



Federal Aviation
Administration

U.S. Bank[®] Access Online

Supplemental Agency Training

Approving Official
Reviewer/Budget Analyst



August, 2011

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Resources

Websites

U.S. 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
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For Card Maintenance Issues: Regions & Mike Monroney Aeronautical Center	Team Line	(405) 954-7350
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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
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U.S. Bank Fraud Line	1 (800) 523-9078
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Introduction

In December of 2008, GSA awarded the SmartPay 2 contract to US Bank. The system provided by U.S. Bank for card administration is Access Online. U.S. Bank Access Online 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 U.S. 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 U.S. 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 U.S. Bank Access Online.

Roles and Responsibilities

Roles in U.S. Bank Access Online include:

APC
1. Complete U.S. 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 U.S. Bank Access Online
5. Maintain all other account information in U.S. Bank Access Online
6. Establish all users in U.S. Bank (Cardholders establish their own user name and password)
7. Maintain program hierarchies and their applicable users

Cardholder
1. Complete U.S. Bank Access Online system training
2. Adhere to all purchase card requirements established by FAST T3.2.6
3. Download statement from U.S. Bank Access Online and fulfill requirements established by FAST T3.2.6
4. Ensure each transaction posted in U.S. 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 U.S. Bank Access
7. Dispute transactions using U.S. Bank Access if they are believed to be erroneous
8. If the default Delphi Code in U.S. 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 U.S. Bank Access Online system training
2. Adhere to all purchase card requirements established by FAST T3.2.6
3. Approve U.S. 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 U.S. 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 U.S. 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
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

Functionality for Materiel/Mass Additions personnel as well

Functionality for Reviewer/Budget Analyst as well

U.S. Bank Access Online Login Page

The image shows a screenshot of the U.S. 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 U.S. Bank logo and the heading "U.S. Bank Access® Online". Below the heading, there is a "Welcome to Access Online!" message and a login form with the following fields: "Organization Short Name:", "User ID:", and "Password:". A "Login" button is positioned below the form. There are also links for "Forgot your password?" and "Register Online". The footer of the page includes the copyright notice "© 2006 U.S. Bancorp".

Yellow callout boxes highlight the following elements:

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

U.S. Bank Access[®] Online

Account Administration
Transaction Management
Account Information
Reporting
Data Exchange
My Personal Information

Home
Contact Us

Message from U.S. Bank

Welcome!

You are viewing AccessOnline, the latest innovation in our complete set of comprehensive card tools. AccessOnline is a web-enabled program management and reporting tool offered on a secure-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.

AccessOnline 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 AccessOnline.

Message from Department of Transportation

DOT purchase card holders are exempt from sales taxes. Most Open Order Administrations have their tax identification numbers embossed on their purchase cards. When merchants please ensure that the merchant you're doing business with does not charge you sales tax. If a sales tax does get charged to your order, please seek a credit from the merchant.

FedEx has been chosen as a shipping carrier for the Department of Transportation. Aggressive rates, superior customer service and the convenience of using your purchase card made FedEx an easy choice. Take advantage of these special rates and use your credit card for billing. Call 1.800.645.9424 to put your FedEx account on a credit card. Then go to fedex.com/us/account/tbo to register for online billing. You can also take advantage of convenient electronic invoicing and payment and view all your charges.

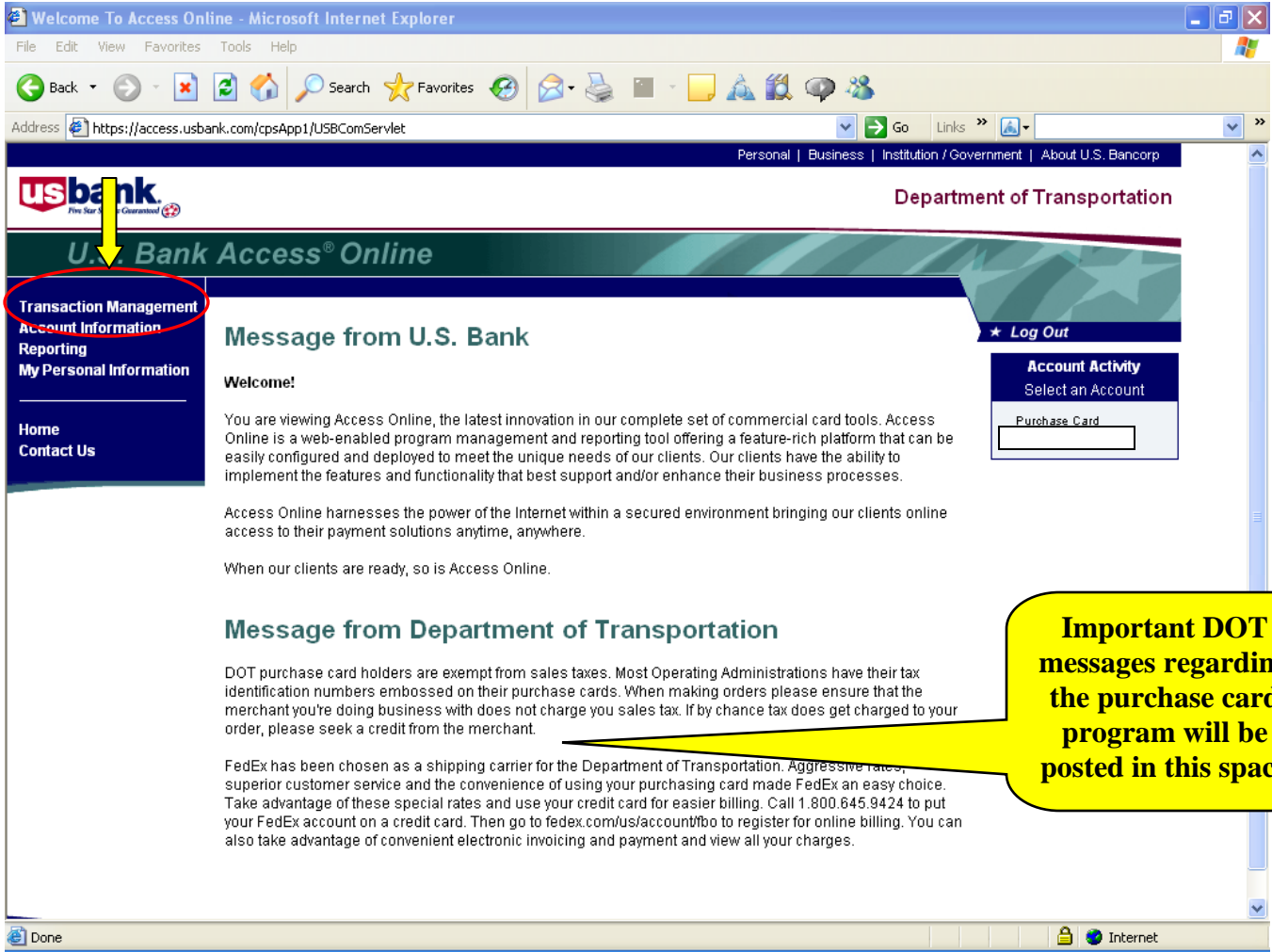
- 1:** Use to unlock a cardholder's account if issues arise during online registration.
- 2:** Use to allocate, reallocate, comment, and approve transactions.
- 3:** Use to retrieve statements.
- 4:** Use to run system reports on account activity.
- 5:** Used by APCs for download of bank data.
- 6:** 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.

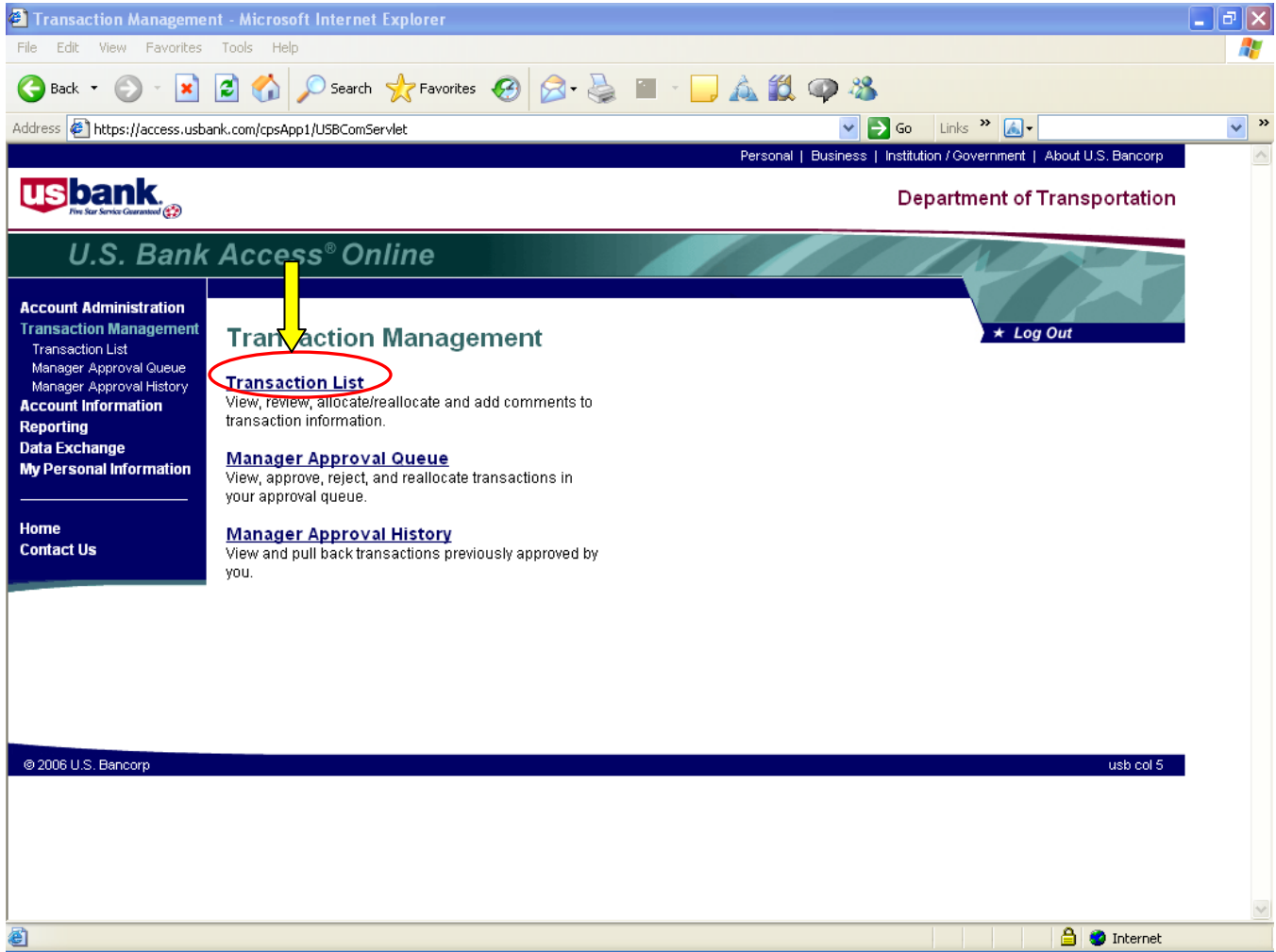
Home Page

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

The screenshot shows the U.S. Bank Access Online interface. The main heading is "Transaction Management" with a sub-heading "Card Account Summary with Transaction List". A yellow arrow points to the "Billing Cycle End Date" dropdown menu, which is currently set to "Open". A red circle highlights the "Open Account" link below the dropdown. The page includes a search criteria section and a transaction list table with columns: Select, Status, Approval Status, Trans Date, Posting Date, Merchant, City/State, Amount, Purchase ID, and Accounting Code. The table currently displays 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

The screenshot displays a web browser window titled "Card Account Summary with Transaction List - Microsoft Internet Explorer". The address bar shows "https://access.usbank.com/cpsApp1/USBComServlet". The page content includes:

- Account Information:** Account Number field, "Switch Accounts" link, "Trans List" and "Managers Queue" tabs.
- Search Criteria:** "[-] Card Account Summary" section with fields for Account Number, Account Name, Billing Cycle Close Date (set to "Open"), and a "Search" button.
- Transaction List:** "[+] Search Criteria" and "[-] Transaction List" sections. Below is a table with 3 records. A red circle highlights the "Accounting Code" column for the first three rows, with a yellow callout box labeled "Delphi Code".
- System Icons:** A red circle highlights a row of icons: Reviewed, Disputed, Reallocated, and Valid Accounting Code. A yellow callout box labeled "System Icons" points to this row.
- Buttons:** "Check All Shown", "Uncheck All Shown", "Reallocate", "Mass Reallocate", "Change Review Status", "Approve", and "Pull Back".

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

Records 1 - 3 of 3

Check All Shown | Uncheck All Shown

Records 1 - 3 of 3

usb col 4

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

Reallocate
 Mass Reallocate
 Change Review Status
 Approve
 Pull Back

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 reviewer/budget analyst when they are included in a LOB's review/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)	FUND/PROJECT (25)	BPAC/TASK (25)
<input type="checkbox"/>	02/19/2006	FEDEX SHP 02/16/06 AB#	\$5.31	Add Alloc	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

Transaction Management - Mass Reallocation - Microsoft Internet Explorer

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

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U.S. Bank Access® Online

Transaction Management [★ Log Out](#)

Mass Reallocation

Account Number: [Switch Accounts](#)

Reallocate all the selected transactions in the same way by selecting the appropriate Mass Reallocation Action and establishing the new accounting information and percentage. The reallocation can be to one or multiple accounting codes. To allocate to additional accounting codes, click the "Add" button.

When replacing allocations, the new Total Allocated amount must equal 100%. When adding allocations, the new Total Allocated amount must be less than 100%.

After establishing the new allocation, 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

Mass Reallocation Action:

Replace Existing Allocations

Add Common Allocations

Alloc %	Accounting Code - Segment Name (Length)			
	TYPE OF ACCOUNTING (1)	ASSET (1)	FUNDIPROJECT (25)	BPACTASK (25)
0.00 %	P	N	1206CE0979	00.WB4010
				CE8GE40

Not Validated Accounting Code Search

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)	FUNDIPROJECT (25)	BPACTASK (25)
0.00 %	P	N	1206CE0979	00.WB4010 CE8GE40000 32010 12882A0000 2E04CC

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

Done

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

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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: [input] [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
<input type="checkbox"/>	\$ 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 removal 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

ORG/EXPENDITURE 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="12882A0000"/>	<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

1

Comments 2

2

Recovery Act

3

identifier for item below

4

item of national interest

5

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)' and includes a 'Log Out' link. A sidebar on the left contains navigation links for Account Administration, Transaction Management, Account Information, Reporting, Data Exchange, and My Personal Information. The main content area contains the following text and form elements:

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:* [Switch Approver](#)

Summary of Transactions to be Approved
 Number of Transactions: 1
 Total Dollar Amount: \$5.31

At the bottom of the page, there is a copyright notice: © 2006 U.S. Bancorp and a user identifier: usb col 3.

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.

Note: Reviewers/Budget Analysts may not select "Approve". Only the cardholder can approve transactions.

Transaction Management- Manager's Approval Queue

Manager Approval Queue - Microsoft Internet Explorer

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

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Department of Transportation

U.S. Bank Access® Online

Account Administration
Transaction Management
Card Account List
Transaction List
Manager Approval Queue
Manager Approval History
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Transaction Management Manager Approval Queue

★ Log Out

Card Acct List | Trans List | **Managers Queue**

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle Close Date: [All] [v]
Approval Status: [All] [v]
Transaction Amount: [All] [v] \$ []

Cardholder Approver: [All] [v]
Last Approver: [All] [v]

Accounting Code Validation Status: [All] [v]

Display [25] [v] Transactions per page

Search **Reset**

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Account Number	Cardholder Approver	Last Approver	Accounting Code
No transactions were found. Please change the search criteria and search again.									

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1: Using these factors, users can sort or limit the transactions by items to include the billing cycle, approval status, or cardholder.

2: Once transactions are approved by the cardholder, they will be listed in this box.

Transaction Management- Manager's Approval Queue: Continued

Manager Approval Queue - Microsoft Internet Explorer

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

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The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle Close Date: All
 Approval Status: All
 Transaction Amount: All \$

Cardholder Approver: All
 Last Approver: All

Accounting Code Validation Status: All

Display 25 Transactions per page

[Search](#) [Reset](#)

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 1 of 1

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Account Number	Cardholder Approver	Last Approver	Account Number
<input type="checkbox"/>	Pending	03/02	LANE BLUEPRINT CO	KANSAS CITY, MO	\$16.50		Price, Mikki	Price, Mikki	PIN112

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

Records 1 - 1 of 1

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

1: Indicates the status of the transaction in the approval cycle, and selecting the link will reveal the Transaction Detail screen.

2: Transaction information.

3: Indicates the person who approved and forwarded the transaction to the approving official.

4: Select to Final Approve.

5: Select to Reject and return the transaction to the cardholder.

Transaction Management- Manager's Approval Queue: Transaction Detail

Transaction Management - Summary Tab - Microsoft Internet Explorer

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

Summary | Allocations | User Line Items | Tax Data | Comments | Approval History

The Summary tab shows high-level transaction information.
 To change the review status, click the "Mark as Reviewed" button.
 To approve and forward the transaction, click "Approve". To not approve a transaction and send it back, click "Reject".
 To initiate a dispute, click the "Dispute Transaction" link.

Transaction	Reference Information
Date: 03/02/2006	Billing Cycle: Open
Purchase ID:	Posting Date: 03/06/2006
Total Amount: 16.50	Reference Number: 25411176062062148857603
	Authorization Number: 073698
Memo Post: Yes	
Sales Tax: 0.00	Extract Date(s)
Freight:	Most Recent Standard Financial Extract: 03/07/2006
	General Ledger Extract:
	Payment Extract:
Merchant	Currency
Name: LANE BLUEPRINT CO	Source Currency: U.S. Dollar
City/State: KANSAS CITY, MO	Source Currency Amt: 16.50
Transaction Type: MASTERCARD MC PURCHASE	
MCC Code: 7338	
MCC Description: QUICK COPY & REPRODUCTION	

Mark as Reviewed **Approve** **Reject**

Dispute **Sales Draft Requests** [Dispute Transaction](#)

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

- none

<< Back to Manager Approval Queue

Note: You may also approve and reject transactions using the Transaction Detail screen.

1: Select to Final Approve the transaction.

2: Select to Reject the transaction and return it to the cardholder.

Transaction Management- Final Approval

Approve Transaction(s) - Microsoft Internet Explorer

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

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Transaction Management

Approve Transaction(s)

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:* Price, Mikki [Switch Approver](#)

No further approval needed for these transactions

Summary of Transactions to Be Approved

Number of Transactions: 1
 Total Dollar Amount: \$16.50

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Internet

1: Select to Final Approve and forward to Delphi

Note: Once Final Approved, the transaction may not be changed or otherwise managed in U.S. Bank Access Online.

2: Select to process the approval.

Transaction Management- Manager Approval History

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Transaction Management
Manager Approval History

[Card Acct List](#) | [Trans List](#) | [Managers Queue](#)

The following transactions have been previously approved by you. Filter your approved transactions by using any of the search criteria.

Billing Cycle Close Date: All
 Last Approval Action: All
 Pull Back Eligibility:

Cardholder Approver: All
 Last Approver: All
 Pending Approver: All

Display 25 Transactions per page

[Search](#) [Reset](#)

If you would like to view or modify specific transaction data, please click on the transaction's approval status or date link.

If you would like to pull back a specific transaction or transactions into your Approval Queue, please select the transaction(s) and click "Pull Back".

Records 1 - 25 of 81
 Page: 1 | 2 | 3 | 4

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

Pull Back	Trans Date	Merchant	Amount	Account Number	Cardholder Approver	Last Approver	Last Action	Pending Approver
<input type="checkbox"/>	02/03	FEDEX SHP 01/31/06 AB#	\$5.09		Baker, Jeffrey D	Price, Mikki	Final Approved	
<input type="checkbox"/>	02/03	FEDEX SHP 01/31/06 AB#	\$5.31		Baker, Jeffrey D	Price, Mikki	Final Approved	
<input type="checkbox"/>	02/05	FEDEX SHP 02/02/06 AB#	\$5.09		Baker, Jeffrey D	Price, Mikki	Final Approved	
<input type="checkbox"/>	02/05	FEDEX SHP 02/02/06 AB#	\$12.09		Baker, Jeffrey D	Price, Mikki	Final Approved	
<input type="checkbox"/>	02/02	FEDEX SHP 01/30/06 AB#	\$5.31		Baker, Jeffrey D	Price, Mikki	Final Approved	
<input type="checkbox"/>	02/02	FEDEX SHP 01/30/06 AB#	\$5.28		Baker, Jeffrey D	Price, Mikki	Final Approved	

Last Action: Final Approved

This page lists the approval history within a given hierarchy or under particular approvers.

Transaction Management- Cardholders List

Card Account List - Microsoft Internet Explorer

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

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Transaction Management **1**

Card Account List

» Card Acct List | Trans List | Managers Queue

[+] Search Criteria

[-] Card Account List [Return to top](#) **2**

Records 1 - 7 of 7

Show # of Approval Trans | Show \$ of Approval Trans

Account Number	Account Name	MADA Number	Cycle Date	# of Trans Posted	\$ of Trans Posted	# of Trans Disputed	\$ of Trans Disputed	Total % Rea
55688624555000629		55688624555000629	Open	0	\$0.00	0	\$0.00	
55688624555000629		55688624555000629	Open	2	\$143.50	0	\$0.00	
55688624555000629		55688624555000629	Open	1	\$364.80	0	\$0.00	
55688624555000629		55688624555000629	Open	7	\$1,016.81	0	\$0.00	
55688624555000629		55688624555000629	Open	16	\$192.48	0	\$0.00	
55688624555000629		55688624555000629	Open	0	\$0.00	0	\$0.00	
55688624555000629		55688624555000629	Open	0	\$0.00	0	\$0.00	

Records 1 - 7 of 7

1: Select this link to reveal the cardholders that an approving official has responsibility for.

2: The table will list the cardholders with links to their account information and a summary of account activity.

Account Information (Statements)

Select Cycle - Microsoft Internet Explorer

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

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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

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Note: the billing cycle is usually from the 20th of a month to the 19th of the next month

- 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 for the Department of Transportation. The main navigation menu on the left includes: Account Administration, Transaction Management, Account Information, Reporting (highlighted with callout 1), Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Data Exchange, My Personal Information, Home, and Contact Us. The main content area is titled 'Reporting' and contains the following sections:

- 2: Program Management**: General program management activities and monitor company policy compliance.
- 3: Financial Management**: Monitor expenditures, track variances and manage account allocations.
- 4: Supplier Management**: These reports manage supplier relationships, support supplier negotiations, and manage spending by category.
- 5: Tax and Compliance Management**: Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting.
- 6: Administration**: These reports allow administrators to support system functionality.

The page also features a 'Log Out' link in the top right corner and a footer with the text '© 2006 U.S. Bancorp' and 'usb col 3'.

1: Link for system reports.

2: This link will list reports that include a listing of active accounts, a listing of suspended accounts, and a cardholder spending analysis.

3: Reports that reveal all available information for purchases done with the purchase card.

4: Reports that will detail information on the suppliers/vendors utilized by cardholders.

5: Reports that will detail any taxes charged through the purchase card.

Note: The FAA is tax exempt.

6: Among other administrative items, it will allow the APCs to unlock cardholder's accounts when difficulties arise during Access registration.

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 U.S. Bank Customer Service department.

Sample Error Message

The screenshot shows a Microsoft Internet Explorer browser window displaying the U.S. Bank Access Online website. The page title is "Transaction Management - Reallocation Worksheet". The browser address bar shows "https://access.usbank.com/cpsApp1/USBComServlet". The page header includes the U.S. Bank logo and "Department of Transportation". A navigation menu on the left lists various account and reporting options. The main content area is titled "Transaction Management Reallocation Worksheet" and includes instructions on how to reallocate transactions. A table lists transaction details, including date, merchant, amount, and accounting code. An error message is displayed below the table, indicating an invalid accounting code. Two yellow callout boxes highlight the error message and the "Invalid Accounting Code" icon.

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	Add Alloc	P	N 1206CE0978

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

Invalid Accounting Code Search

[Remove Trans](#)

[Save Allocations](#)

[Back to Transaction List](#)

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.

The screenshot displays the 'Card Account Summary with Transaction List' interface. The main content area includes a search criteria section and a transaction list table. The table has the following columns: Select, Status, Approval Status, Trans Date, Posting Date, Merchant, City/State, Amount, Purchase ID, and Accounting Code. The first row of the table is highlighted, and its 'Select' checkbox is marked with a circled 'R'. Below the table, a legend identifies the 'Reviewed' status icon as a circled 'R'. At the bottom of the page, there are several action buttons, including 'Change Review Status', which is indicated by box 3.

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	PIN1206CE0979
<input type="checkbox"/>	Pending		02/22	02/23	FEDEX SHP 02/17/06 AB#	854-629208449, TN	\$12.37	JON 50424	PIN1206CE0979
<input checked="" type="checkbox"/>	Pending		02/17	02/20	FEDEX SHP 02/14/06 AB#	854-629959644, TN	\$5.09	1206CEICINDOR / 0	PIN1206CE0979
<input type="checkbox"/>	Pulled Back		02/19	02/20	FEDEX SHP 02/16/06 AB#	854-629959677, TN	\$5.31	8GE3	PIN1206CE0979
<input checked="" type="checkbox"/>	Pending		02/19	02/20	FEDEX SHP 02/15/06 AB#	854-540353870, TN	\$5.09	JON 50424	PIN1206CE0979

- 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.