code(s).

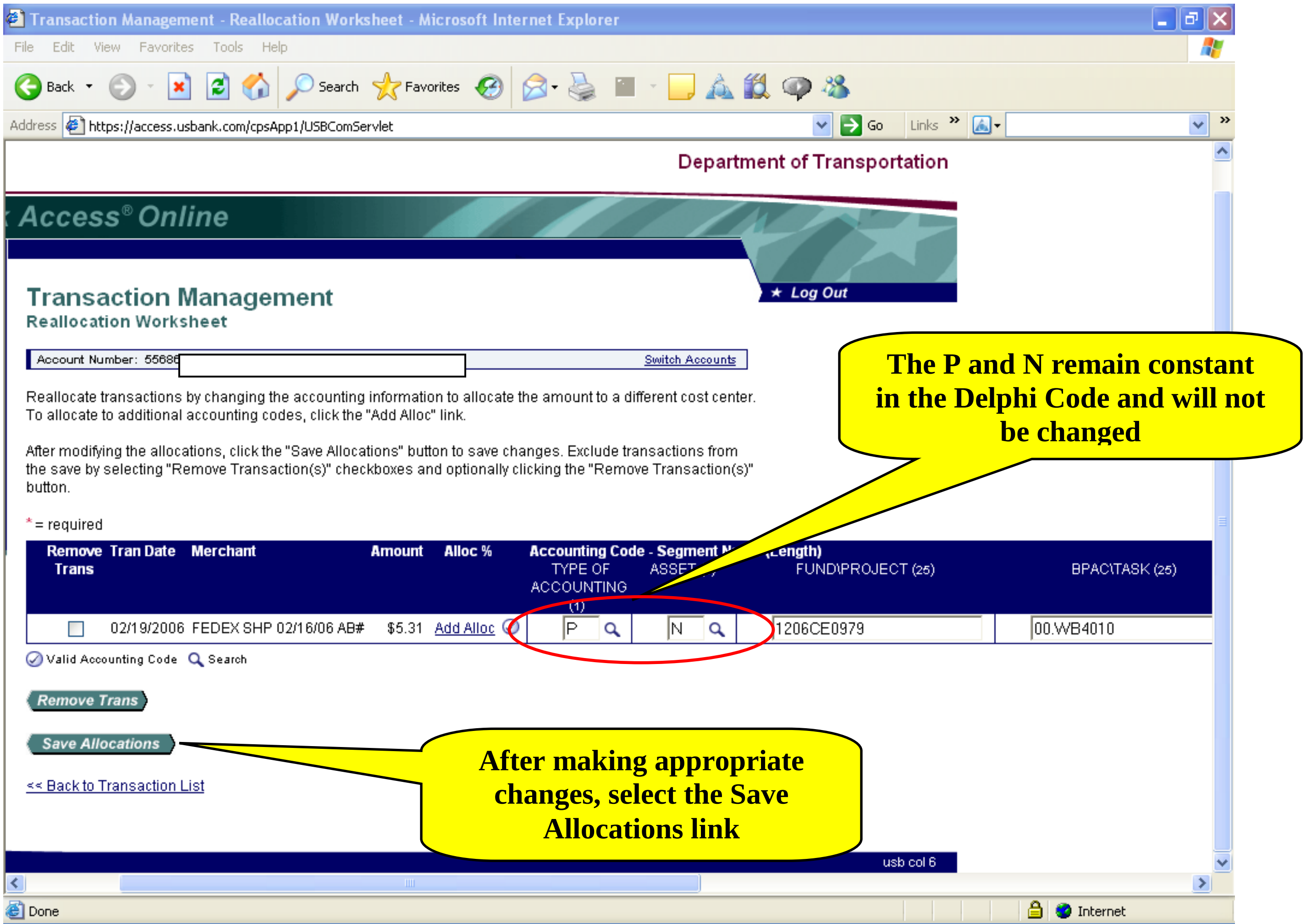
3: Used by a budget reviewer when they are included in a LOB's approval process.

4: Select this link to approve without conducting allocation or completing comment fields.

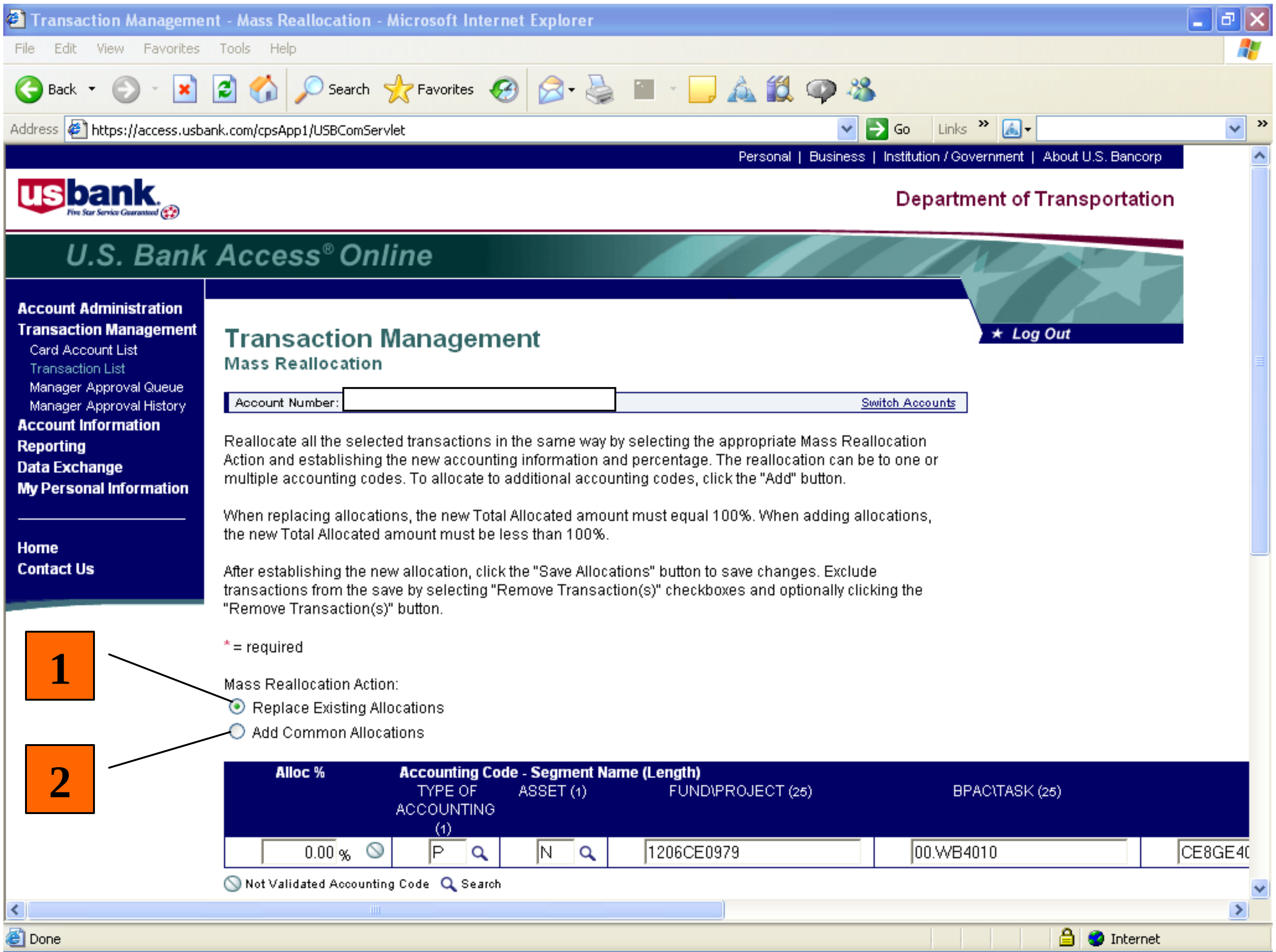
5: Select this link to Pull Back a transaction after it has been sent to the Approving Official. This action cannot be done if the Approving Official has already Final Approved the transaction.

6: Prior to selecting the Reallocate or Mass Reallocate functions, users must first select which transactions they wish to be included in the reallocation activity.

Reallocation Using Reallocation Worksheet (Reallocation Link)



Mass Reallocation

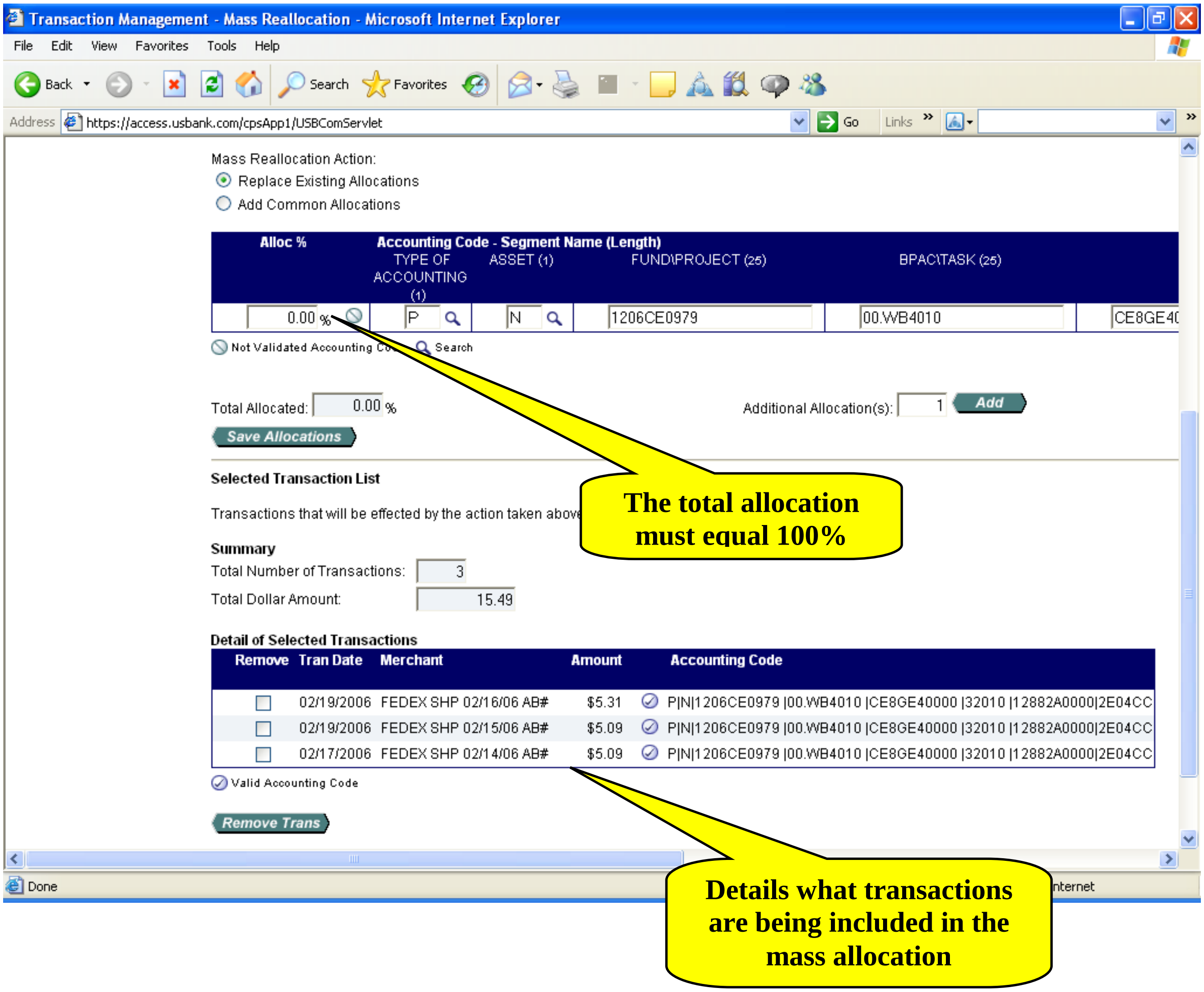


1: The Replace Existing Allocations radio button is to reallocate all the transactions to a single Delphi Code.

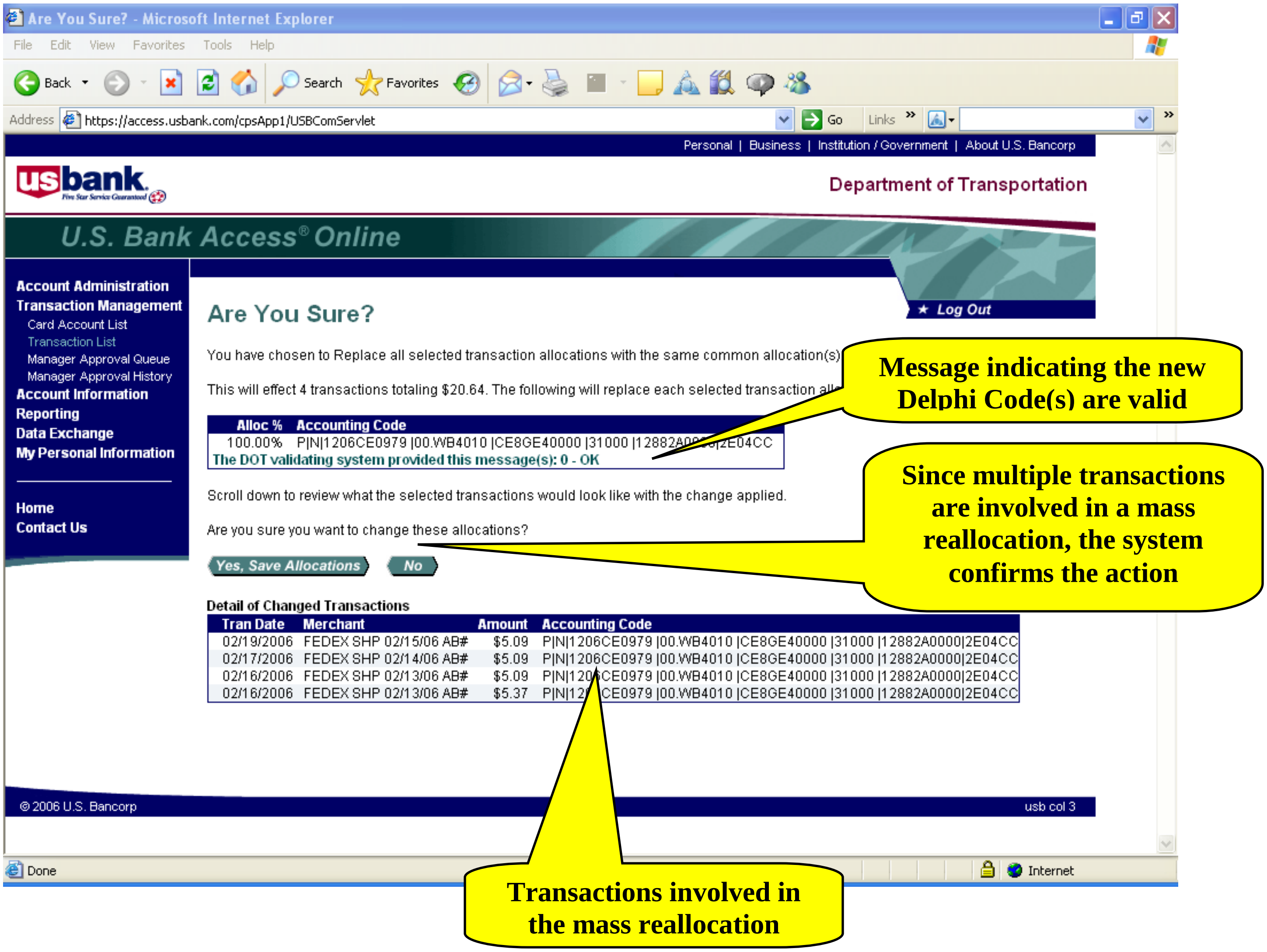
2: The Add Common Allocations radio button is to split the transactions among two or more Delphi Codes.

Note: The mass reallocation function may be used for up to 25 transactions.

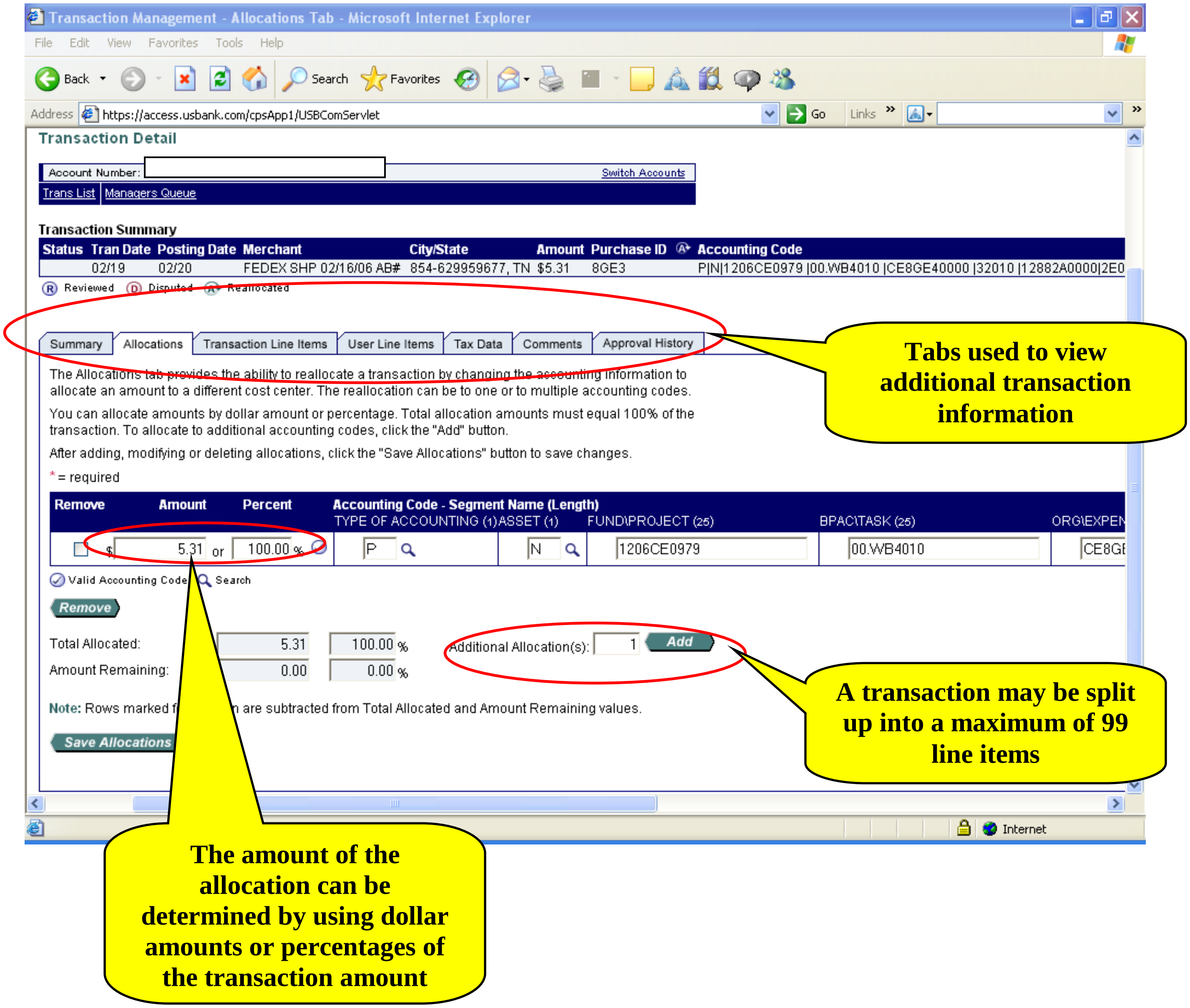
<u>Mass Reallocation: Continued</u>



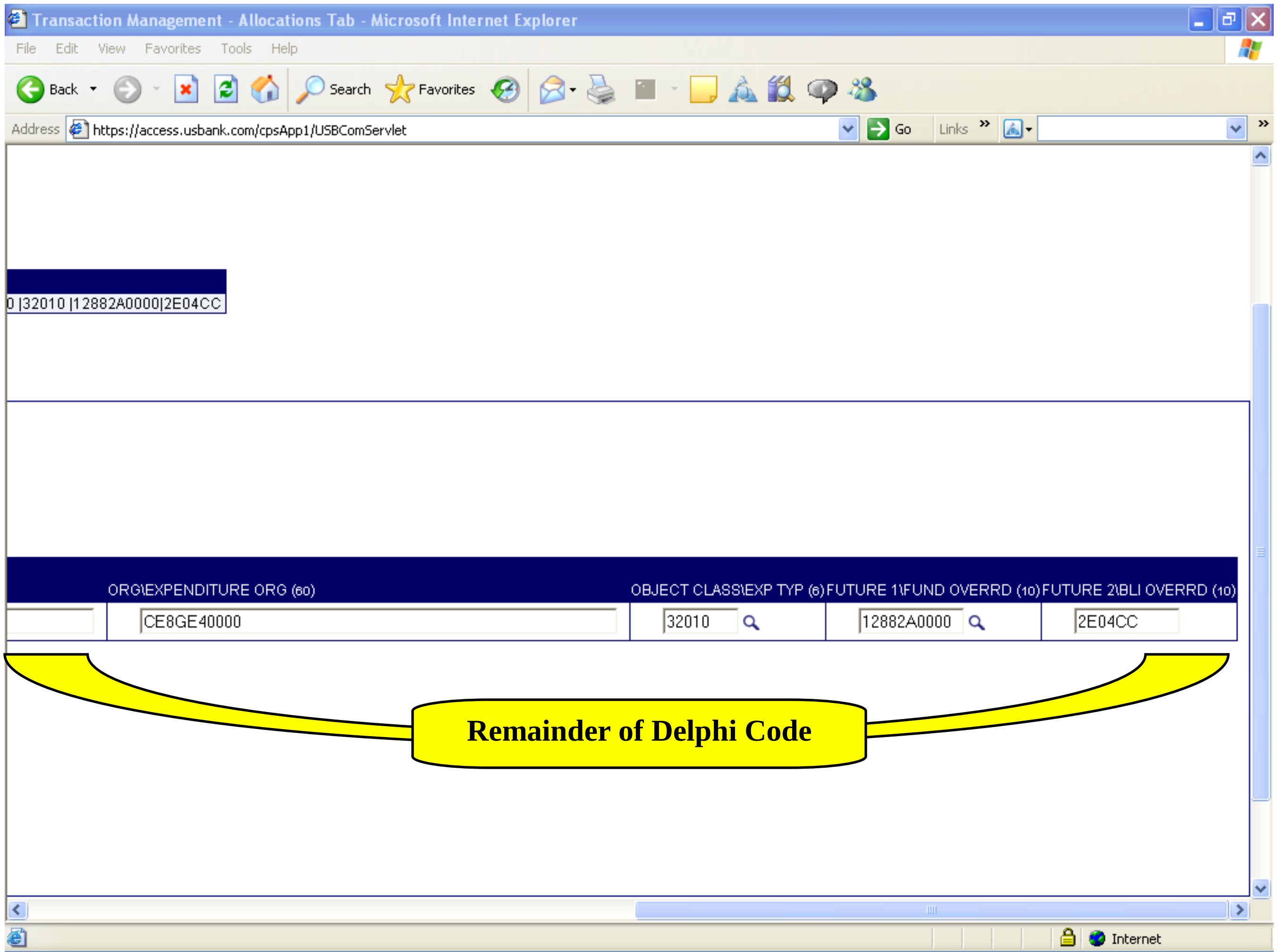
Mass Reallocation: Continued



Transaction Detail

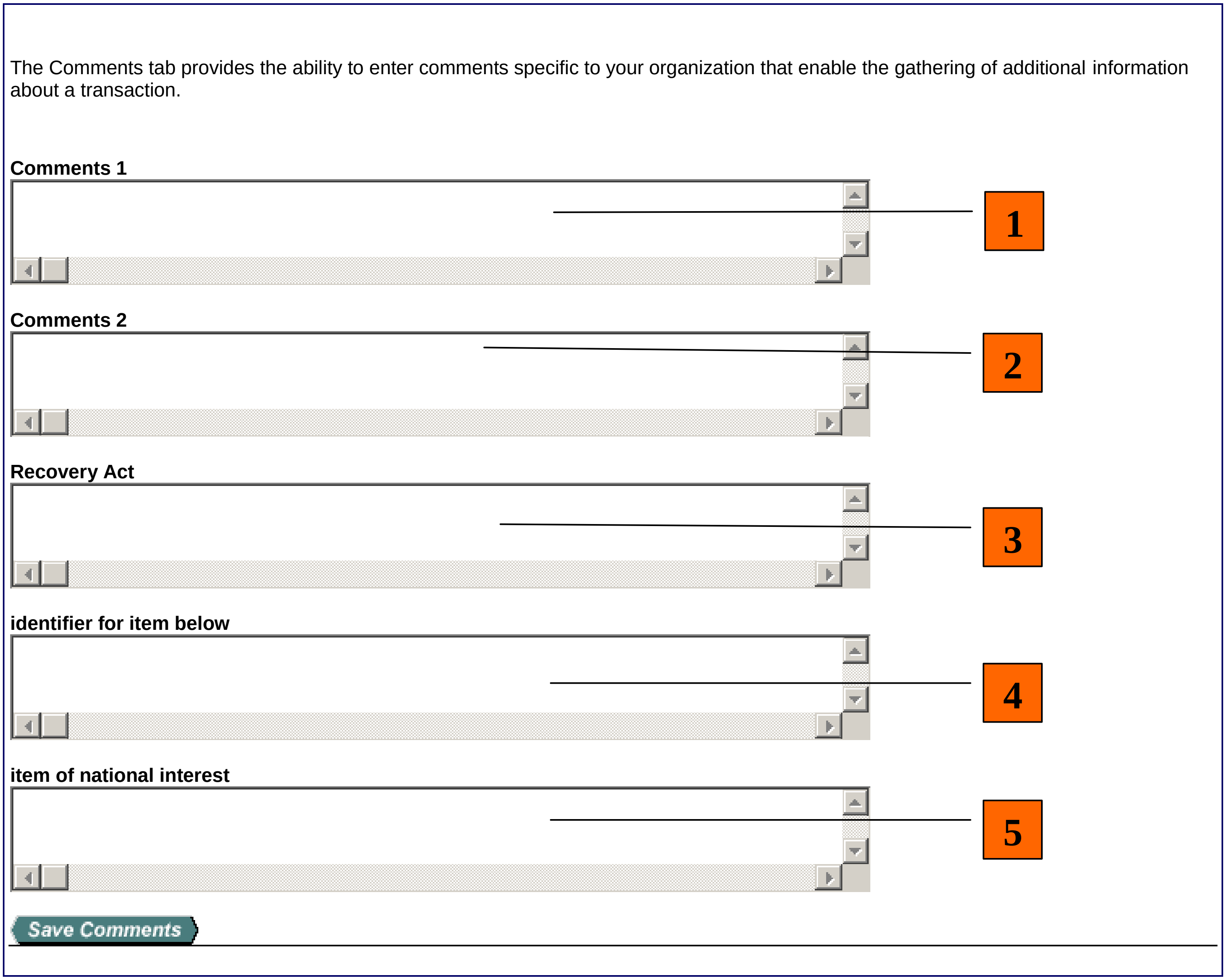


Transaction Detail: Continued



Note: The default Delphi Code for an account cannot contain an object class of 31xxx or 32xxx.

Transaction Detail: Comments Field(s)



1: Comment field that is forwarded to Delphi and utilized to document accountable property.

2: Not used or forwarded to Delphi.

3: Identifier for items purchased with Recovery Act funds.

4: Identify items purchased for national emergency in Comment Column 5 below.

5: Used as directed in times of national interest (National Emergency, etc). Identify the national emergency (ie Hurricane Katrina, etc)

Accountable Property

The FAA has special instructions regarding the comments fields within the Comments tab of Access Online transaction management. When allocating transactions in Access Online, adhere to the guidelines listed below. If applicable, the information required below should be entered into Comments 1. Comments 2, 3, and 4 are not forwarded to Delphi for processing; therefore will not be utilized in this process. Because of Delphi field limitations, comments should be limited to 60 characters (to include letters, numbers, and spaces).

1. Personal Property (Accountable Property) - $5000.00 and Greater with an exception to computers, laptop computers, and computer hard drives. External disk drives, USB flash drives and memory sticks (20gb and greater) Personal Data Assistants (PDA)/Blackberry, recording equipment, cameras, cell phones, pagers, two-way radios, calibrated test equipment, laboratory, medical equipment, vehicles (including special purpose), and trailers.

Please enter as a minimum:

1) Asset name
2) Asset cost (if one expenditure represents multiple assets, break out the cost associated with each individual asset)
3) The number of these items
4) The cost center of the custodian organization to whom the property will be assigned
5) Model/Serial number – if available
6) Cardholder’s last name
7) Vendor’s invoice number
8) Location of the asset(s), if known
9) Barcode number, if available

FAST guidance regarding purchase of non-expendable property states that documentation must be forwarded “to the appropriate property control manager/custodian for inclusion in the property inventory and management system in accordance with FAA Order 4650.21C. This ensures AITS is properly updated and maintained.

2. Personal Property (Non- Accountable Property) – $4,999.99 or Less

Please enter a description sufficient to describe the non-accountable items purchased so that the Materiel Specialists can confidently complete the items as 31408/non-accountable (i.e., multiple furniture items - all non-accountable, or multiple ADP equipment - all non accountable).

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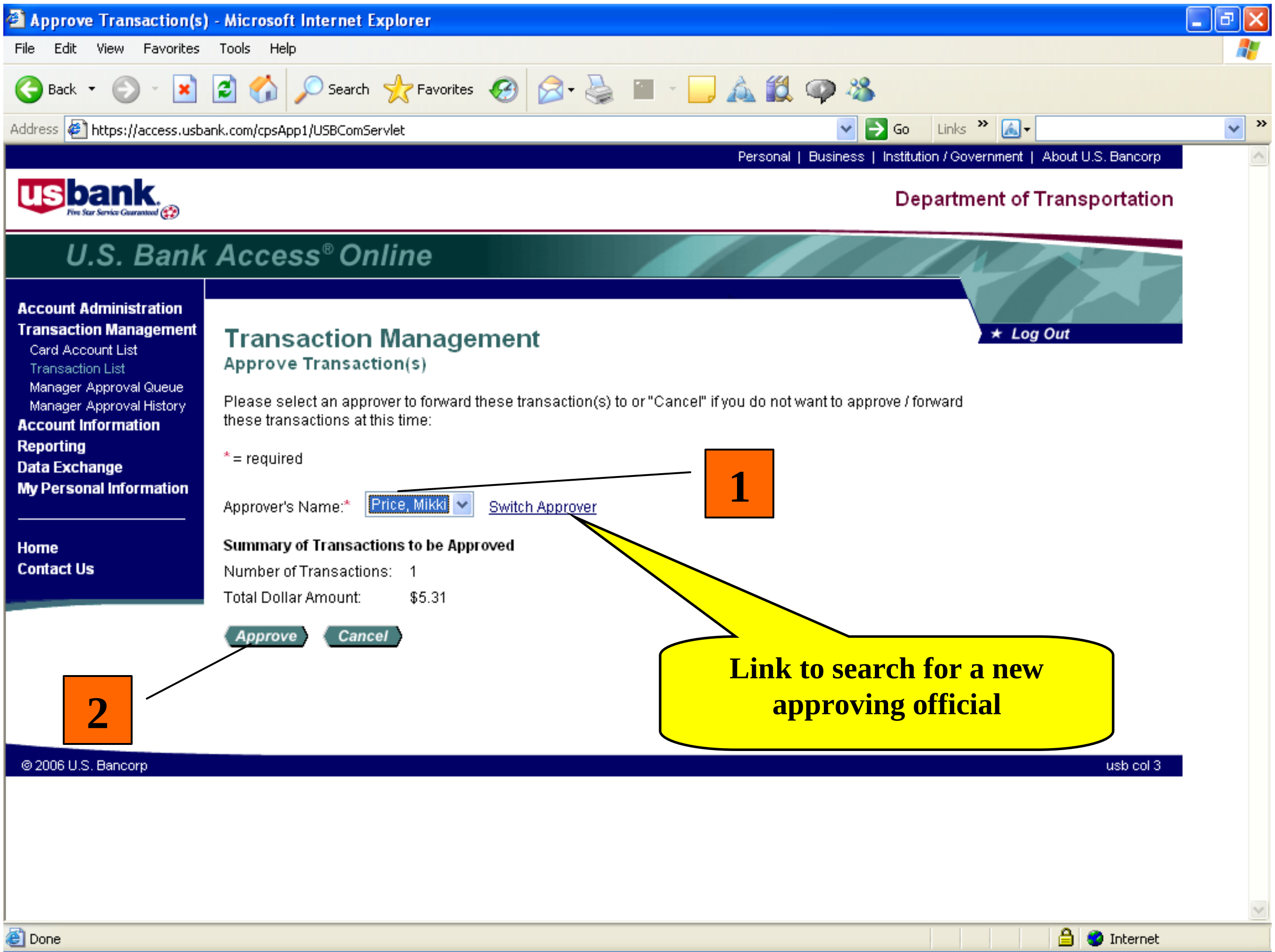
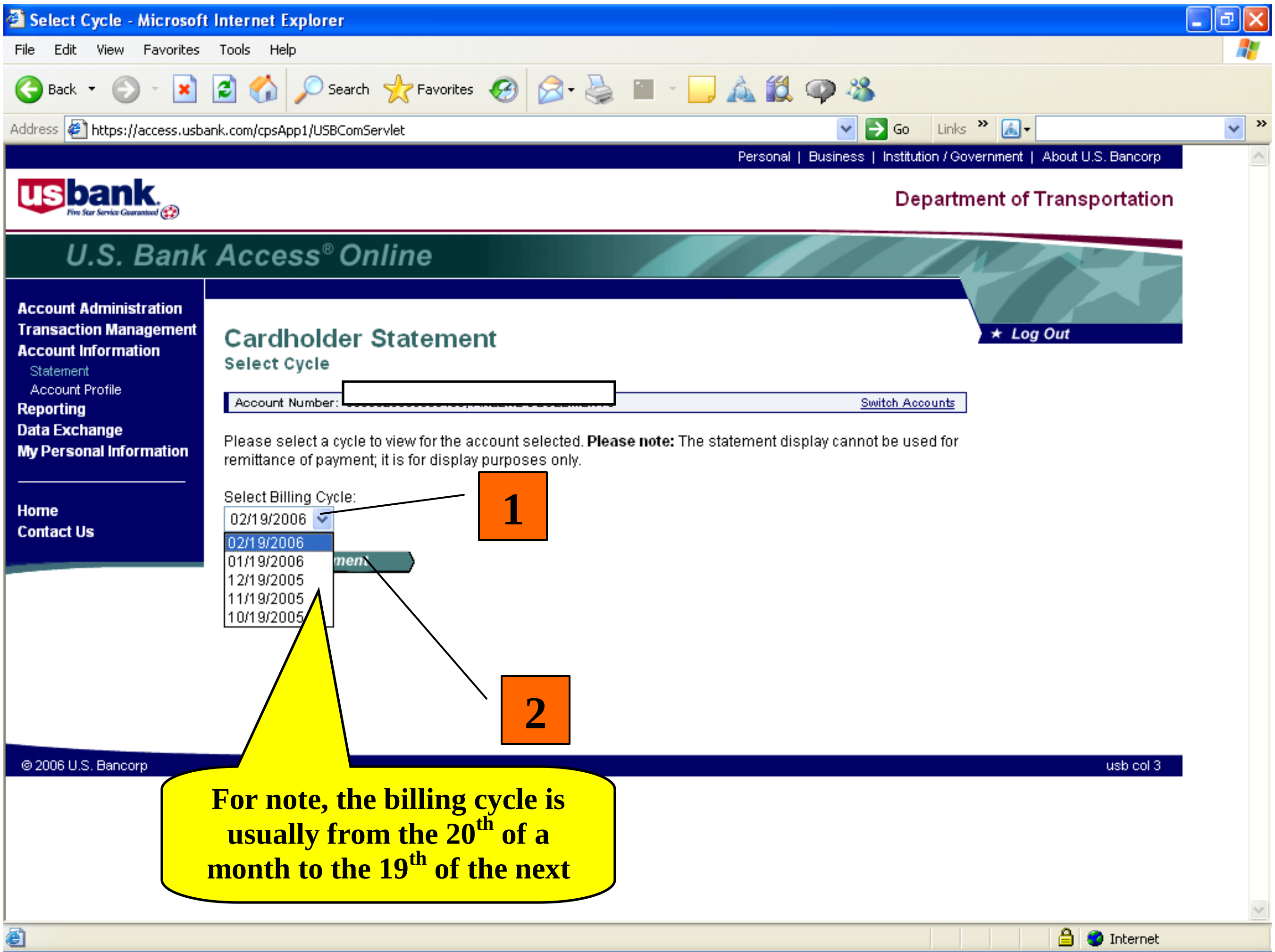
Approve



1: After the cardholder has selected the Approve button from the Card Account Summary with Transaction Detail screen or the Transaction Detail screen, the approving official the transaction(s) should go to must be selected from the dropdown.

2: Once the approving official is selected, simply click the Approve button.

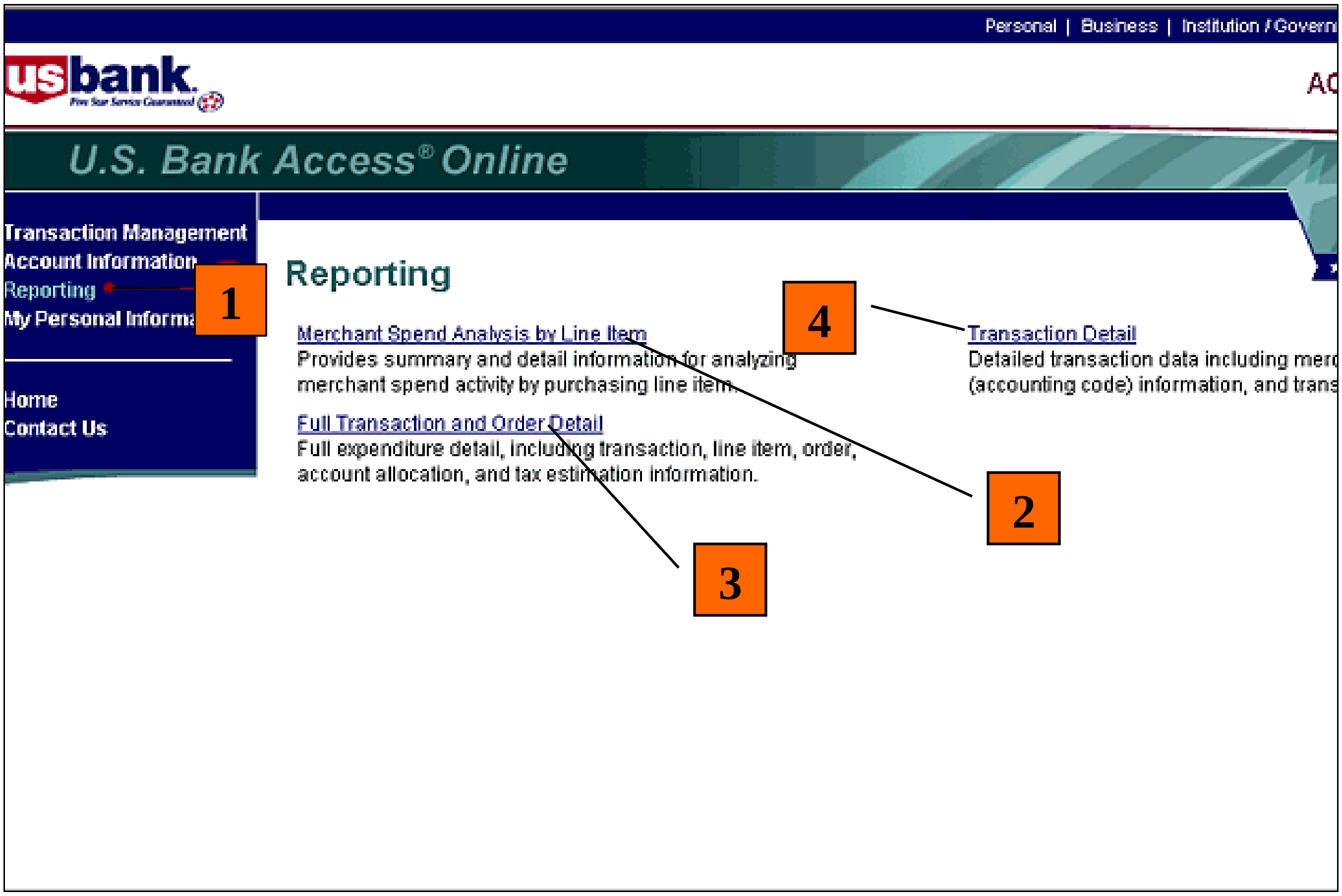
Account Information (Statements)



1: First select the billing cycle for the statement you want to download.

2: Click the View Statement button to download the statement in a PDF format.

Reporting



1: Link for system reports.

2: This report details purchasing activity done with specific vendors or types of vendors.

3: Report that reveals all available information for purchases done with the purchase card.

4: Report that will detail basic information regarding purchases, applicable vendors, associated allocations, and related comments.

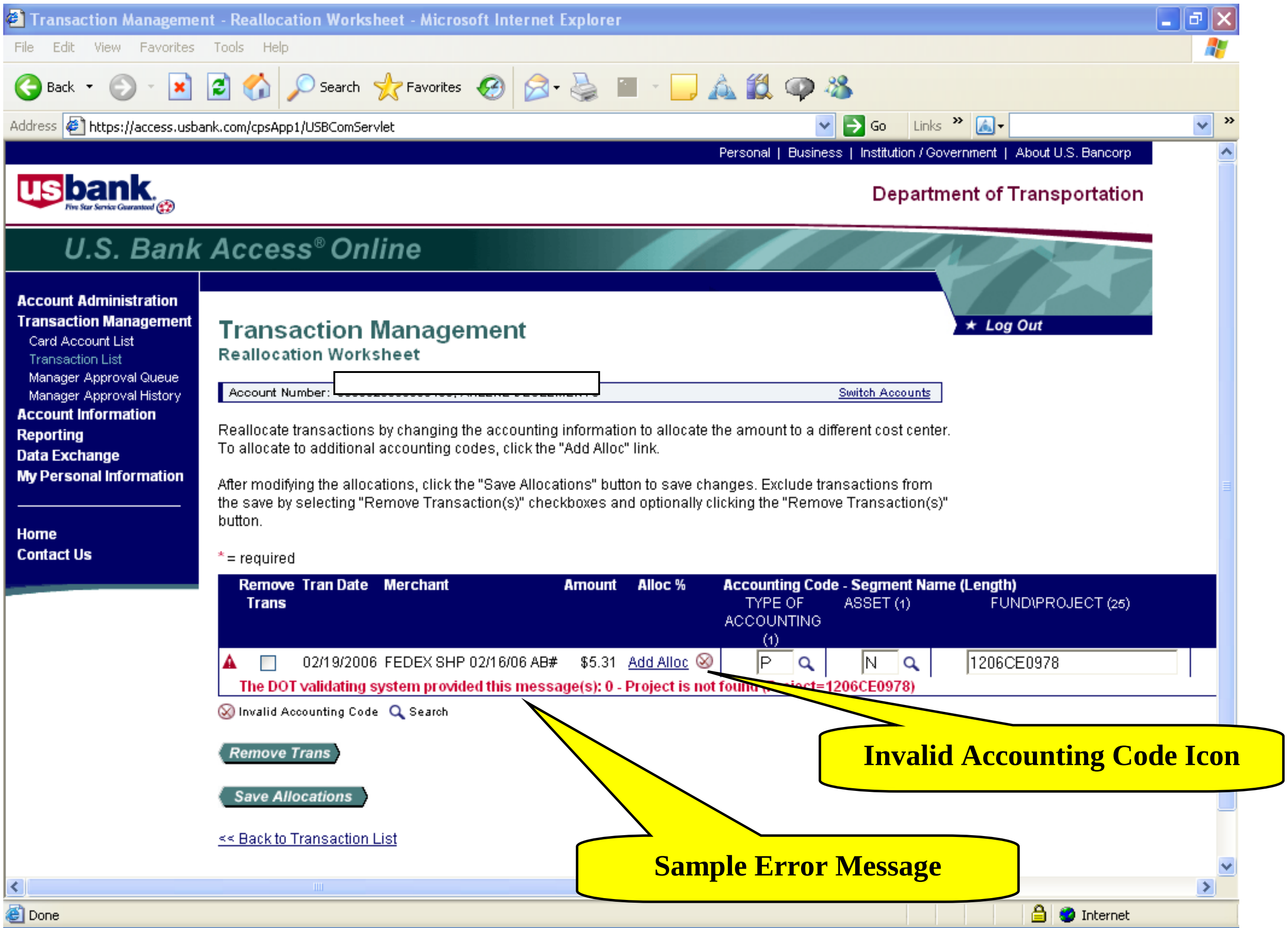
Error Messages

All accounting codes entered into Access Online are validated against the existing values and code combinations residing on the Delphi tables. The following error messages will be proceeded by the statement "The DOT validating system...". If error messages arise, confirm the Delphi Code through the reviewer/budget analyst or source of the code to ensure that the problem is not the code itself.

Message Number	Error Message
405	Project System is not APPROVED (Project=**v_project**,ProjectStatus=**v_project_status**,Project System Status=**v_project_system_status**)
406	Expenditure Date is not valid for Project Start and End dates (Expenditure Date=**v_in_pay_end_date**,Project=**v_project**,Start Date=**v_start_date**,End Date=**v_end_date**)
411	Project is not found (Project=**v_project**)
414	Task is not a Chargeable Task (Project=**v_project**,Task=**v_task**)
415	Expenditure Date is not valid for Task Start and End dates (Expenditure Date=**v_in_pay_end_date**,Project=**v_project**,Task=**v_task**,Start Date=**v_start_date**,End Date=**v_end_date**)
417	Task is not found (Project=**v_project**,Task=**v_task**)
418	PA Expenditure Organization is inactive as of Expenditure Date (Expenditure Date=**p_in_exp_item_date**)
420	PA Expenditure Organization is no found (PA Expenditure Organization=**v_exp_org**)
421	PA Expenditure Type is inactive as of Expenditure Date (Expenditure Date=**p_in_exp_item_date**,PA Expenditure Type=**v_exp_type**,Start Date=**v_start_date**,End Date=**v_end_date**)
423	PA Expenditure Type is not found (PA Expenditure Type=**v_exp_type**)
426	RT2 entry is not found (Fund=**v_fund**, BLI=**v_bli**,Expenditure Organization=**v_exp_org**)
432	Unable to determine Budget Year (Fund=**IN_PRJ_EXP_TYP_ORG_FUND**)
436	AFF is Invalid (AFF=**v_account**,Reason=**v_aff_dflt_err_msg**)
436	AFF for Split is invalid (AFF=**v_account**,Reason=**v_aff_dflt_err_msg**)
499	Unable to determine PAY ENDING DATE for Defaulting
499	Project is not found (Project=**IN_PRJ_EXP_TYP_ORG_FUND**,SQLCODE=**SQLCODE**)
499	Unhandled Exception (Project=**v_project**,SQLCODE=**SQLCODE**)
499	PA Expenditure Type is not found (PA Expenditure Type=**v_exp_type**,SQLCODE=**SQLCODE**)
499	PA Expenditure Organization is not found (PA Expenditure Organization=**v_exp_org**,SQLCODE=**SQLCODE**)
499	Unable to obtain Agency Information in XXDP_00_COMMON_EDITS_MODULE
499	Unable to determine Budget Year (Project=**IN_PRJ_EXP_TYP_ORG_FUND**,Fund=v_project_fund,SQLCODE=**SQLCODE)**
499	Task is not found (Project=**v_project**,Task=**v_task**,SQLCODE=**SQLCODE**)

Error messages that do not begin with "The DOT validating system..." are probably not associated with the accounting string. Resolution of errors not associated with the accounting string begins with contacting the US Bank Customer Service department.

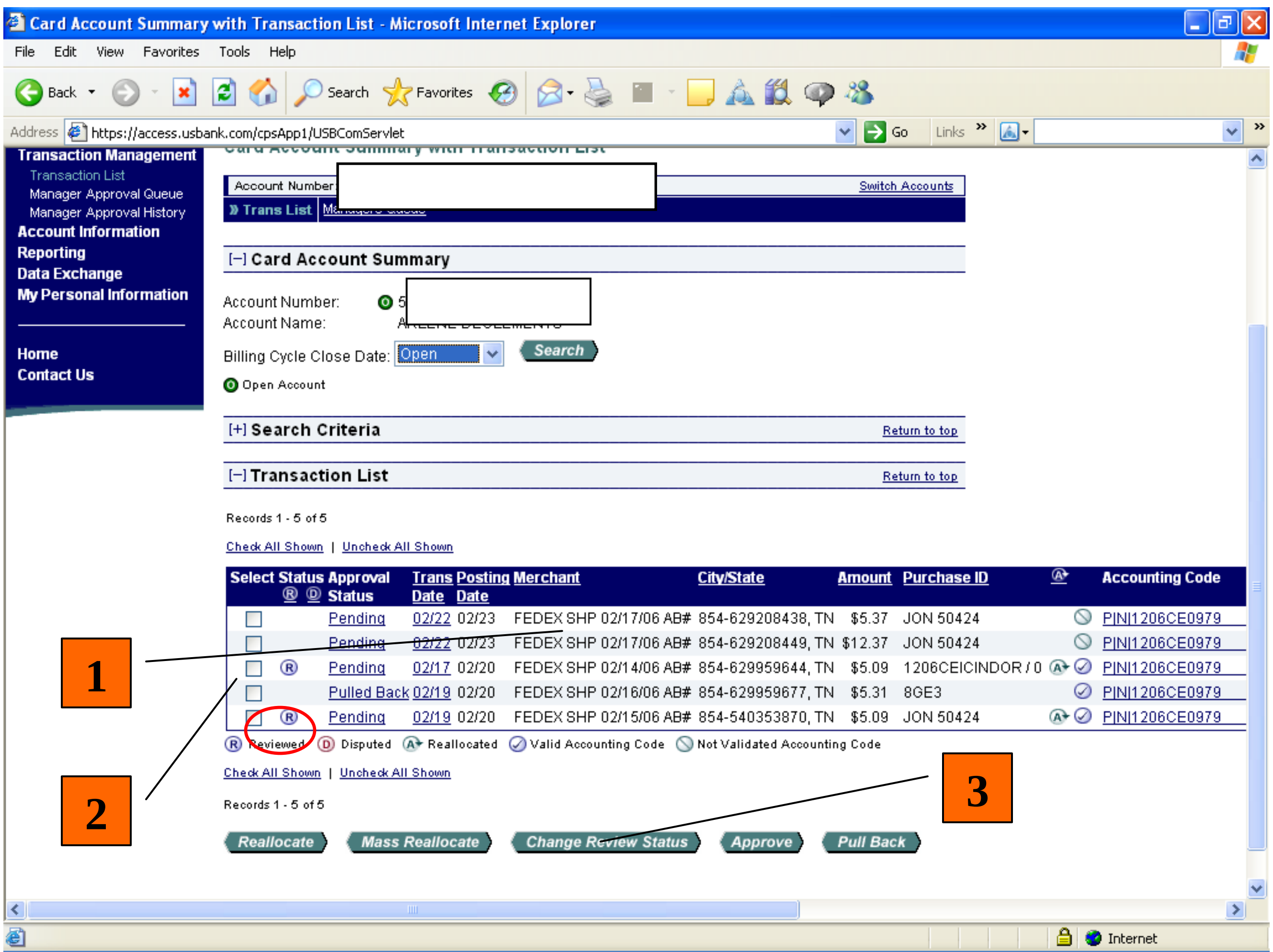
Sample Error Message



Reviewer/Budget Analyst

When a reviewer or budget analyst is utilized in the approval process by a LOB, the procedures a cardholder follows is minimized. When a reviewer/budget analyst is added to the process, the cardholder simply has to review and note the reviewed status on each transaction. The allocations and any required completion of comment fields are done by the reviewer/budget analyst in this scenario. After completion of the re-allocations, the reviewer/budget analyst selects the "Change Review Status" button. The reviewer/budget analyst then notifies the cardholder by email/phone that the actions are ready for cardholder approval. NOTE: The reviewer must not hit the "Forward" button to forward transactions to the approving official. Hitting the "Forward" button indicates approval of the transactions. Only the cardholder can approve transactions.

The cardholder's required actions when a reviewer/budget analyst is included in the process by the LOB are below.



1: Review each transaction to ensure it is not fraudulent and of the appropriate amount.

2: Select the valid transaction after review by clicking the Select box next to the corresponding transaction.

3: Click the Change Review Status to note the transaction as reviewed. Once done, an icon will appear as circled above. Notify the cardholders by phone or email that transactions are ready for their approval.