



Federal Aviation  
Administration

# U.S. Bank<sup>®</sup> Access Online Supplemental Agency Training

## Cardholder Version



August, 2011

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## **Resources**

### **Websites**

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

### **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**

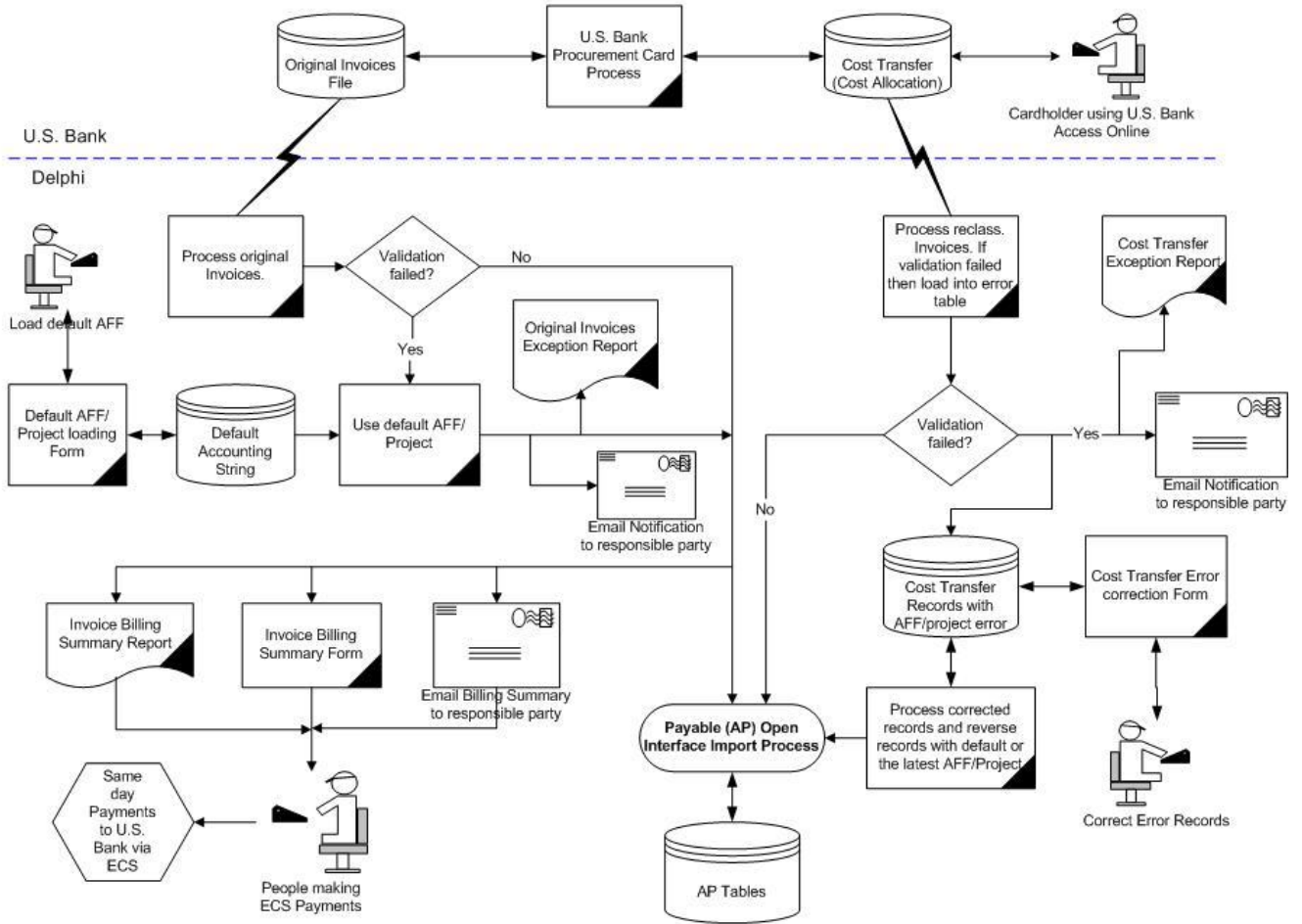
In US Bank Access Online, the terms Approval and Final Approval will be present on several of its screens. They are defined as:

**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:

<b>APC</b>
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

<b>Cardholder</b>
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

<b>Approving Official</b>
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

<b>Reviewer/Budget Analyst (If applicable or utilized)</b>
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.

	Client Entitlement Groups						
	APC Full	APC Full (Alternate)	APC View Only	APC View Only (Alternate)	Approving Official	Approving Official (Alternate)	CH Full
<b>Account Administration</b>							
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					
<b>Client Administration</b>							
Manage Accounting Code Controls							
Manage Values in Valid Values List	x	x					
<b>Data Exchange</b>							
Data Exchange Download	x	x	x	x	x	x	
<b>Reporting</b>							
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	
<b>Request Status</b>							
Delete CH Account Set up Request	x	x					
Manage Request Status Queue	x	x					
<b>Transaction Management</b>							
Reallocate / Comments	x	x			x	x	x
View / Review / Dispute	x	x	x	x	x	x	x
<b>User Administration</b>							
Manage Personal Information	x	x	x	x	x	x	x

Functionality for Materiel/Mass Additions personnel as well

Functionality for Reviewer/Budget Analyst as well

## US Bank Access Online Login Page

The image shows a screenshot of the US Bank Access Online login page in a Microsoft Internet Explorer browser window. The browser's address bar displays <https://access.usbank.com/>. The page features the US Bank logo and the text "U.S. Bank Access® Online". Below the header, there is a "Welcome to Access Online!" message and a form for logging in. The form includes fields for "Organization Short Name", "User ID", and "Password", followed by a "Login" button. There are also links for "Forgot your password?" and "Register Online". The footer of the page shows "© 2006 U.S. Bancorp".

Yellow callout boxes provide the following annotations:

- https://access.usbank.com**: Points to the address bar.
- DOT**: Points to the period in the "Organization Short Name" field.
- Note Below**: Points to the "Password" field.
- Use this link to reset passwords**: Points to the "Forgot your password?" link.
- Cardholders use this link to register their account and choose a user name and password for Access Online**: Points to the "Register Online" link.

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

The screenshot shows the U.S. Bank Access Online interface. The browser title is "Welcome To Access Online - Microsoft Internet Explorer". The address bar shows "https://access.usbank.com/cpsApp1/USBComServlet". The page header includes the U.S. Bank logo and "Department of Transportation". The main navigation menu on the left contains the following items: Transaction Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area features a "Message from U.S. Bank" with a "Welcome!" message and a "Message from Department of Transportation" regarding purchase card holders and FedEx shipping. The right sidebar includes a "Log Out" link and an "Account Activity" section with a "Select an Account" dropdown menu. Four orange callout boxes with numbers 1, 2, 3, and 4 are overlaid on the page, pointing to the following links in the navigation menu: 1 points to "Transaction Management", 2 points to "Account Information", 3 points to "Reporting", and 4 points to "My Personal Information".

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

**2:** Use to retrieve statements.

**3:** Use to run system reports on account activity.

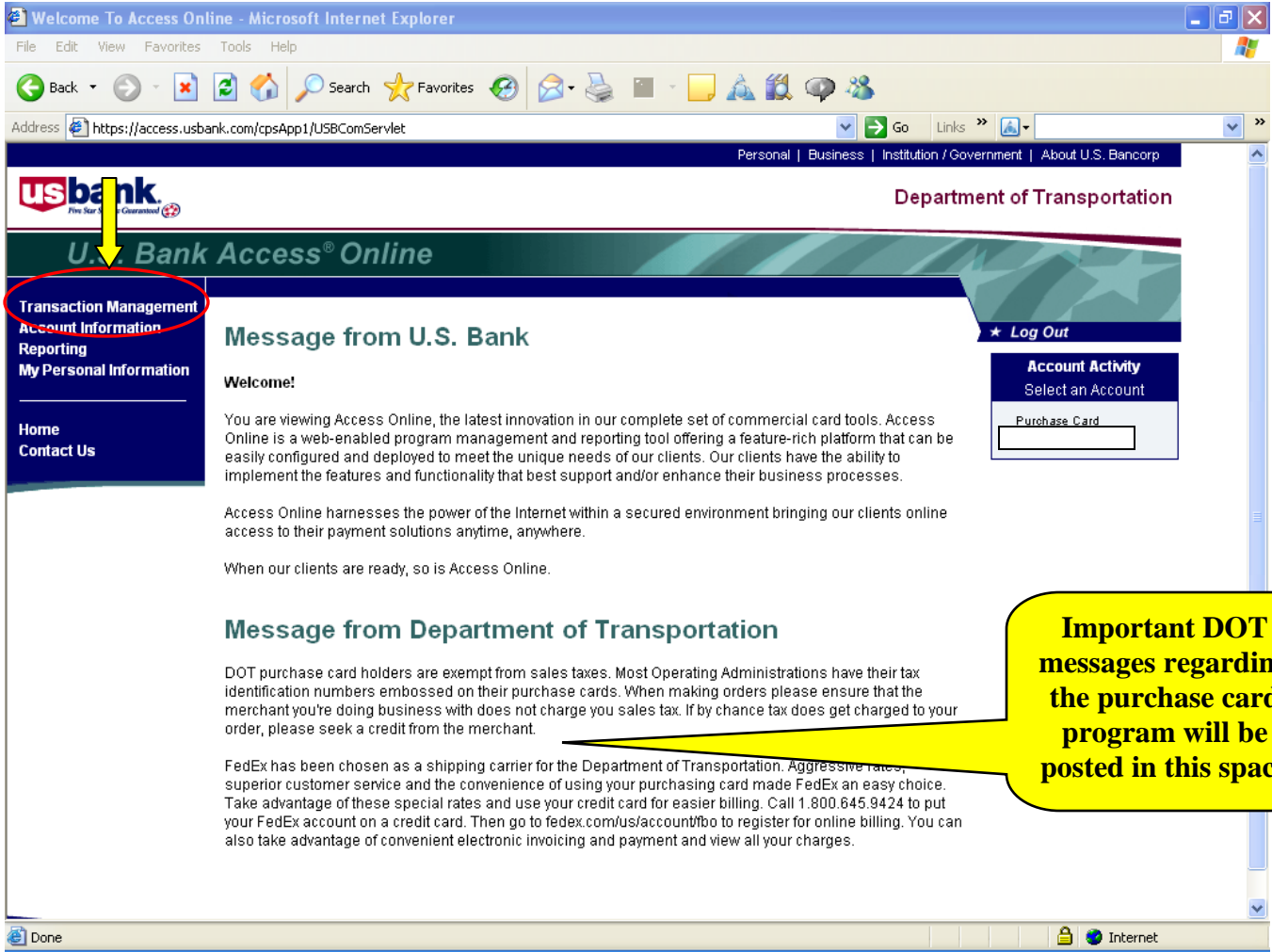
**4:** Use to update personal information; however the contact information on the account itself (address, phone, etc) is not changed using this link. Requests for account changes must be made to your applicable Agency Program Coordinator (APC).

# 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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the U.S. Bank Access Online Transaction Management page. The address bar shows the URL: <https://access.usbank.com/cpsApp1/USBComServlet>. The page features a navigation menu on the left with the following items: Transaction Management, Transaction List, Account Information, Reporting, My Personal Information, Home, and Contact Us. The 'Transaction List' link is circled in red, and a yellow arrow points to it. The main content area displays the 'Transaction Management' heading and the 'Transaction List' link, which is also circled in red. Below the link, the text reads: 'View, review, allocate/reallocate and add comments to transaction information.' The page also includes a 'Log Out' link in the top right corner. The footer contains the text '© 2005 U.S. Bancorp' and 'usb col 6'.

## Card Account Summary with Transaction List

The screenshot shows the U.S. Bank Access Online interface. The main heading is "Transaction Management" with the sub-heading "Card Account Summary with Transaction List". There are input fields for "Account Number:" and "Account Name:". Below these is a "Billing Cycle End Date:" dropdown menu currently set to "Open", which is circled in red. A yellow arrow points from the "Card Account Summary" section to this dropdown. A "Search" button is next to the dropdown. Below the search area are sections for "Search Criteria" and "Transaction List". The "Transaction List" section shows a table header with columns: Select, Status, Approval Status, Trans Date, Posting Date, Merchant, City/State, Amount, Purchase ID, and Accounting Code. The table content is empty, displaying the message: "No transactions were found. Please change the search criteria and search again."

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 - Microsoft Internet Explorer

Address: https://access.usbank.com/cpsApp1/USBComServlet

### Card Account Summary with Transaction List

Account Number: [input] [Switch Accounts](#)

**Trans List** | [Managers Queue](#)

**[-] Card Account Summary**

Account Number: [input]  
Account Name: [input]  
Billing Cycle Close Date: Open [Search](#)

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	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending	02/19	02/20	FEDEX SHP	02/16/06 AB#	854-629959677, TN	\$5.31	8GE3	<input checked="" type="checkbox"/> PIN1206CE0979 100.WB4010 ICE8GI
<input type="checkbox"/>	Pending	02/19	02/20	FEDEX SHP	02/15/06 AB#	854-540353870, TN	\$5.09	JON 50424	<input checked="" type="checkbox"/> PIN1206CE0979 100.WB4010 ICE8GI
<input type="checkbox"/>	Pending	02/17	02/20	FEDEX SHP	02/14/06 AB#	854-629959644, TN	\$5.09	1206CEICINDOR / 0	<input checked="" type="checkbox"/> PIN1206CE0979 100.WB4010 ICE8GI

Reviewed  Disputed  Reallocated  Valid Accounting Code

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

Records 1 - 3 of 3

[Reallocate](#) [Mass Reallocate](#) [Change Review Status](#) [Approve](#) [Pull Back](#)

usb col 4

Internet

**Delphi Code**

**System Icons**

**Indicates the Delphi Code is Valid**

## Card Account Summary with Transaction List: Continued

**Select the Delphi Code link to view Transaction Detail, allocate, and complete applicable comment fields for a particular transaction**

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting
<input type="checkbox"/>	Pending	02/19	02/20	FEDEX SHP	02/16/06 AB# 854-629959677, TN	\$5.31	8GE3	PINI1206CE0979	100.WB4010 ICE8GI
<input type="checkbox"/>	Pending	02/19	02/20	FEDEX SHP	02/15/06 AB# 854-540353870, TN	\$5.09	JON 50424	PINI1206CE0979	100.WB4010 ICE8GI
<input type="checkbox"/>	Pending	02/17	02/20	FEDEX SHP	02/14/06 AB# 854-629959644, TN	\$5.09	1206CEICINDOR / 0	PINI1206CE0979	100.WB4010 ICE8GI

Reviewed  Disputed  Reallocated  Valid Accounting Code

**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)

Department of Transportation

Access® Online

### Transaction Management

Reallocation Worksheet

Account Number: 55684 [Switch Accounts](#)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Remove Trans	Tran Date	Merchant	Amount	Alloc %	Accounting Code - Segment N	(length)	
					TYPE OF ASSET / ACCOUNTING		FUND/PROJECT (25) BPACTASK (25)
<input type="checkbox"/>	02/19/2006	FEDEX SHP 02/16/06 AB#	\$5.31	<a href="#">Add Alloc</a>	P	N	1206CE0979 00.WB4010

Valid Accounting Code  Search

[Remove Trans](#)

[Save Allocations](#)

[Back to Transaction List](#)

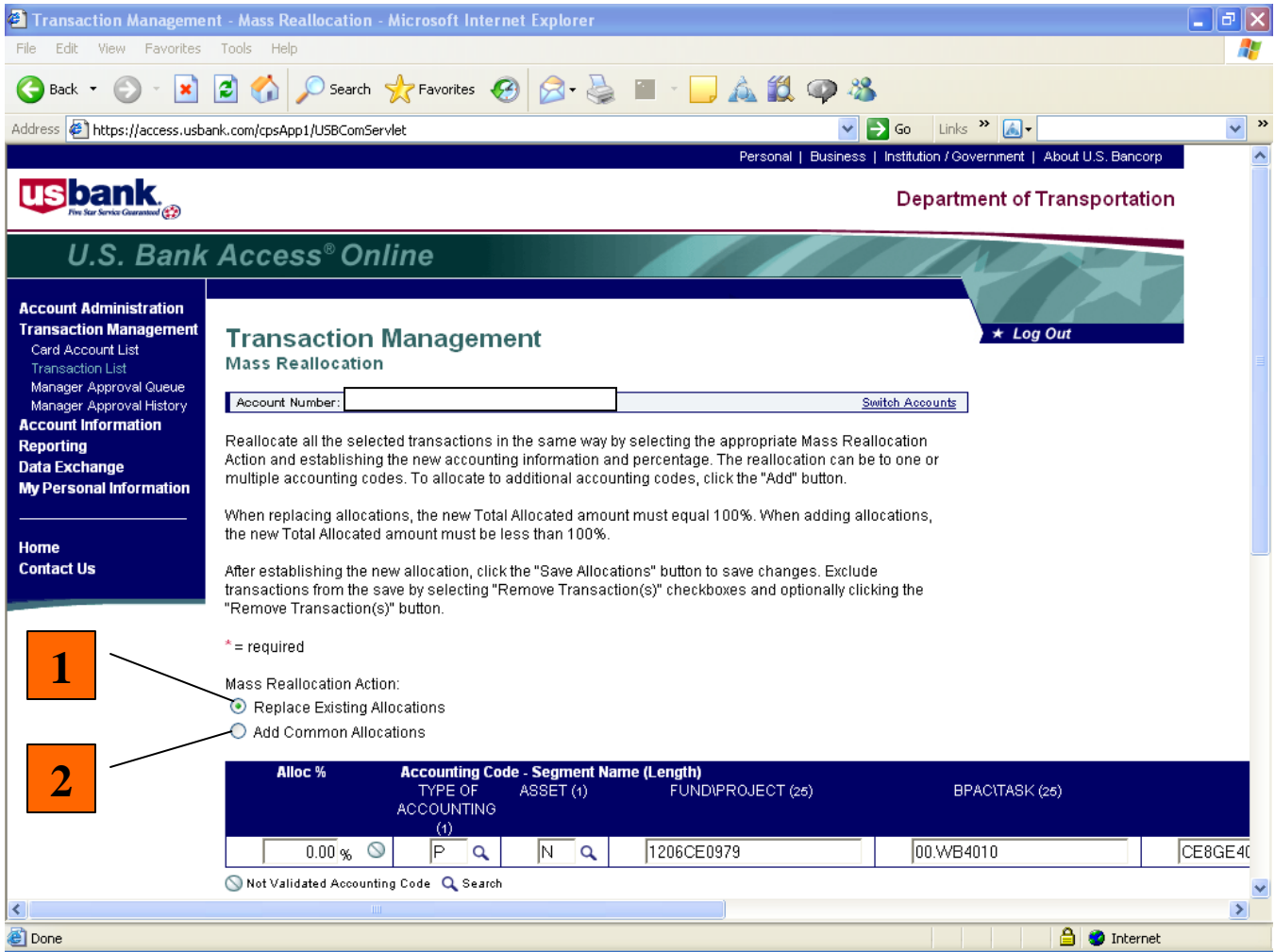
usb col 6

Done Internet

**The P and N remain constant in the Delphi Code and will not be changed**

**After making appropriate changes, select the Save Allocations 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.

## Mass Reallocation: Continued

Transaction Management - Mass Reallocation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://access.usbank.com/cpsApp1/USBComServlet>

Mass Reallocation Action:

Replace Existing Allocations

Add Common Allocations

Alloc %	Accounting Code - Segment Name (Length)			
	TYPE OF ACCOUNTING	ASSET (1)	FUNDPROJECT (25)	BPACTASK (25)
0.00 %	P	N	1206CE0979	00.WB4010   CE8GE40000   32010   12882A0000   2E04CC

Not Validated Accounting Code

Total Allocated: 0.00 % Additional Allocation(s): 1 **Add**

**Save Allocations**

**Selected Transaction List**

Transactions that will be effected by the action taken above

**Summary**

Total Number of Transactions: 3

Total Dollar Amount: 15.49

**Detail of Selected Transactions**

Remove	Tran Date	Merchant	Amount	Accounting Code
<input type="checkbox"/>	02/19/2006	FEDEX SHP 02/16/06 AB#	\$5.31	<input checked="" type="checkbox"/> PIN 1206CE0979  00.WB4010  CE8GE40000  32010  12882A0000 2E04CC
<input type="checkbox"/>	02/19/2006	FEDEX SHP 02/15/06 AB#	\$5.09	<input checked="" type="checkbox"/> PIN 1206CE0979  00.WB4010  CE8GE40000  32010  12882A0000 2E04CC
<input type="checkbox"/>	02/17/2006	FEDEX SHP 02/14/06 AB#	\$5.09	<input checked="" type="checkbox"/> PIN 1206CE0979  00.WB4010  CE8GE40000  32010  12882A0000 2E04CC

Valid Accounting Code

**Remove Trans**

**The total allocation must equal 100%**

**Details what transactions are being included in the mass allocation**

# Mass Reallocation: Continued

Are You Sure? - Microsoft Internet Explorer

Address: https://access.usbank.com/cpsApp1/USBComServlet

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

**usbank** Department of Transportation

U.S. Bank Access® Online

**Account Administration**  
**Transaction Management**  
Card Account List  
Transaction List  
Manager Approval Queue  
Manager Approval History  
**Account Information**  
**Reporting**  
Data Exchange  
My Personal Information

Home  
Contact Us

### Are You Sure?

You have chosen to Replace all selected transaction allocations with the same common allocation(s). This will effect 4 transactions totaling \$20.64. The following will replace each selected transaction allocation.

Alloc %	Accounting Code
100.00%	PJN 1206CE0979 00.WB4010 CE8GE40000 31000 12882A0000 2E04CC

The DOT validating system provided this message(s): 0 - OK

Scroll down to review what the selected transactions would look like with the change applied.

Are you sure you want to change these allocations?

#### Detail of Changed Transactions

Tran Date	Merchant	Amount	Accounting Code
02/19/2006	FEDEX SHP 02/15/06 AB#	\$5.09	PJN 1206CE0979 00.WB4010 CE8GE40000 31000 12882A0000 2E04CC
02/17/2006	FEDEX SHP 02/14/06 AB#	\$5.09	PJN 1206CE0979 00.WB4010 CE8GE40000 31000 12882A0000 2E04CC
02/16/2006	FEDEX SHP 02/13/06 AB#	\$5.09	PJN 1206CE0979 00.WB4010 CE8GE40000 31000 12882A0000 2E04CC
02/16/2006	FEDEX SHP 02/13/06 AB#	\$5.37	PJN 1206CE0979 00.WB4010 CE8GE40000 31000 12882A0000 2E04CC

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Done Internet

Message indicating the new Delphi Code(s) are valid

Since multiple transactions are involved in a mass reallocation, the system confirms the action

Transactions involved in the mass reallocation

# Transaction Detail

Transaction Management - Allocations Tab - Microsoft Internet Explorer

Address: https://access.usbank.com/cpsApp1/USBComServlet

### Transaction Detail

Account Number: [ ] [Switch Accounts](#)

[Trans List](#) [Managers Queue](#)

#### Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
Reviewed	02/19	02/20	FEDEX SHP 02/16/06 AB#	854-629959677, TN	\$5.31	8GE3	PJN 1206CE0979 00.WB4010 CE8GE40000 32010 12882A0000 2E0

Reviewed Disputed Reallocated

Summary Allocations Transaction Line Items User Line Items Tax Data 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

Remove	Amount	Percent	Accounting Code - Segment Name (Length)				
			TYPE OF ACCOUNTING (1)ASSET (1)	FUND\PROJECT (25)	BPACITASK (25)	ORG\EXPEN	
	\$ 5.31 or 100.00 %		P	N	1206CE0979	00.WB4010	CE8GE

Valid Accounting Code Search

[Remove](#)

Total Allocated: 5.31 100.00 %

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](#)

Tabs used to view additional transaction information

A transaction may be split up into a maximum of 99 line items

The amount of the allocation can be determined by using dollar amounts or percentages of the transaction amount

## Transaction Detail: Continued

Transaction Management - Allocations Tab - Microsoft Internet Explorer

Address: <https://access.usbank.com/cpsApp1/USBComServlet>

0 | 32010 | 12882A0000 | 2E04CC

ORGEXPENDITURE ORG (60)	OBJECT CLASS	EXP TYP (6)	FUTURE 1	FUND OVERRD (10)	FUTURE 2	BLI OVERRD (10)
<input type="text" value="CE8GE40000"/>	<input type="text" value="32010"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="12882A0000"/>	<input type="text" value=""/>	<input type="text" value="2E04CC"/>

**Remainder of Delphi Code**

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

**Transaction Detail: Comments Field(s)**

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

**Comments 1**

Text input field with a scroll bar and a vertical dropdown menu on the right. A line connects the right side of the field to an orange box containing the number 1.

**Comments 2**

Text input field with a scroll bar and a vertical dropdown menu on the right. A line connects the right side of the field to an orange box containing the number 2.

**Recovery Act**

Text input field with a scroll bar and a vertical dropdown menu on the right. A line connects the right side of the field to an orange box containing the number 3.

**identifier for item below**

Text input field with a scroll bar and a vertical dropdown menu on the right. A line connects the right side of the field to an orange box containing the number 4.

**item of national interest**

Text input field with a scroll bar and a vertical dropdown menu on the right. A line connects the right side of the field to an orange box containing the number 5.

**Save Comments**

- 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).

## Approve

The screenshot shows the 'Approve Transaction(s)' page in Microsoft Internet Explorer. The browser address bar shows <https://access.usbank.com/cpsApp1/USBComServlet>. The page header includes the U.S. Bank logo and 'Department of Transportation'. The main content area is titled 'Transaction Management Approve Transaction(s)'. It contains the following elements:

- A navigation menu on the left with categories: Account Administration, Transaction Management, Account Information, Reporting, Data Exchange, and My Personal Information.
- A 'Log Out' link in the top right corner.
- Text: '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:'. Below this is a note '\* = required'.
- A dropdown menu for 'Approver's Name' currently showing 'Price, Mikki' and a 'Switch Approver' link next to it. A yellow callout box points to this link with the text 'Link to search for a new approving official'.
- A 'Summary of Transactions to be Approved' section showing:
  - Number of Transactions: 1
  - Total Dollar Amount: \$5.31
- 'Approve' and 'Cancel' buttons at the bottom of the main content area.

Two orange boxes with numbers 1 and 2 are overlaid on the page. Box 1 points to the 'Switch Approver' link, and box 2 points to the 'Approve' button.

**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)

Select Cycle - Microsoft Internet Explorer

Address: https://access.usbank.com/cpsApp1/USBComServlet

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

**usbank** Department of Transportation

U.S. Bank Access® Online

**Account Administration**  
**Transaction Management**  
**Account Information**  
 Statement  
 Account Profile  
**Reporting**  
 Data Exchange  
 My Personal Information

Home  
Contact Us

**Cardholder Statement**  
 Select Cycle

Account Number:  [Switch Accounts](#)

Please select a cycle to view for the account selected. **Please note:** The statement display cannot be used for remittance of payment, it is for display purposes only.

Select Billing Cycle:

- 02/19/2006
- 02/19/2006
- 01/19/2006
- 12/19/2005
- 11/19/2005
- 10/19/2005

View Statement

© 2006 U.S. Bancorp usb col 3

Internet

**1**

**2**

**For note, the billing cycle is usually from the 20<sup>th</sup> of a month to the 19<sup>th</sup> of the next**

- 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

The screenshot shows the U.S. Bank Access Online interface. At the top right, there are links for 'Personal | Business | Institution / Govern'. The U.S. Bank logo is on the left. Below the logo is the text 'U.S. Bank Access® Online'. A navigation menu on the left includes 'Transaction Management', 'Account Information', 'Reporting' (highlighted with a red arrow and a callout box labeled '1'), 'My Personal Informa', 'Home', and 'Contact Us'. The main content area is titled 'Reporting' and contains three links with descriptions:

- Merchant Spend Analysis by Line Item**: Provides summary and detail information for analyzing merchant spend activity by purchasing line item. (Callout box '4' points to this link)
- Full Transaction and Order Detail**: Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information. (Callout box '3' points to this link)
- Transaction Detail**: Detailed transaction data including merc (accounting code) information, and trans. (Callout box '2' points to this link)

**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.

<b>Message Number</b>	<b>Error Message</b>
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

Transaction Management - Reallocation Worksheet - Microsoft Internet Explorer

Address: https://access.usbank.com/cpsApp1/USBComServlet

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**usbank** Department of Transportation

U.S. Bank Access® Online

**Account Administration**  
**Transaction Management**  
 Card Account List  
 Transaction List  
 Manager Approval Queue  
 Manager Approval History  
**Account Information**  
**Reporting**  
**Data Exchange**  
**My Personal Information**

Home  
Contact Us

**Transaction Management**  
**Reallocation Worksheet**

Account Number:  [Switch Accounts](#)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

\* = required

Remove Trans	Tran Date	Merchant	Amount	Alloc %	Accounting Code - Segment Name (Length)
<input type="checkbox"/>	02/19/2006	FEDEX SHP 02/16/06 AB#	\$5.31	<a href="#">Add Alloc</a>	P ASSET (1) FUNDPROJECT (25) (1) N 1206CE0978

**The DOT validating system provided this message(s): 0 - Project is not found for project=1206CE0978**

Invalid Accounting Code Search

[Remove Trans](#)

[Save Allocations](#)

[Back to Transaction List](#)

Done Internet

**Invalid Accounting Code Icon**

**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.

Card Account Summary with Transaction List - Microsoft Internet Explorer

Address: https://access.usbank.com/cpsApp1/USBComServlet

Transaction Management  
Transaction List  
Manager Approval Queue  
Manager Approval History

Account Information  
Reporting  
Data Exchange  
My Personal Information

Home  
Contact Us

Account Number: [Redacted] Switch Accounts

Trans List

[-] Card Account Summary

Account Number: [Redacted]  
Account Name: [Redacted]  
Billing Cycle Close Date: Open Search

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	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending		02/22	02/23	FEDEX SHP 02/17/06 AB#	854-629208438, TN	\$5.37	JON 50424	PIN11206CE0979
<input type="checkbox"/>	Pending		02/22	02/23	FEDEX SHP 02/17/06 AB#	854-629208449, TN	\$12.37	JON 50424	PIN11206CE0979
<input checked="" type="checkbox"/>	Pending		02/17	02/20	FEDEX SHP 02/14/06 AB#	854-629959644, TN	\$5.09	1206CEICINDOR / 0	PIN11206CE0979
<input type="checkbox"/>	Pulled Back		02/19	02/20	FEDEX SHP 02/16/06 AB#	854-629959677, TN	\$5.31	8GE3	PIN11206CE0979
<input checked="" type="checkbox"/>	Pending		02/19	02/20	FEDEX SHP 02/15/06 AB#	854-540353870, TN	\$5.09	JON 50424	PIN11206CE0979

Reviewed  Disputed  Reallocated  Valid Accounting Code  Not Validated Accounting Code

Check All Shown | Uncheck All Shown

Records 1 - 5 of 5

- 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.