



A  
*Winning*  
HAND:

FUNdamentals of Accounting Code  
Management (ACM)

Julie Hodgson  
U.S. Bank Relationship Manager

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# Agenda

- Accounting Code Management (ACM) overview
- ACM financial terms
- Creating a child Account Validation Control (AVC)
- Adding values to a child AVC
  - Create a subset VVL
  - Create custom VVL
- Creating an alternate accounting code
- Review of key terms
- Questions



# ACM Overview

- Accounting Code Management (ACM):
  - Accounting Code Structures (ACS)
  - Account Validation Control (AVC)
    - Parent and child
  - Valid Values Lists (VVL)
    - Subset and custom
  - Default Accounting Codes (DAC) and Alternate Accounting Codes (AAC)



# ACM Financial Terms

DoD Standard Template

FA2

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1

ACS

IAPS-GAFS O&M

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (7)	VR (68)	VR (991)	VN (Not Req)			VR (4)			VN				VN

Parent AVC

“1234OM”

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (2)			VR (1)		VN	VR (4)			VR (50)				VR (75)

Child AVC

“Training”

57201120113400	30	64AFPC16	P72111	04	555390	61950	667100
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DAC/AAC



# ACM Financial Terms

**“Superstore” for all your segment needs**

FA2

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1

ACS

IAPS-GAFS O&M

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (7)	VR (68)	VR (991)	VN (Not Req)			VR (4)			VN				VN

Parent AVC

“1234OM”

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (2)			VR (1)		VN	VR (4)			VR (50)				VR (75)

Child AVC

“Training”

57201120113400	30	64AFPC16	P72111	04	555390	61950	667100
----------------	----	----------	--------	----	--------	-------	--------

DAC/AAC



# ACM Financial Terms

FM level of territory, this is where you create your own personalized “pantry” of recipes

FA2

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1

ACS

IAPS-GAFS O&M

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (7)	VR (68)	VR (991)	VN (Not Req)			VR (4)			VN				VN

Parent AVC

“1234OM”

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (2)			VR (1)		VN	VR (4)			VR (50)				VR (75)

Child AVC

“Training”

57201120113400	30	64AFPC16	P72111	04	555390	61950	667100
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DAC/AAC



# ACM Financial Terms

**Default Accounting Code (DAC) / Alternate Accounting Code (AAC)**

FA2 **Your own unique dinner selection**

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1

ACS

IAPS-GAFS O&M

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (7)	VR (68)	VR (991)	VN (Not Req)			VR (4)			VN				VN

Parent AVC

“1234OM”

Appropriation (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)
A1-A6	B1	B2	B3	C1	C2	D1	D4	D6	D7	E1	E2	E3	F1
Validation Required (2)			VR (1)		VN	VR (4)			VR (50)				VR (75)

Child AVC

“Training”

57201120113400	30	64AFPC16	P72111	04	555390	61950	667100
----------------	----	----------	--------	----	--------	-------	--------

DAC/AAC



# Creating a Child AVC

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# Getting Started

U.S. Bank Access® Online US Bancorp

Our Payment Products [Logout](#)

**usbank.** **Message(s) from Access Online** Language Selection:  
American English ▾

**Request Status Queue**  
**Active Work Queue**  
**Support Active Work Queue**  
**System Administration** ←  
**Account Administration**  
**Payment Plus**  
**Order Management**  
**Transaction Management**  
**Travel Expense Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
**Data Exchange**  
**My Personal Information**

**Home**  
**Contact Us**

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.




# Accounting Code Management

U.S. Bank Access® Online ACME10 PC Organization

[Our Payment Products](#) [Logout](#)

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 **System Administration**

**Request Status Queue**

**Active Work Queue**

**System Administration**

- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

**Event Driven Notification**

**Account Administration**

**Transaction Management**

**Account Information**

**Reporting**

**Data Exchange**

**My Personal Information**

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**[Accounting Code Management](#)**

Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

**[Merchant Groups](#)**

Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

**[Merchant Allocation Rules](#)**

Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

**[Allocation Rules Engine](#)**

Establish automated rules that control how incoming transactions are allocated to particular accounting codes.



# Select Create/Modify/Delete Child AVC

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank.** **Accounting Code Management**

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**Accounting Code Structure**  
Create or modify structures for viewing, entering, and changing accounting codes throughout the system.

**Accounting Validation Controls**  
Create, view, modify and delete the rules for accounting code validation.

- [Create New Accounting Validation Control](#)
- [Create / Modify / Delete Child Accounting Validation Control](#)
- [Modify / Delete Accounting Validation Control](#)

**Note:** The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

**Valid Values Lists**  
Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

- [Create New Valid Values List](#)
- [Modify / Delete Valid Values List](#)

**Alternate Accounting Codes**  
Create, view, modify and delete the full lines of accounting that can be used for reallocation.

**Request Status Queue**  
**Active Work Queue**  
**Support Active Work Queue**  
**System Administration**  
▪ Client Relationships  
▪ Entitlement Groups  
▪ User Profiles  
▪ Home Page Messages  
▪ Financial Extract Controls  
▪ Application Controls  
▪ Process Controls  
▪ Accounting Code Mgmt  
▪ Merchant Groups  
▪ Merchant Allocation Rules  
▪ Allocation Rules Engine  
▪ Global Affiliate Groups  
**Account Administration**  
**Order Management**  
**Transaction Management**  
**Travel Expense Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
**Data Exchange**  
**My Personal Information**



# Creating Child AVC

**Request Status Queue**

**Active Work Queue**

**System Administration**

- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

**Event Driven Notification**

**Account Administration**

**Transaction Management**

**Account Information Reporting**

**Data Exchange**

**My Personal Information**

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## Search & Select Accounting Validation Control

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#). Please use the list below if you wish to create a Child AVC.

Account Validation Control (AVC) Name:

Accounting Code Structure Name:  [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:

Bank:  Agent:  Company:  Division:  Department:  [Select Position](#)

**Search**

---

Records 1 - 4 of 4

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position					Segment(s)
						Bank	Agent	Company	Division	Department	
	<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064				APPROPRIATION , OAC , AS
	<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064	11789			APPROPRIATION , OAC , AS
	<a href="#">Demo Child AVC-Training</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064	11792			APPROPRIATION , OAC , AS
<input checked="" type="radio"/>	<a href="#">Demo Parent AVC</a>	DEMO 0064 ACS	Parent		0	3058	0064				APPROPRIATION , OAC , AS

Records 1 - 4 of 4

**Create Child AVC**



# Attaching at Agent/Level 4

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

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**usbank.** **Accounting Validation Control**  
Create an Access Online Validated Accounting Validation Control


Client Relationship: US Air Force [Switch Relationships](#)

\* = required

**General Parameters**  
Accounting Code Structure Name: FA2 [Switch Accounting Code Structure](#)

---

Defined At:\*

Bank: Agent: Company:  
3058   [Select Position](#) 

Assigned At:\*

Do not assign

Bank: Agent: Company: Division: Department:  
3058     [Search for Position or Add Multiple](#)

Accounting Validation Control (AVC) Name:\*

AVC Status:

AVC Enabled

AVC Disabled

---

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

---

[+] **Validation Settings** [Return to top](#) | [Go to Save](#)

---

**Save AVC**



# Agent Selection

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Our Payment Products Logout

**usbank.** **Accounting Validation Control**  
Select a Processing Hierarchy Position

**Request Status Queue**  
**Active Work Queue**  
**System Administration**  
▪ Accounting Code Mgmt  
▪ Merchant Groups  
▪ Merchant Allocation Rules  
▪ Allocation Rules Engine  
▪ Global Affiliate Groups  
▪ System Tax Tables  
▪ Customer Tax Tables

**Account Administration**  
**Order Management**  
**Transaction Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
**Data Exchange**  
**My Personal Information**

**Home**  
**Contact Us**

**Search for a Hierarchy Position**  
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:  
 ←

Bank: Agent: Company:  
3058

**Search** ←

[<<Back to Create an Access Online Validated Accounting Validation Control](#)



# Agent Selection (continued)

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank.** **Accounting Validation Control**  
Select a Processing Hierarchy Position

**Request Status Queue**  
**Active Work Queue**  
**System Administration**  
▪ Accounting Code Mgmt  
▪ Merchant Groups  
▪ Merchant Allocation Rules  
▪ Allocation Rules Engine

**Event Driven Notification**  
**Account Administration**  
**Transaction Management**  
**Account Information**  
**Reporting**  
**Data Exchange**  
**My Personal Information**

**Home**  
**Contact Us**

**Search for a Hierarchy Position**  
Select the hierarchy level you wish to locate, and enter any known or partial values, then search.

Hierarchy Level:

Bank: Agent: Company: Division: Department:  
3058 0064

**Search**

---

**Select a Hierarchy Position**  
All positions that match your search criteria.

Records 1 - 1 of 1

Select	Bank	Agent	Comp.	Div	Dept
<input checked="" type="radio"/>	3058	0064			

Records 1 - 1 of 1

**Select Position**



# Child AVC Enablement/Disablement

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

**usbank** **Accounting Validation Control**  
Create a Child Access Online Validated Accounting Validation Control

**Request Status Queue**  
**Active Work Queue**  
**System Administration**  
▪ Accounting Code Mgmt  
▪ Merchant Groups  
▪ Merchant Allocation Rules  
▪ Allocation Rules Engine  
**Event Driven Notification**  
**Account Administration**  
**Transaction Management**  
**Account Information**  
**Reporting**  
**Data Exchange**  
**My Personal Information**

Home  
Contact Us

\* = required

**General Parameters**

Parent Accounting Validation Control Name: Demo Parent AVC

---

Assigned At:  
Bank: Agent: Company: Division: Department:  
3058 0064    [Search for Position](#)

Accounting Validation Control (AVC) Name:

AVC Status:  
 AVC Enabled  
 AVC Disabled


[+] Validation Triggers [Return to top](#) | [Go to Save](#)

**Save & Continue**

[<< Back to Search & Select Accounting Validation Control](#)



# Saved Child AVC



## Accounting Validation Control

Modify a Child Access Online Validated Accounting Validation Control

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**i** AVC 0064OM successfully saved.

\* = required

### General Parameters

Parent Accounting Validation Control Name: Demo Parent AVC  
Number of Created Alternate Accounting codes (AAC): 0 [Manage Alternate Accounting Codes](#)

---

Defined At:\*

Bank: Agent: Company:  
3058 0064  [Select Position](#)

Assigned At:\*

Do not assign  
 Bank: Agent: Company: Division: Department:  
3058 0064    [Search for Position or Add Multiple](#)

Accounting Validation Control (AVC) Name:\*

AVC Status:

AVC Enabled  
 AVC Disabled

---

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

---

[+] **Validation Settings** [Return to top](#) | [Go to Save](#)

[Save AVC](#) [Delete AVC](#)



# Adding Values to a Child Account Validation Control (Child AVC)

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# Getting Started

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Our Payment Products [Logout](#)

**usbank.** **Message(s) from Access Online** Language Selection:

- [Request Status Queue](#)
- [Active Work Queue](#)
- [Support Active Work Queue](#)
- [System Administration](#)
- [Account Administration](#)
- [Payment Plus](#)
- [Order Management](#)
- [Transaction Management](#)
- [Travel Expense Management](#)
- [Enhanced Supplier Management](#)
- [Account Information Reporting](#)
- [Data Exchange](#)
- [My Personal Information](#)

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Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.


\*\*\*\*\*

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.



# Accounting Code Management

U.S. Bank Access® Online ACME10 PC Organization  
Our Payment Products Logout

 **System Administration**

- Request Status Queue
- Active Work Queue
- System Administration**
  - Accounting Code Mgmt
  - Merchant Groups
  - Merchant Allocation Rules
  - Allocation Rules Engine
- Event Driven Notification
- Account Administration
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

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**Accounting Code Management**  
Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

**Merchant Groups**  
Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

**Merchant Allocation Rules**  
Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

**Allocation Rules Engine**  
Establish automated rules that control how incoming transactions are allocated to particular accounting codes.



# Select Create/Modify/Delete Child AVC

U.S. Bank Access® Online US Bancorp  
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**usbank.** **Accounting Code Management**

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**Accounting Code Structure**  
Create or modify structures for viewing, entering, and changing accounting codes throughout the system.

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Create, view, modify and delete the rules for accounting code validation.

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- [Create / Modify / Delete Child Accounting Validation Control](#)
- [Modify / Delete Accounting Validation Control](#)

**Note:** The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

**Valid Values Lists**  
Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

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- [Modify / Delete Valid Values List](#)

**Alternate Accounting Codes**  
Create, view, modify and delete the full lines of accounting that can be used for reallocation.

**Request Status Queue**  
**Active Work Queue**  
**Support Active Work Queue**  
**System Administration**  
▪ Client Relationships  
▪ Entitlement Groups  
▪ User Profiles  
▪ Home Page Messages  
▪ Financial Extract Controls  
▪ Application Controls  
▪ Process Controls  
▪ Accounting Code Mgmt  
▪ Merchant Groups  
▪ Merchant Allocation Rules  
▪ Allocation Rules Engine  
▪ Global Affiliate Groups  
**Account Administration**  
**Order Management**  
**Transaction Management**  
**Travel Expense Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
**Data Exchange**  
**My Personal Information**



# Select the Child AVC

**Request Status Queue**

**Active Work Queue**

**System Administration**

- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine

**Event Driven Notification**

**Account Administration**

**Transaction Management**

**Account Information**

**Reporting**

**Data Exchange**

**My Personal Information**

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To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#). Please use the list below if you wish to create a Child AVC.

Account Validation Control (AVC) Name:

Accounting Code Structure Name:  [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:

Bank:  Agent:  Company:  Division:  Department:  [Select Position](#)

**Search**

---

Records 1 - 4 of 4

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position					Segment(s)
						Bank	Agent	Company	Division	Department	
<input checked="" type="radio"/>	<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064				APPROPRIATION , OAC , AS
<input checked="" type="radio"/>	<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064	11789			APPROPRIATION , OAC , AS
<input checked="" type="radio"/>	<a href="#">Demo Child AVC-Training</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064	11792			APPROPRIATION , OAC , AS
<input type="radio"/>	<a href="#">Demo Parent AVC</a>	DEMO 0064 ACS	Parent		0	3058	0064				APPROPRIATION , OAC , AS

Records 1 - 4 of 4

**Create Child AVC**



# Select: Validation Settings, not Triggers

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[Our Payment Products](#) [Logout](#)

**usbank.** **Accounting Validation Control**  
View a Child Access Online Validated Accounting Validation Control

\* = required

**General Parameters**  
Parent Accounting Validation Control Name: Demo Parent AVC  
Number of Created Alternate Accounting codes (AAC): 4

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Assigned At:

Bank	Agent	Company	Division	Department
3058	0064	All	All	All
3058	0064	11789	All	All

Accounting Validation Control (AVC) Name:  
Demo Child AVC-Demonstration

AVC Status:  
 AVC Enabled  
 AVC Disabled

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

[+] **Validation Settings** [Return to top](#) | [Go to Save](#)

[<< Back to Search & Select Accounting Validation Control](#)



# Where Values are Maintained

**Travel Expense Management**

**Enhanced Supplier Management**

**Account Information Reporting**

**Data Exchange**

**My Personal Information**

Accounting Validation Control (AVC) Name:

AVC Status:

AVC Enabled

AVC Disabled

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**[+] Validation Triggers** [Return to top](#) | [Go to Save](#)

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**[-] Validation Settings** [Return to top](#) | [Go to Save](#)

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Current Validation Method: **Access Online** [Switch to Client System Validation](#)

**Validation Rules**

The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VWL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI
<b>No Validation</b>				<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<b>Validate Numeric</b>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Valid Value Assistance</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<input checked="" type="checkbox"/>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>
Validate Against a VWL	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input checked="" type="radio"/>						
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>						
<b>Entry Required</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Current VWLs Used for Validation Within This AVC**

To remove a VWL, click the checkbox next to the appropriate VWL and click the "Delete VWL" button. The value next to the VWL is the number of VWL values in the VWL.

Select	VWL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	OC	GSP	SIPC	DBSH	SDN	AI	IFS	TT	FMS
<input type="checkbox"/>	OAC (16) <a href="#">Create Subset VWL</a>		<input checked="" type="checkbox"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	MFP (8)						<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<input checked="" type="checkbox"/>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Select Link Under Segment to be Maintained

## Validation Rules

The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI
No Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Validate Numeric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>	<input checked="" type="checkbox"/>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>	<a href="#">Custom VVL</a>
Validate Against a VVL	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input checked="" type="radio"/>						
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>						
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Current VVLs Used for Validation Within This AVC

To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The value next to the VVL is the number of VVL values in the VVL.

Select	VVL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC	GSP	SIPC	DBSH	SDN	AI	IFS	TT	FMS
<input type="checkbox"/>	OAC (16) <a href="#">Create Subset VVL</a>		<input checked="" type="checkbox"/>																				
<input type="checkbox"/>	MFP (8) <a href="#">Create Subset VVL</a>							<input checked="" type="checkbox"/>															
<input checked="" type="checkbox"/>	ASN (7) <a href="#">Create Subset VVL</a>			<input checked="" type="checkbox"/>																			
<input type="checkbox"/>	AI (6) <a href="#">Create Subset VVL</a>																			<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Appropriation (7) <a href="#">Create Subset VVL</a>	<input checked="" type="checkbox"/>																					

No Error - OK

[Delete VVL](#)

[Save AVC](#)

[Delete AVC](#)



# Initial Subset List Setup

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** Valid Values Lists  
Create a Subset Valid Values List

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

To create a Subset Valid Values List (WVL), type a unique WL Name for this Accounting Validation Control (AVC) and click the "Save & Continue" button.

\* = required

**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** 0064OM  
**Parent Valid Values List Name:** ASN

New Subset Valid Values List

Subset Valid Values List Name	Segment (Length) *
<input type="text" value="ASN106915"/>	APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR (1) WCR (6) RBC (1) RSC (3) CI (6) OC (5) GSP (1)

**Save & Continue**

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)



# Selecting Values for New VVL

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** Valid Values Lists  
Manage a Subset Valid Values List

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**i** Request has been successfully completed.

To change the name of a Subset Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Subset VVL, click the "Delete VVL" button.

You can also manage the values of this Subset VVL by [selecting values](#) from the Parent VVL, [typing values](#) that exist on the Parent VVL, or [uploading a file](#) with values that exist on the Parent VVL.

\* = required

**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** 00640M  
**Parent Valid Values List Name:** ASN

Subset Valid Values List Name	Segment (Length) *
<input type="text" value="ASN106915"/>	APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR (1) WCR (6) RBC (1) RSC (3) CI (6) OC (5) GSP (1)

[Save](#) [Export VVL](#) [Delete VVL](#)

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# Entering Values

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** **Valid Values Lists**  
Select Subset Valid Values

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

To add values to the subset valid values list (VWL), search and select Value(s) from the parent WL, then click "Select >>." To delete values, check the Delete check box. To complete management of the subset valid values list, click the "Save" button.


You can also [manually enter values](#) that match its parent's VWL values.

**Accounting Code Structure Name:** DEMO 0064 ACS  
**Parent Accounting Validation Control Name:** Demo Parent AVC  
**Valid Values List Name:**  
**Accounting Validation Control Name:** 0064OM  
**Subset Valid Values List Name:** ASN106915

**Search for Valid Values**

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

**ASN (5)**

Value:  

Description:

Search Type:

Display  Values per page

**Search**

To add a value to the Selected Subset Valid Value(s) list, select the value in the list to the left and click "Select>>". To delete a selected value from the list, mark the value in the list to the right. When you are satisfied with your selection(s), click "Save".



# Entering Values (continued)

### ASN (5)

Value:

Description:

Search Type:

Display  Values per page

**Search**

To add a value to the Selected Subset Valid Value(s) list, select the value in the list to the left and click "Select>>". To delete a selected value from the list, mark the value in the list to the right. When you are satisfied with your selection(s), click "Save".

**Found Valid Values**

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

Records 1 - 7 of 7

Select	ASN	Value Description
<input checked="" type="checkbox"/>	11222	
<input type="checkbox"/>	23340	
<input type="checkbox"/>	23344	
<input type="checkbox"/>	54544	
<input type="checkbox"/>	56560	
<input type="checkbox"/>	77773	
<input type="checkbox"/>	87775	

Records 1 - 7 of 7

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

**Selected Subset Valid Value(s)**

**Select >>**

ASN	Value Description
<i>No Values selected.</i>	



# Entering Values (continued)

**ASN (5)**

Value:

Description:

Search Type:

Display  Values per page

**Search**

To add a value to the Selected Subset Valid Value(s) list, select the value in the list to the left and click "Select>>". To delete a selected value from the list, mark the value in the list to the right. When you are satisfied with your selection(s), click "Save".

**Found Valid Values** **Selected Subset Valid Value(s)**

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

Records 1 - 7 of 7

Select	ASN	Value Description
<input type="checkbox"/>	11222	
<input type="checkbox"/>	23340	
<input type="checkbox"/>	23344	
<input type="checkbox"/>	54544	
<input type="checkbox"/>	56560	
<input type="checkbox"/>	77773	
<input type="checkbox"/>	87775	

**Select >>**

ASN	Value Description
<input type="checkbox"/> 11222	

Records 1 - 7 of 7

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

**Save**



# Entering Values (continued)

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** **Accounting Validation Control**  
Modify a Child Access Online Validated Accounting Validation Control

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**i** Subset Valid Values Save was successful.

\* = required

**General Parameters**

Parent Accounting Validation Control Name: Demo Parent AVC  
Number of Created Alternate Accounting codes (AAC): 0 [Manage Alternate Accounting Codes](#)

---

Defined At:\*

Bank: Agent: Company:  
3058 0064  [Select Position](#)

Assigned At:\*

Do not assign  
Bank: Agent: Company: Division: Department:  
 3058 0064    [Search for Position or Add Multiple](#)

Accounting Validation Control (AVC) Name:\*

AVC Status:

AVC Enabled  
 AVC Disabled

---

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

---

[+] **Validation Settings** [Return to top](#) | [Go to Save](#)

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# Subset VVL

The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VWL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI
<b>No Validation</b>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Validate Numeric</b>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Valid Value Assistance</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<input checked="" type="checkbox"/>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>	<a href="#">Custom VWL</a>
Validate Against a VWL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>						
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>						
<b>Entry Required</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Current VWLs Used for Validation Within This AVC

To remove a VWL, click the checkbox next to the appropriate VWL and click the "Delete VWL" button. The value next to the VWL is the number of VWL values in the VWL.

Select	VWL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC	GSP	SIPC	DBSH	SDN	AI	IFS	TT	FMS
	OAC (16) <a href="#">Create Subset VWL</a>		<input checked="" type="checkbox"/>																				
	MFP (8) <a href="#">Create Subset VWL</a>							<input checked="" type="checkbox"/>															
<input type="checkbox"/>	ASN (7) Subset: <a href="#">ASN106915 (1)</a>			<input checked="" type="checkbox"/>																			
	AI (6) <a href="#">Create Subset VWL</a>																			<input checked="" type="checkbox"/>			
	Appropriation (7) <a href="#">Create Subset VWL</a>	<input checked="" type="checkbox"/>																					

No Error - OK

[Delete VWL](#)

[Save AVC](#)

[Delete AVC](#)



# Creating Custom VVL

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** Valid Values Lists  
Create a Custom Valid Values List

Client Relationship: ACME26 PC Organization [Switch Relationship](#)

To create a Custom Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and select at least one unassigned segment that will be associated to this VVL. Then click the "Save & Continue" button.

\* = required

**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** 0064OM

New Custom Valid Values List

Custom Valid Values List Name	Unassigned Segment (Length) *														
	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)	GSP (1)
0064OMWCR *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save & Continue**

Existing Valid Value List(s) within AVC DEMO 0064 ACS

Valid Values List Name	Segment (Length)														
	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)	CI (6)	OC (5)	GSP (1)
OAC		✓													
MFP							✓								
AI															



# Saving and Adding


U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** Valid Values Lists  
Manage a Custom Valid Values List

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**Request has been successfully completed.**

To change the name of a Custom Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Custom VVL, click the "Delete VVL" button. 

You can manage the values of this Custom VVL by [typing values](#) or [uploading a file](#).

\* = required

**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** 0064OM

Custom Valid Values List Name	Segment (Length)
<input type="text" value="0064OMWCR"/>	APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR (1) WCR (6) RBC (1) RSC (3) CI (6) OC (5) GSP (1)

[Save](#) [Export VVL](#) [Delete VVL](#)

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)



# File Upload

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** Upload Valid Values List  
Start Upload

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

To begin the upload process, type the desired file path and filename or click "Browse..." to select the file. Click the "Continue" button to continue to final step of the upload process.

\* = required

**Valid Values List Information**

Valid Values List:	00640MWCR
Accounting Code Structure:	
Child Accounting Validation Control:	00640M
String Length:	6
Segments (Length):	WCR (6)

**Upload File Requirements**


Required File Format:	Tab Delimited File (.txt)
For a Single-Segment Row:	"Valid Value" [tab] "Segment Value Description" [return]
OR	
For a Multi-Segment Row:	"Value1 Value 2" [tab] "Segment Value 1 Description" [tab] "Segment Value 2 Description" [return]

Note: You do not need quotation marks (" ") around the descriptions.

File to Upload:\*  [Browse](#)

[Continue](#)

[<< Back to Create Valid Values List\(s\)](#)



# Typing Values

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank** **Valid Values Lists**  
Manage a Custom Valid Values List

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

To change the name of a Custom Valid Values List (VWL), type a unique VWL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Custom VWL, click the "Delete VWL" button.

You can manage the values of this Custom VWL by [typing values](#) or [uploading a file](#).

\* = required

**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** 0064OM

Custom Valid Values List Name	Segment (Length)
<input type="text" value="0064OMWCR"/> *	APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR (1) WCR (6)

[Save](#) [Export VWL](#) [Delete VWL](#)

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)



# Indicating Number of Values Needed

U.S. Bank Access® Online US Bancorp  
Our Payment Products Logout

**usbank.** **Valid Values**  
Manage Valid Values

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**Valid Values List Name:** 00640MWCR  
Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

**WCR (6)**

Value:

Description:

Search Type:

Display  Values per page

**Search**

---

**Add**  New Valid Value(s)

Delete	Segment Value	Segment Description
	WCR	WCR

*No Valid Values currently exist. Click "Add" to create new Valid Values.*

[<< Back to Manage a Custom Valid Values List](#)

Request Status Queue  
Active Work Queue  
Support Active Work Queue  
System Administration

- Client Relationships
- Entitlement Groups
- User Profiles
- Home Page Messages
- Financial Extract Controls
- Application Controls
- Process Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine
- Global Affiliate Groups

Account Administration  
Order Management  
Transaction Management  
Travel Expense Management  
Enhanced Supplier Management  
Account Information Reporting  
Data Exchange  
My Personal Information

Home  
Contact Us



# Saving Values

- Entitlement Groups
- User Profiles
- Home Page Messages
- Financial Extract Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine
- Global Affiliate Groups

**Account Administration**  
**Order Management**  
**Transaction Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
**Data Exchange**  
**My Personal Information**

**Home**  
**Contact Us**

**Valid Values List Name:** 00640MVWCR  
Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

**WCR (6)**

Value:

Description:

Search Type:

Display  Values per page

**Search**

To **add** new Valid Value(s), select the number of new values you wish to create and click the "Add" button.

To **delete** Valid Value(s), check the "Delete" checkbox on the corresponding row you wish to delete.

To complete management of Valid Value(s) (add, modify, delete), click the "Save" button.

**Add**  New Valid Value(s)

Records 1 - 1 of 1

Delete	Segment Value	Segment Description
<input type="checkbox"/>	<input type="text" value="123456"/>	<input type="text"/>


Records 1 - 1 of 1

**Save**

[<< Back to Search, Select, & Manage Valid Values Lists](#)



# Saving Values (continued)



## Valid Values

Manage Valid Values

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**Valid Values Save was successful.**

**Valid Values List Name:** 0064OMWCR  
Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

WCR (6)	
Value:	<input type="text"/>
Description:	<input type="text"/>
Search Type:	Begins with <input type="text"/>

Display  Values per page

**Search**

---

To **add** new Valid Value(s), select the number of new values you wish to create and click the "Add" button.

To **delete** Valid Value(s), check the "Delete" checkbox on the corresponding row you wish to delete.

To complete management of Valid Value(s) (add, modify, delete), click the "Save" button.

**Add**  New Valid Value(s)

Records 1 - 1 of 1

Segment Value	Segment Description
---------------	---------------------



# Custom VVL Completion

### Validation Rules

The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom WL" link below.

	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	
No Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Validate Numeric	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Custom WL</a>	<a href="#">Custom WL</a>	<a href="#">Custom WL</a>	<input checked="" type="checkbox"/>	<a href="#">Custom WL</a>	<a href="#">Custom WL</a>	<input checked="" type="checkbox"/>	<a href="#">Custom WL</a>	<a href="#">Custom WL</a>	<a href="#">Custom WL</a>	<a href="#">Cus</a>
Validate Against a WL	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>				<input checked="" type="radio"/>			<input checked="" type="radio"/>				
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>			<input type="radio"/>				
Entry Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Current VVLs Used for Validation Within This AVC

To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The value next to the VVL is the number of VVL values in the VVL.

Select	VVL Name (#)	APPROPRIATION	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR	WCR	RBC	RSC	CI	OC	GSP	SIPC	DBSH	SDN	AI	IFS	TT	FMS
<input type="checkbox"/>	Custom: 00640MWCR (1)										<input checked="" type="radio"/>												
	OAC (16) <a href="#">Create Subset VVL</a>		<input checked="" type="radio"/>																				
	MFP (8) <a href="#">Create Subset VVL</a>							<input checked="" type="radio"/>															
	ASN (7) <a href="#">Create Subset VVL</a>			<input checked="" type="radio"/>																			
	AI (6) <a href="#">Create Subset VVL</a>																			<input checked="" type="radio"/>			
	Appropriation (7) <a href="#">Create Subset VVL</a>	<input checked="" type="radio"/>																					

No Error - OK

[Delete VVL](#)



# Creating an Alternate Accounting Code (AAC)

All of **us** serving you®



# Getting Started

U.S. Bank Access® Online US Bancorp

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**usbank.** **Message(s) from Access Online** Language Selection:

**Request Status Queue**  
**Active Work Queue**  
**Support Active Work Queue**  
**System Administration** ←  
**Account Administration**  
**Payment Plus**  
**Order Management**  
**Transaction Management**  
**Travel Expense Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
**Data Exchange**  
**My Personal Information**

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Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.



# Select Accounting Code Management

U.S. Bank Access® Online ACME10 PC Organization  
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 **System Administration**

- Request Status Queue
- Active Work Queue
- System Administration**
  - Accounting Code Mgmt
  - Merchant Groups
  - Merchant Allocation Rules
  - Allocation Rules Engine
- Event Driven Notification
- Account Administration
- Transaction Management
- Account Information
- Reporting
- Data Exchange
- My Personal Information

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**Accounting Code Management**  
Manage Accounting Code Structures, Accounting Validation Controls, Valid Values Lists, and Alternate Accounting Codes.

**Merchant Groups**  
Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

**Merchant Allocation Rules**  
Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

**Allocation Rules Engine**  
Establish automated rules that control how incoming transactions are allocated to particular accounting codes.



# Select Alternate Accounting Codes

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**usbank.** **Accounting Code Management**

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

**Accounting Code Structure**  
Create or modify structures for viewing, entering, and changing accounting codes throughout the system.


**Accounting Validation Controls**  
Create, view, modify and delete the rules for accounting code validation.

- [Create New Accounting Validation Control](#)
- [Create / Modify / Delete Child Accounting Validation Control](#)
- [Modify / Delete Accounting Validation Control](#)

**Note:** The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

**Valid Values Lists**  
Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

- [Create New Valid Values List](#)
- [Modify / Delete Valid Values List](#)

**Alternate Accounting Codes**   
Create, view, modify and delete the full lines of accounting that can be used for reallocation.

**Request Status Queue**  
**Active Work Queue**  
**Support Active Work Queue**  
**System Administration**  
▪ Client Relationships  
▪ Entitlement Groups  
▪ User Profiles  
▪ Home Page Messages  
▪ Financial Extract Controls  
▪ Application Controls  
▪ Process Controls  
▪ **Accounting Code Mgmt**  
▪ Merchant Groups  
▪ Merchant Allocation Rules  
▪ Allocation Rules Engine  
▪ Global Affiliate Groups  
**Account Administration**  
**Order Management**  
**Transaction Management**  
**Travel Expense Management**  
**Enhanced Supplier Management**  
**Account Information Reporting**  
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# Select a Child AVC to Assign to AAC

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## Alternate Accounting Codes

### Search & Select Accounting Validation Control

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#).

Account Validation Control (AVC) Name:

Accounting Code Structure Name:  [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:  
 Bank:  Agent:  Company:  Division:  Department:  [Select Position](#)

**Search**

Records 1 - 4 of 4

AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position					Segment(s)
					Bank	Agent	Company	Division	Department	
<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064				APPROPRIATION , OAC , ASN , UIC ,
<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064	11789			APPROPRIATION , OAC , ASN , UIC ,
<a href="#">Demo Child AVC-Training</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064	11792			APPROPRIATION , OAC , ASN , UIC ,
<a href="#">Demo Parent AVC</a>	DEMO 0064 ACS	Parent		0	3058	0064				APPROPRIATION , OAC , ASN , UIC ,



# Select Manage Alternate Accounting Codes

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**usbank** **Accounting Validation Control**  
Modify a Child Access Online Validated Accounting Validation Control

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

\* = required

**General Parameters**  
Parent Accounting Validation Control Name: Demo Parent AVC  
Number of Created Alternate Accounting codes (AAC): 4 [Manage Alternate Accounting Codes](#)

Defined At:  
Bank: Agent: Company:  
3058 0064  [Select Position](#)

Assigned At: [Add/Edit](#)

Bank	Agent	Company	Division	Department
3058	0064			
3058	0064	11789		

Accounting Validation Control (AVC) Name:

AVC Status:  
 AVC Enabled  
 AVC Disabled

[+] **Validation Triggers** [Return to top](#) | [Go to Save](#)

[+] **Validation Settings** [Return to top](#) | [Go to Save](#)



# Indicate the Number of New AACs

Accounting Code Mgmt  
Merchant Groups  
Merchant Allocation Rules  
Allocation Rules Engine  
Global Affiliate Groups

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whether to search for the Name and/or Segment Value only at the beginning of the field or anywhere within the field. Be aware that searching for a contained phrase may slow down the search. Then click the "Search" button.

Alternate Accounting Code Name:

Segment Value:  
 contained anywhere within

Segment Name(s):  
Note: Hold down the Ctrl key to make multiple selections.  
All  
APPROPRIATION  
OAC  
ASN  
UIC  
PEC

Search Type:

---

### Alternate Accounting Code List

To **add** an Alternate Accounting Code (AAC), select the number of AACs desired and click "Add". Type a unique AAC Name and supply segment values.  
Single segment values may be typed or selected by clicking the Search icon (if the segment is associated to a Valid Values List)  
Multiple values for a segment may be entered by clicking the "Details" link or selected by clicking the Search icon.

To **modify** an AAC, change the AAC Name or segment values as described above.

To **delete** an AAC, check the Delete checkbox.

To complete management of the AACs (add, modify, delete), click the "Save" button.

New Alternate Accounting Code(s)



# Assigning a Name to Each AAC

## Alternate Accounting Code List

To **add** an Alternate Accounting Code (AAC), select the number of AACs desired and click "Add". Type a unique AAC Name and supply segment values.

Single segment values may be typed or selected by clicking the Search icon (if the segment is associated to a Valid Values List)

Multiple values for a segment may be entered by clicking the "Details" link or selected by clicking the Search icon.

To **modify** an AAC, change the AAC Name or segment values as described above.

To **delete** an AAC, check the Delete checkbox.

To complete management of the AACs (add, modify, delete), click the "Save" button.

**Add** 1  New Alternate Accounting Code(s)

\* = required

Records 1 - 5 of 5

Delete	Alternate Accounting Code Name	Accounting Code - Segment Name (Length)	APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Fleet Expenses		54540000000000000004	77	56560	AFPC55
<input type="checkbox"/>	Maintenance		56560000000000000001	54	87775	AFPC33
<input type="checkbox"/>	Office Equipment		77770000000000000003	54	87775	AFPC11
<input type="checkbox"/>	Training/Education		87770000000000000005	16	23340	AFPC77

Search for Valid Value

Records 1 - 5 of 5

**Save**



# Select or Add Value

- Financial Extract Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine
- Global Affiliate Groups

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**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** Demo Child AVC-Demonstration  
**Alternate Accounting Code Name:**  
**Segment Name(Length):** OAC (2)  
**Valid Values List Name:** OAC

## Segment Values

To add a Segment Value, type it in the Segment Value text box and click "Add>>." To add multiple values, repeat this action for each additional Segment Value. Or you can [Search & Select Valid Values](#).

To remove a Segment Value, select it in the Segment Value(s) table and click "<<Remove."

Segment Value:  **Add >>**

Segment Value(s):  
Note: Hold down the Ctrl key to make multiple selections.

**<< Remove**

## Entry Required

Entry is NOT Required for this Segment based on the Accounting Validation Control, do you want to make it required when reallocating to this Alternate Accounting Code?

Yes  No

**Hold Details & Return**

**Hold Details & Manage Next Segment**



# Adding Values

- Financial Extract Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine
- Global Affiliate Groups

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**Accounting Code Structure Name:** DEMO 0064 ACS  
**Accounting Validation Control Name:** Demo Child AVC-Demonstration  
**Alternate Accounting Code Name:**  
**Segment Name(Length):** OAC (2)  
**Valid Values List Name:** OAC

## Segment Values

To add a Segment Value, type it in the Segment Value text box and click "Add>>." To add multiple values, repeat this action for each additional Segment Value. Or you can [Search & Select Valid Values](#).

To remove a Segment Value, select it in the Segment Value(s) table and click "<<Remove."

Segment Value:  **Add >>**

Segment Value(s):  
Note: Hold down the Ctrl key to make multiple selections.

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**<< Remove**

## Entry Required

Entry is NOT Required for this Segment based on the Accounting Validation Control, do you want to make it required when reallocating to this Alternate Accounting Code?

Yes  No

**Hold Details & Return**

**Hold Details & Manage Next Segment**



# AACs Assigned to Each Child AVC

**usbank** Accounting Validation Controls  
Search & Select Accounting Validation Control

Client Relationship: ACME26 PC Organization [Switch Relationships](#)

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#).

Account Validation Control (AVC) Name:

Accounting Code Structure Name:  [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:  
Hierarchy Type:  Bank:  Agent:  Company:  Division:  Department:  [Select Position](#)

**Search**

Records 1 - 3 of 3

AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position					
					Bank	Agent	Company	Division	Department	Segment(s)
<a href="#">Demo Child AVC-Demonstration</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064				APPROPRIATION , OAC , ASN , UIC ,
<a href="#">Demo Child AVC-Training</a>	DEMO 0064 ACS	Child	Demo Parent AVC	4	3058	0064				APPROPRIATION , OAC , ASN , UIC ,
<a href="#">Demo Parent AVC</a>	DEMO 0064 ACS	Parent		0	3058	0064				APPROPRIATION , OAC , ASN , UIC ,



# Review of Key Terms

## Access Online

## Definition

<b>Accounting Code Management (ACM)</b>	High-level function for setting up and modifying accounting code structures and controls/rules.
<b>Accounting Code Structure (ACS)</b>	Defines the number of accounting code segments, segment names, and segment lengths in the accounting code.
<b>Parent Accounting Validation Control (PAVC)</b>	Defines which segments are required, validation rules, and valid values. Built by U.S. Bank at Relationship level.
<b>Child AVC (CAVC)</b>	A subset of segments, validation rules and valid values based on an existing AVC/Parent. Must be at least as restrictive as AVC/Parent. Defined at Agent (level four) level.
<b>Alternate Accounting Code (AAC)</b>	A complete line of accounting (other than the default accounting code) presented to the user as a text name (e.g., Training, Office Supplies) for selection during transaction reallocation or account setup.
<b>Default Accounting Code (DAC)</b>	The accounting code assigned to a managing and cardholder accounts during account setup. System can be set up so transactions automatically take the DAC assigned to an account.



# Web-based Training

- URL is **<https://wbt.access.usbank.com>**
- Lessons:
  - Accounting Code Structure
  - Accounting Validation Controls
  - Alternate Accounting Codes
  - Custom User guides
  - Quick reference guides
    - Simulations
    - Recorded classes
  - Agency Specific User Guides (Army/USAF/Defense Agencies) for A/OPCs/FMs/AOs/BOs/CHs



# Questions?



# Thank You

**Presentations will be available on**  
**[www.usbank.com/sp2presentations](http://www.usbank.com/sp2presentations)**  
**after the conference**

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