Access On-Line

(AXOL)

Resource Manager (RM)

“HOW TO” MANUAL

For Appropriated Funds

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AXOL RM "How To" Manual

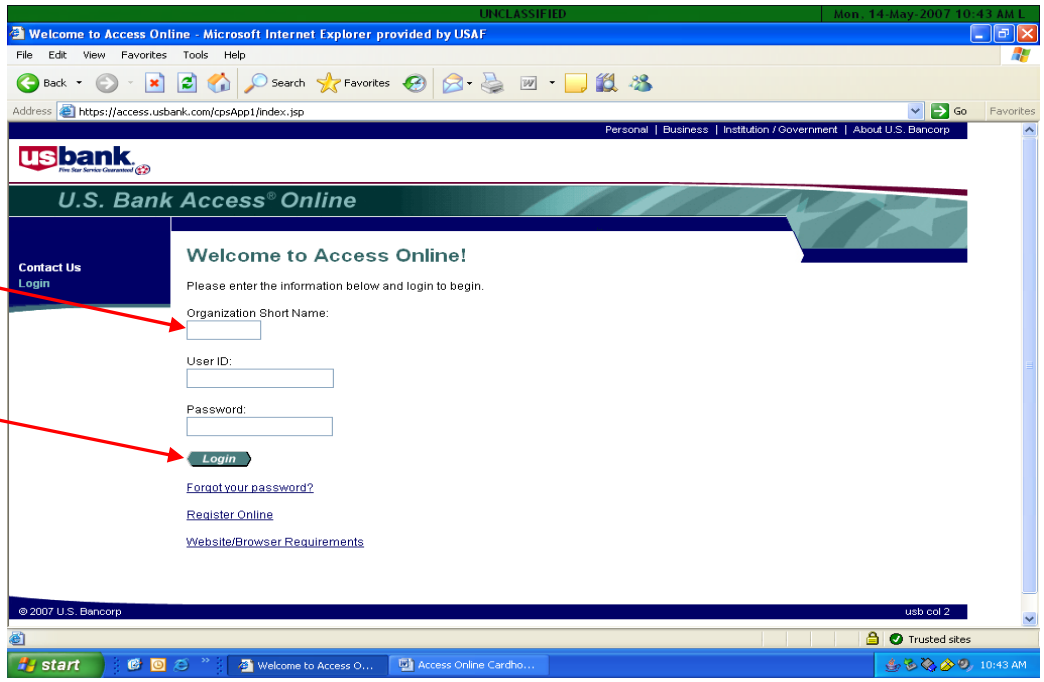
Process 1: Access On-Line (AXOL) Login.

https://access.usbank.com

To login, go to the above website. **NOTE:** Do not forget the "**s**" in **https,** as it is a Secure website.

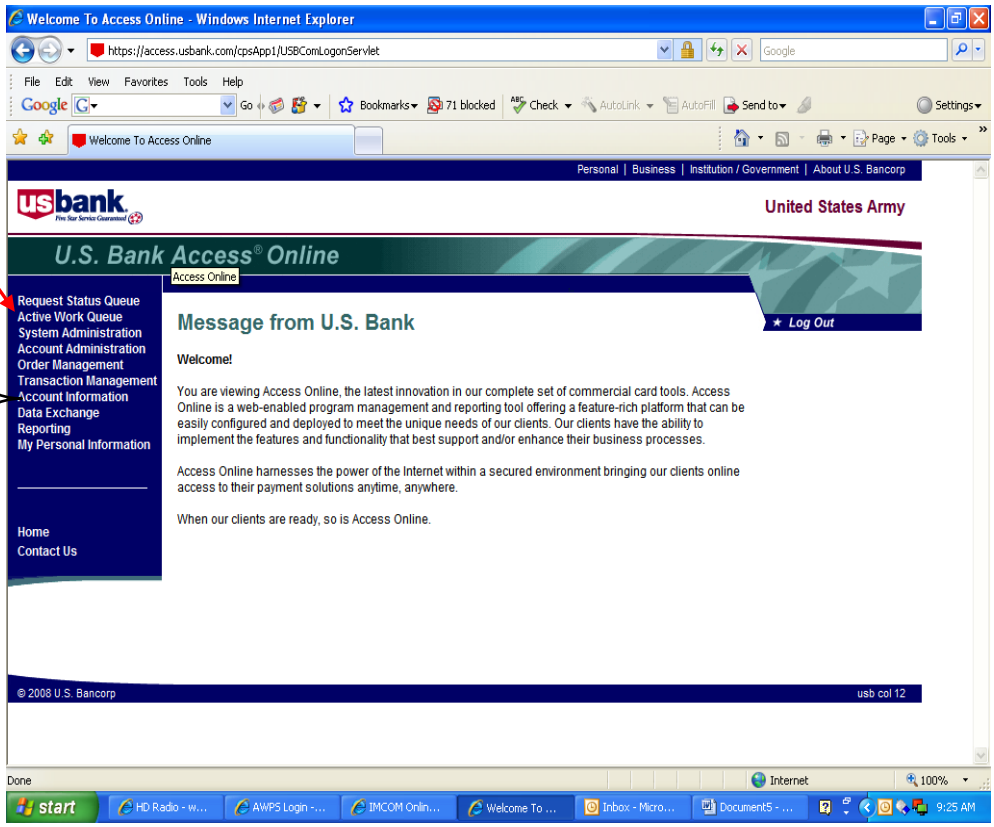
- **Enter Organization Short Name (army), User ID** and **Password**.
- **Click *Login*.**

You are required to change your password once every 60 days.

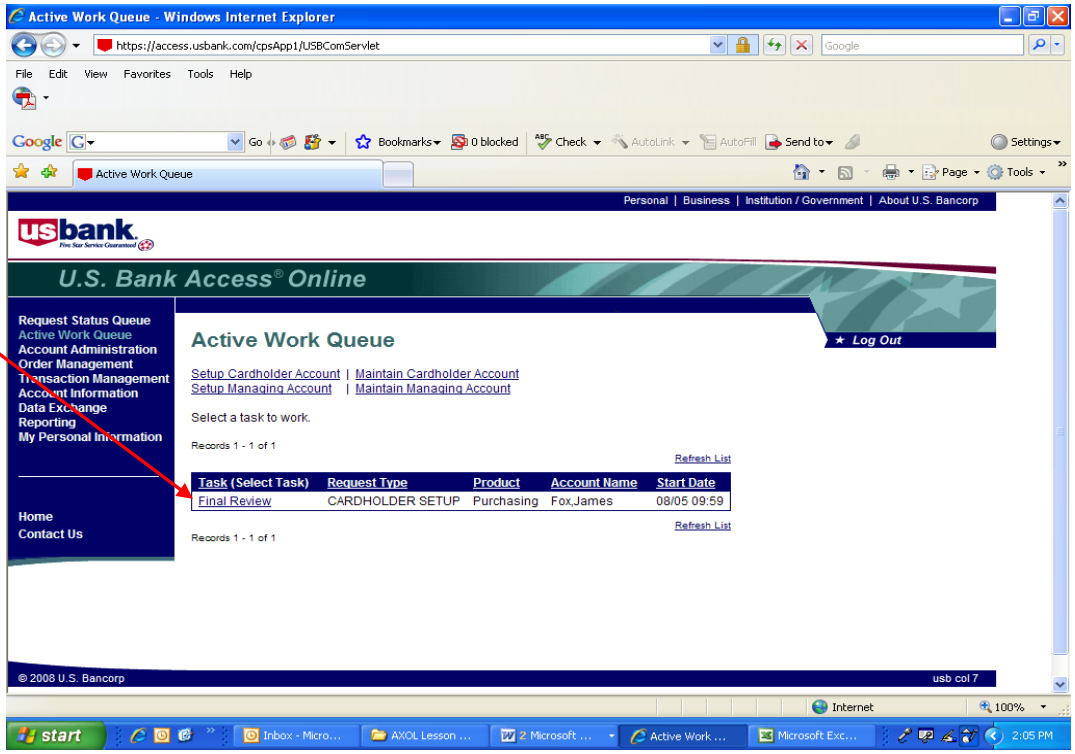


The following subjects are available to choose from the Left Column Navigation Bar. **NOTE: Always check your "Active Work Queue" to see if you have any tasks to work.**

- **Request Status Queue**
- **Active Work Queue**
- **System Administration**
- **Account Administration**
- **Order Management**
- **Transaction Management**
- **Account Information**
- **Data Exchange**
- **Reporting**
- **My Personal Information**



- If there is a task to work, **click** on the "**Task**" and complete the required action.

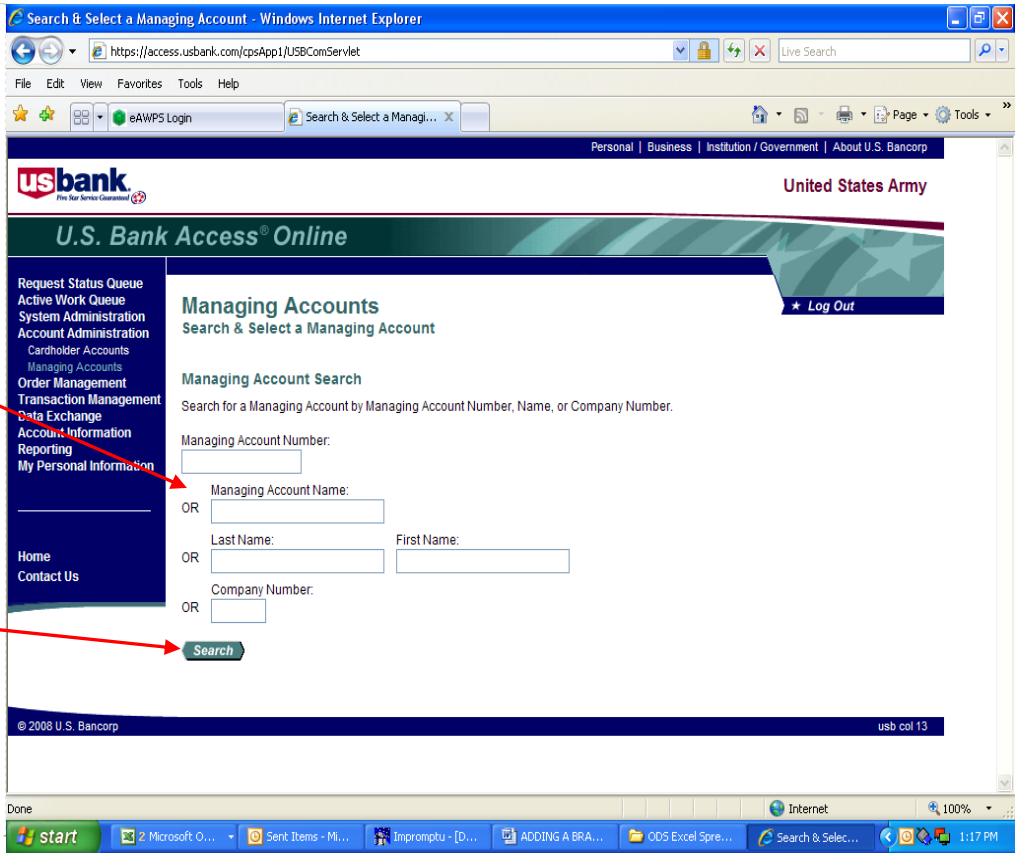


Process 2: Setting Up a New Managing Account

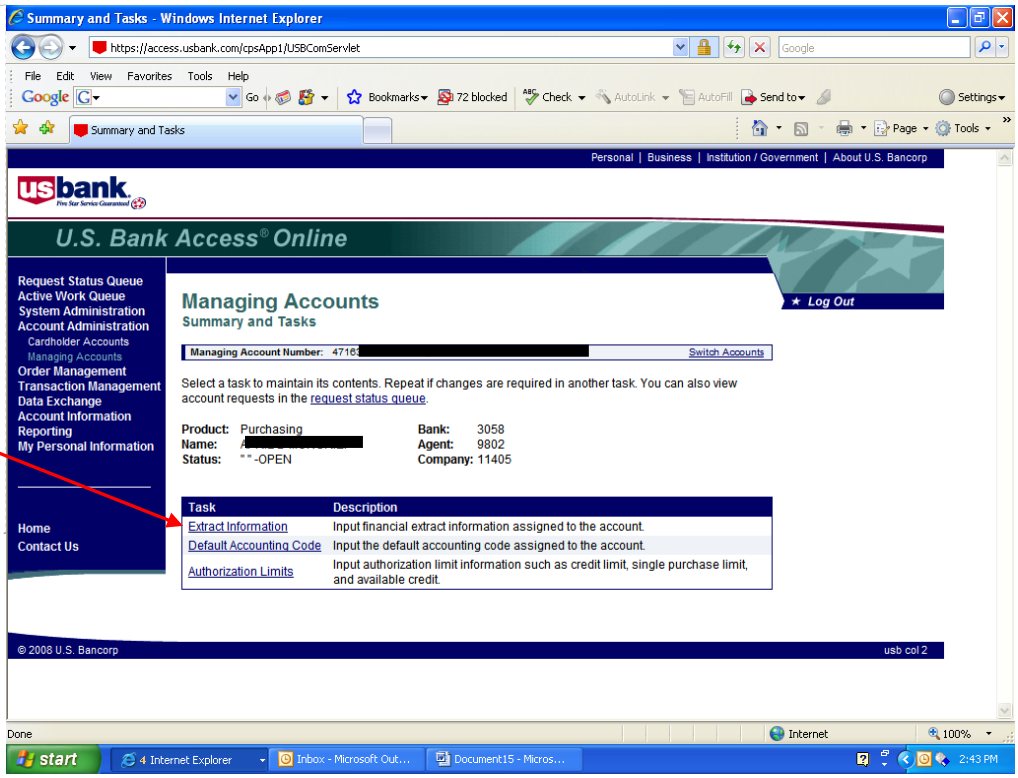
Process 2 a: EDI Enable a Managing Account (Note: not required for CH accounts.)

- **Click** on "**Account Administration**"
- **Click** on "**Maintain Managing Account**"

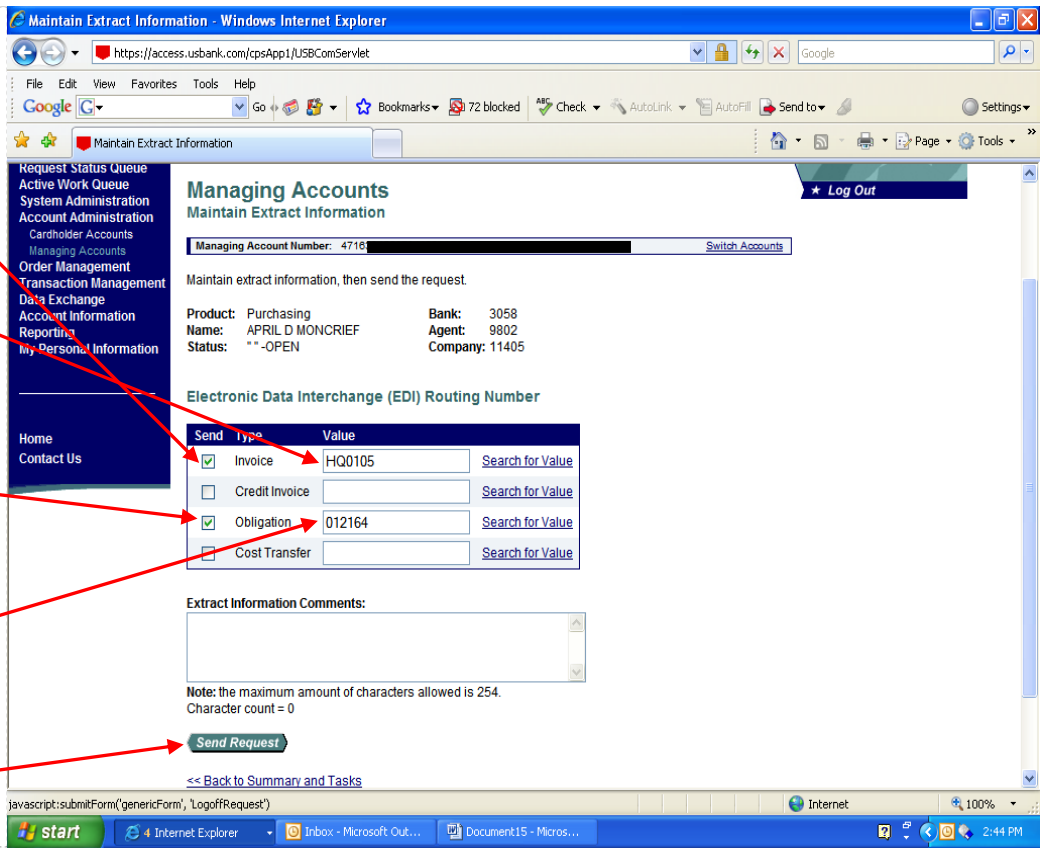
- Enter in any of the search data information.
- **Click** the "**Search**" button.



- **Click** on "**Extract Information**"

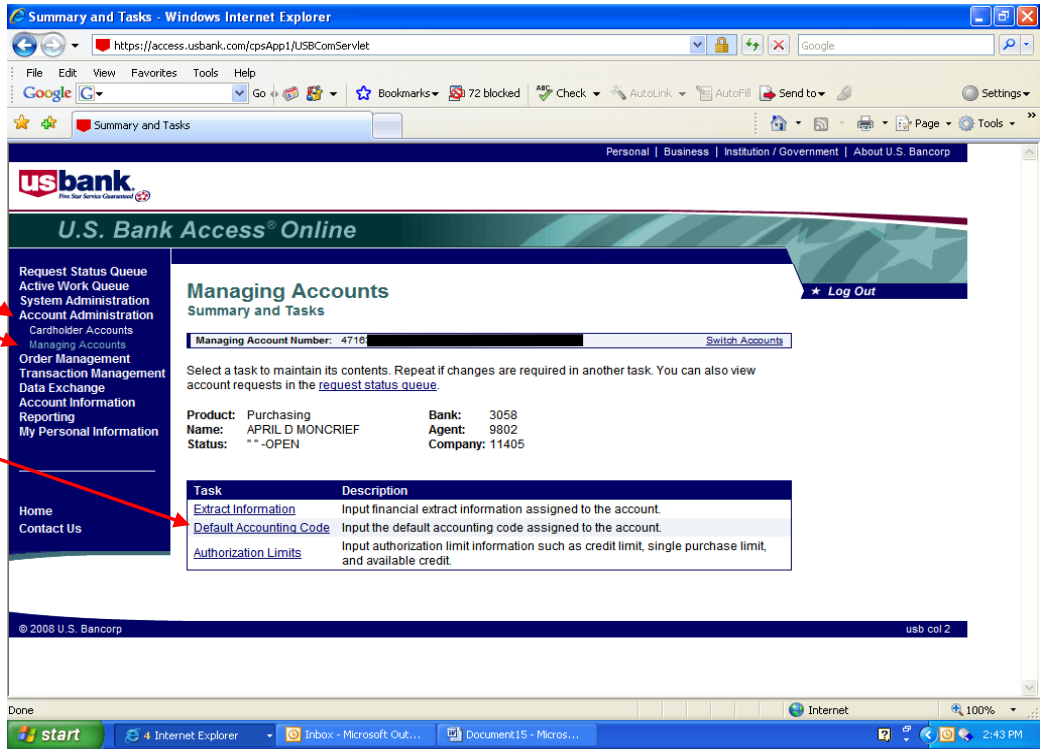


- **Check** "**Send**" Box for "Invoice" and **Enter** "Value" or **Click** on "**Search for Value**"
  - Mission – HQ0302
  - IMCOM – HQ0105
- **Check** "**Send**" Box for "Obligation" and **Enter** "Value" or **Click** on "**Search for Value**"
  - Mission – 030145
  - IMCOM – 012164
- **Click "Send Request"** Button

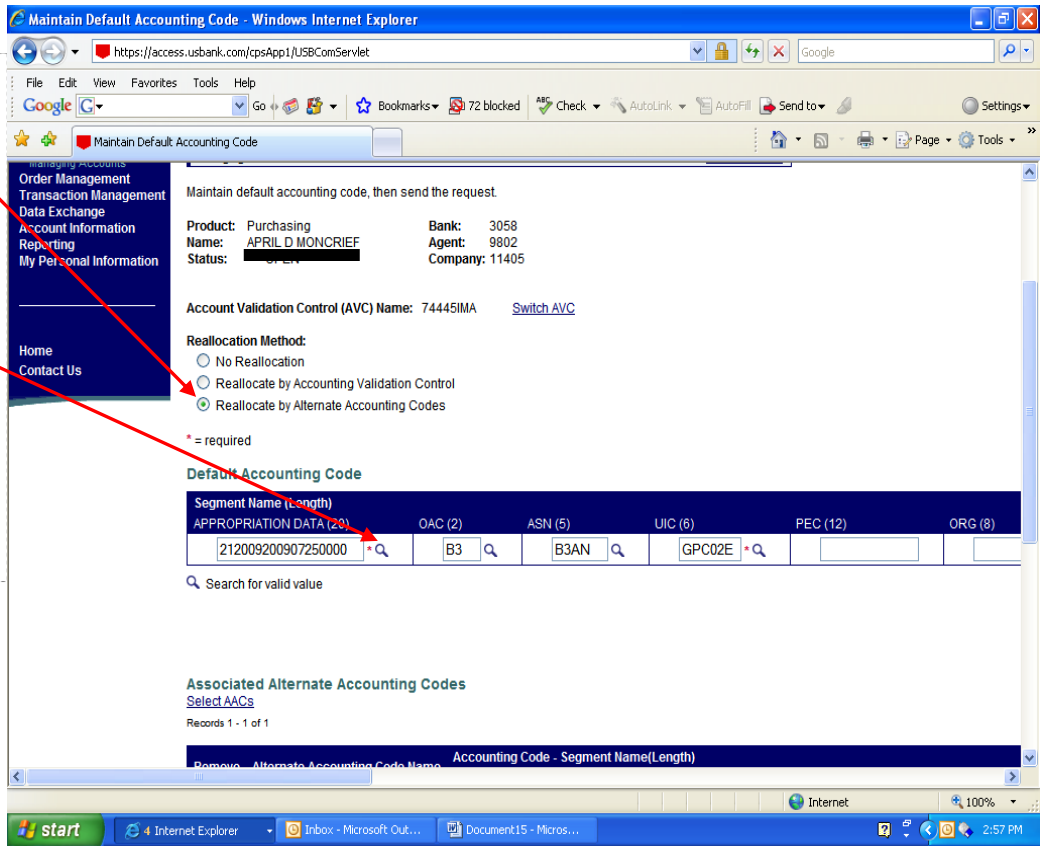


Process 2 b: Establish a New Default Line of Accounting

- **Click** on "**Account Administration**"
- **Click** on "**Maintain Managing Account**"
- **Click** on "**Default Accounting Code**"



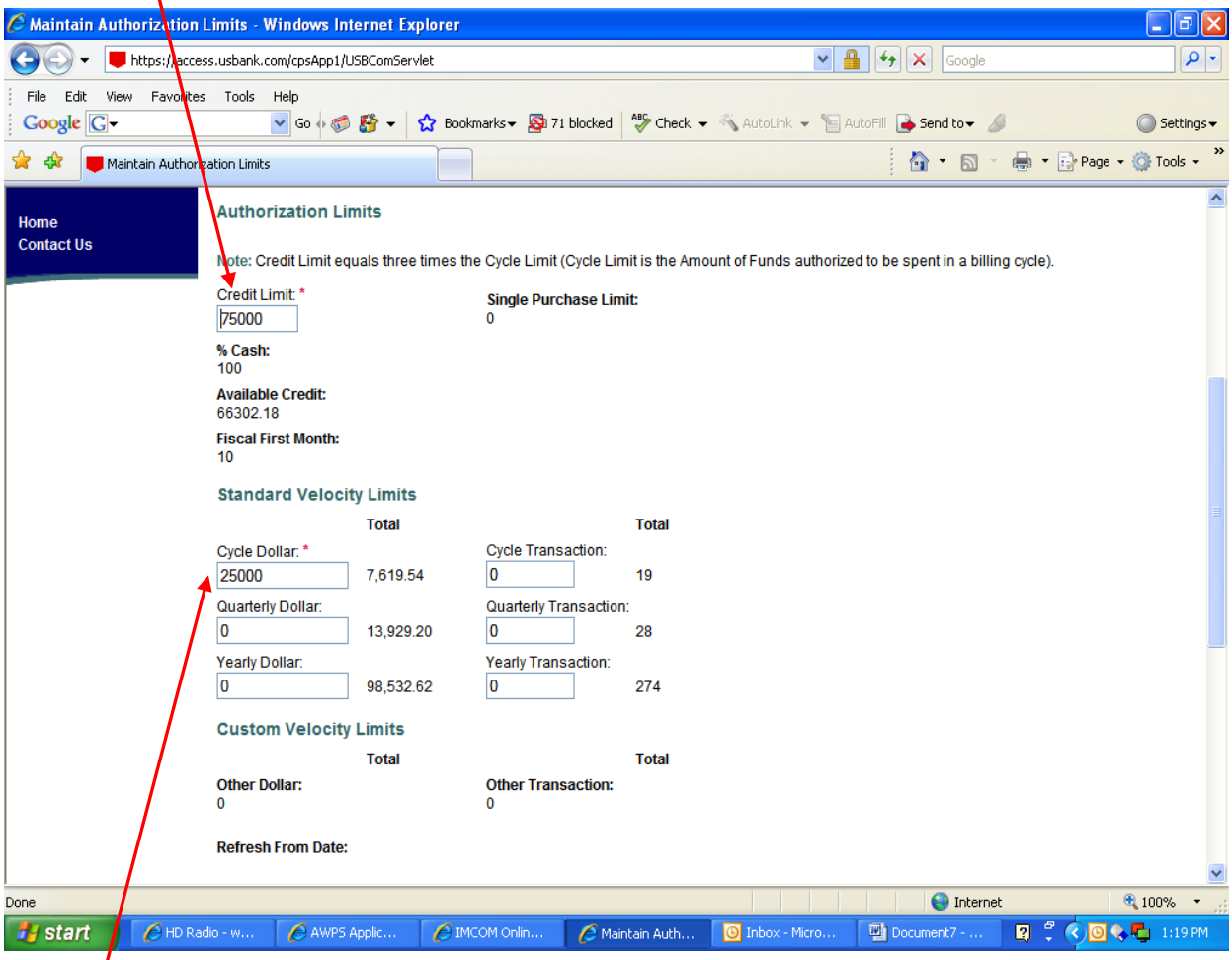
- **Select "Reallocate by Alternate Accounting Code"**
- Enter data for Default Accounting Code by either typing in or **Click** on magnifying glass and selecting appropriate data
- **Click "Send Request"** Button



Process 2 c: Set Authorization Limits – See Process 3

Process 3: Change a Managing Account's Authorization Limits; e.g. changing a CH's credit limit, adding or deleting a CH from the managing account, etc.

- **Click** on "**Account Administration**" and then **click** on "**Maintain Managing Account**".
- Enter one of the requested search data and then **click** the "**Search**" button.
- **Click** on "**Authorization Limits**".
- You must change both the "**Credit Limit**" and the "**Cycle Dollar**" to change the authorization limits on a billing official's managing account. NOTE: If either the "**Credit Limit**" or "**Cycle Dollar**" exceeds $250,000, you must call US Bank Customer Service, 888-994-6722. They must make the changes.
- The "**Credit Limit**" equals three times the "**Cycle Dollar**".



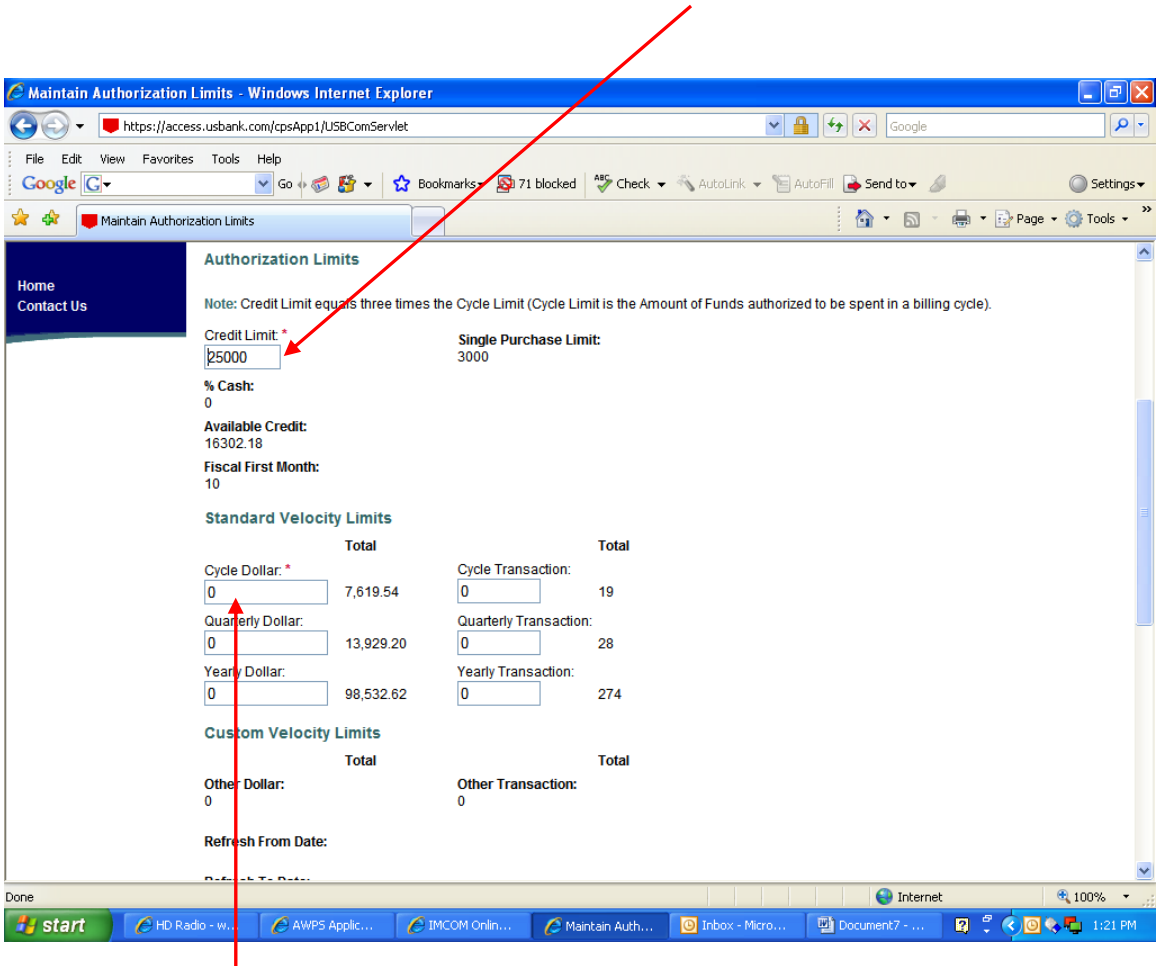
- The "**Cycle Dollar**" is the sum of all the CHs' credit limits within the managing account.

- Scroll down and **click** on the "**Send Request**" button.

Process 4: Change a CH Account's Credit Limit

The CH's credit limit is the total dollar amount that a CH may purchase during a billing cycle based on the funds certified by the RM. It is refreshed to this amount at the beginning of every cycle. NOTE: this limit is based on past history and should be adjusted accordingly.

- **Click** on "**Account Administration**" and then **click** on "**Maintain Cardholder Account**".
- Enter one of the requested search data and then **click** the "**Search**" button.
- **Click** on "**Authorization Limits**".
- **Enter** in the amount of certified funds in the "**Credit Limit ***" box.

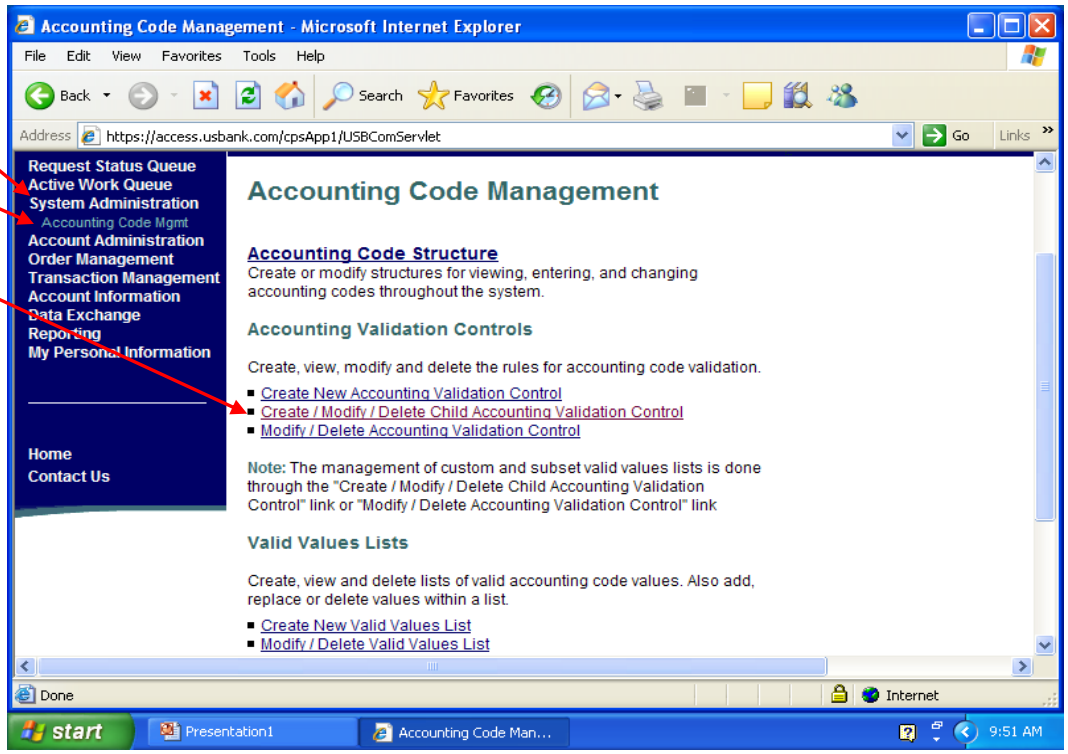


- Leave the "**Cycle Dollar ***" amount as "0".

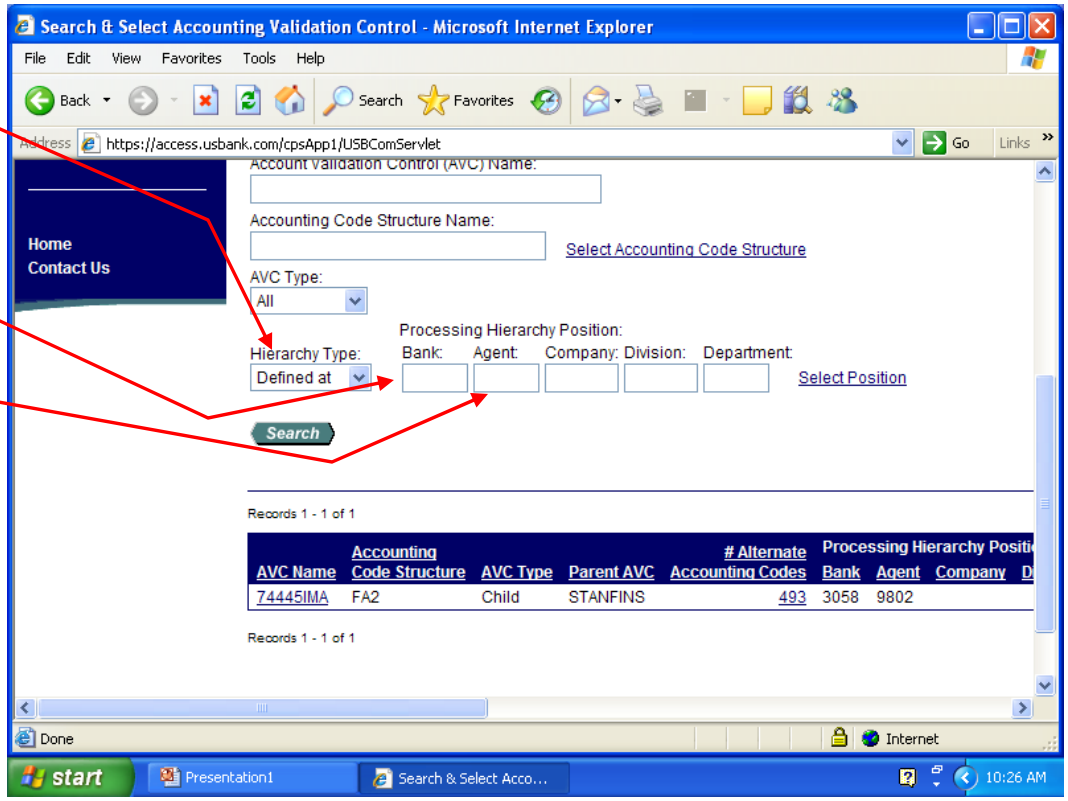
- Scroll down and **click** on the "**Send Request**" button.

Process 5: Adding New Values (e.g. new APC)

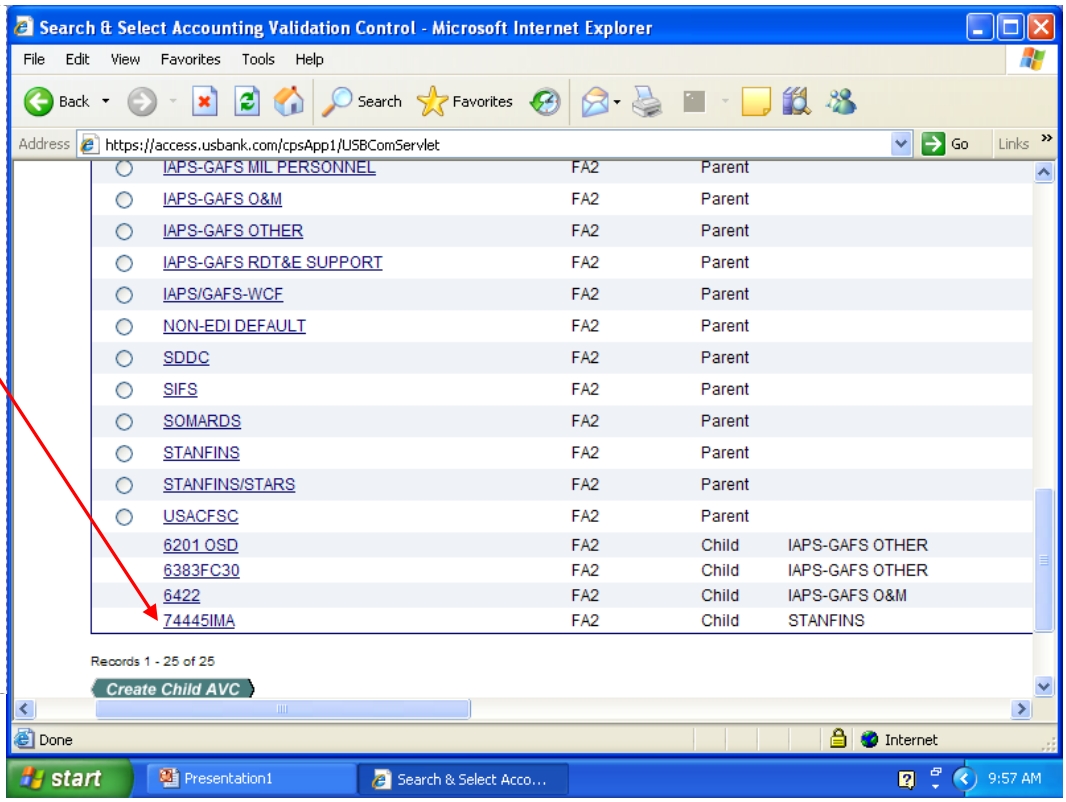
- **Click** on "**System Administration**".
- **Click** on "**Accounting Code Mgmt**".
- **Click** on "**Create/Modify/Delete Child Accounting Validation Control**".



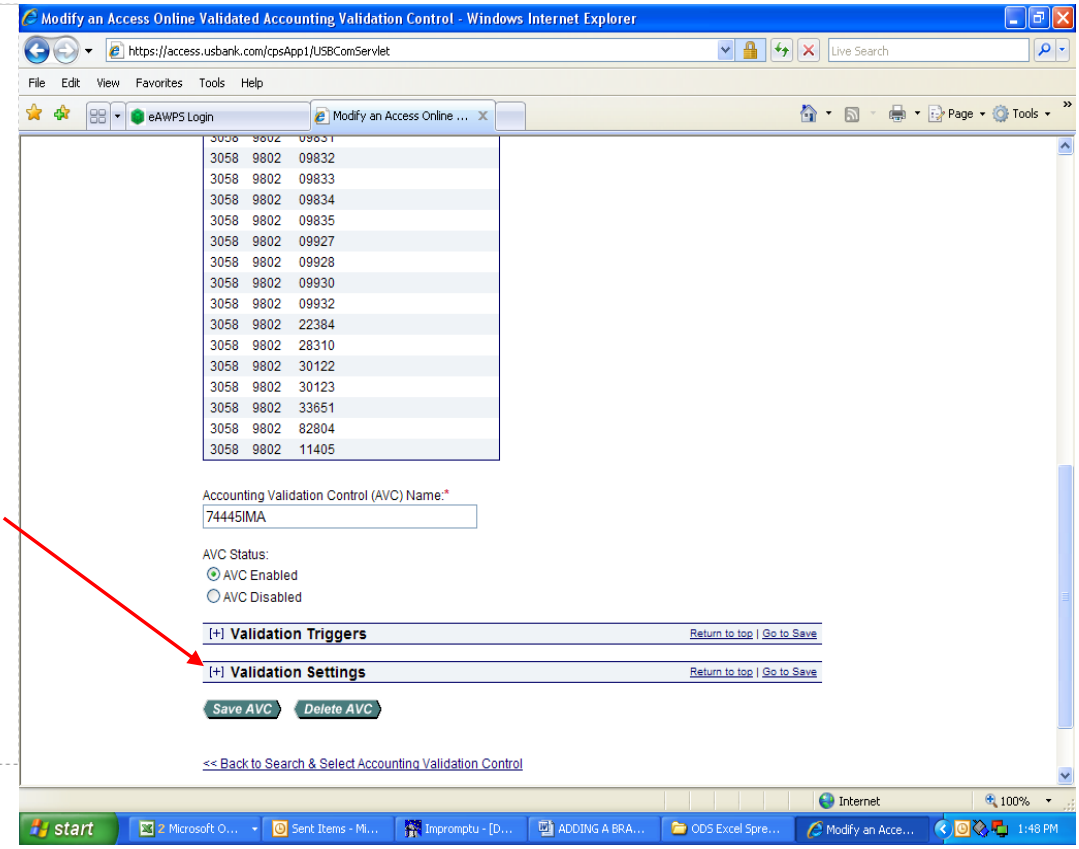
- Ensure "**Hierarchy Type**" is "**Defined at**"
- **Enter** "**Processing Hierarchy Position:**"
  - For All: Bank – **3058**
  - Agent:
    - Mission – **0149**
    - IMCOM – **9802**
- Scroll down to see choices available at bottom of page.



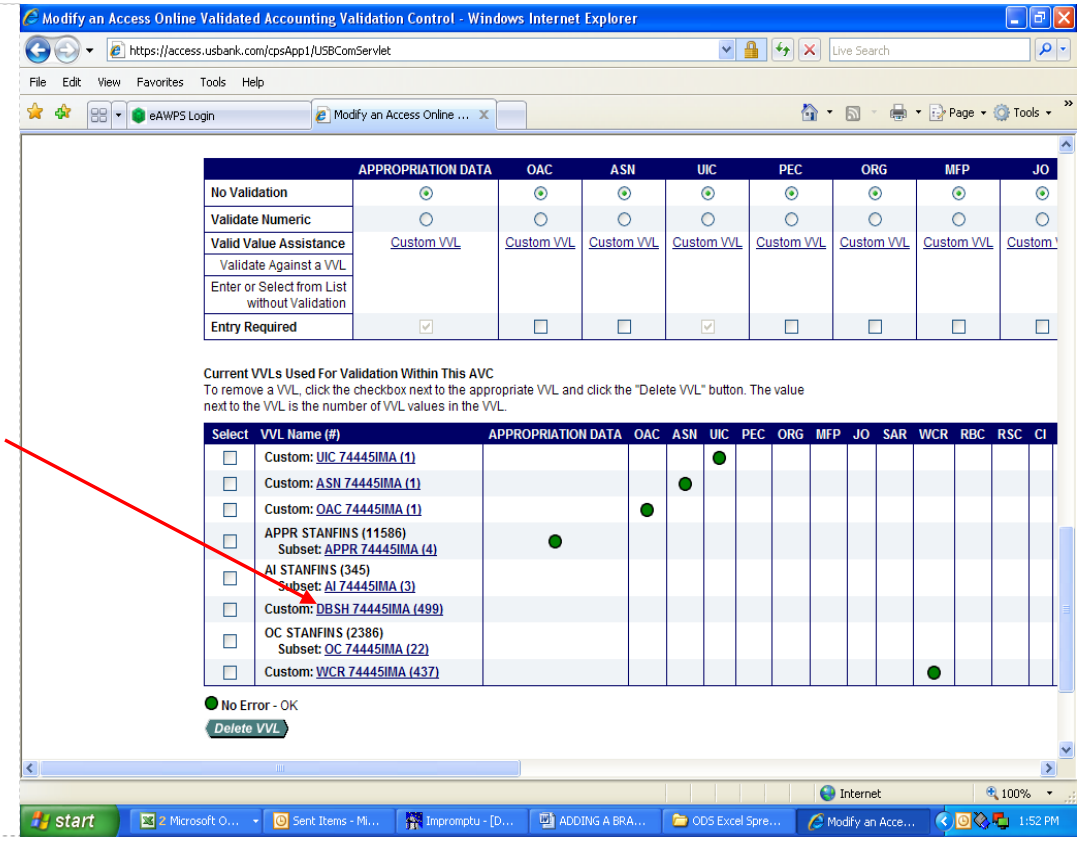
- **Click** on appropriate hyperlink in the "**AVC Name**" column.
  - Mission – 04445USMA
  - IMCOM – 74445IMA



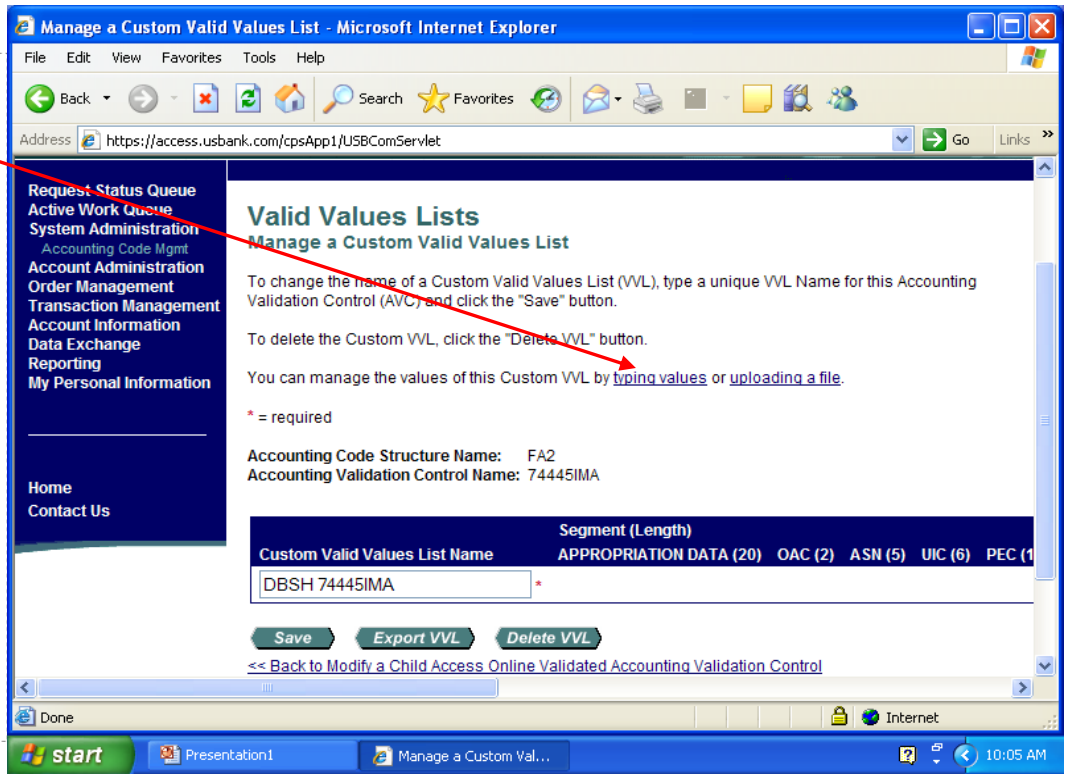
- **Click** on the "**+**" in front of "**Validation Settings**" to open up additional data on the bottom of the current page



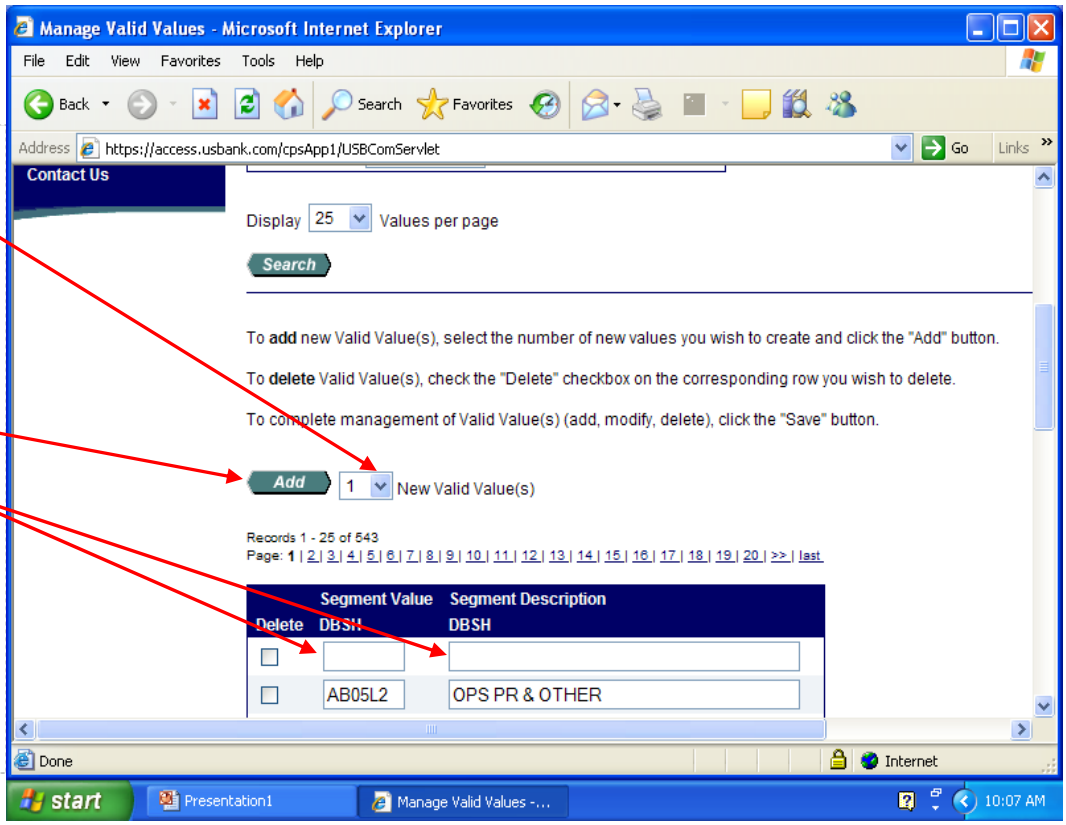
- **Click** on one of the blue hyperlinks (whichever one you want to add a valid value to).



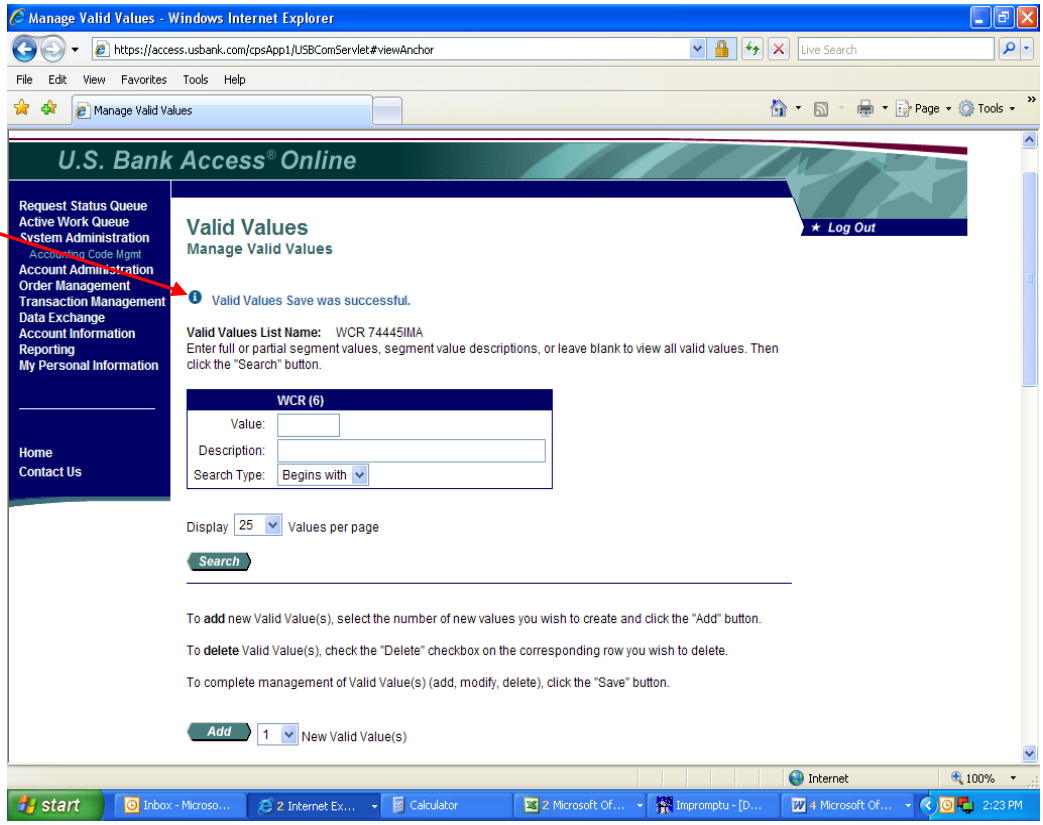
- **Click** on "**typing values**" hyperlink



- **Click** the drop down field for "**New Valid Value(s)**" and select the number of records that you want to add
- **Click** the "**Add**" button
- **Type** in the "**Segment Value**" and "**Segment Description**". Note: they are case sensitive.
- **Scroll** to the bottom of the page and **click** the "**Save**" button.



- Blue message indicates your action was successful.



Process 6: Creating New Alternate LOA's

BLANK FORM FOR ESTABLISHING A NEW ALTERNATE LINE OF ACCOUNTING

IF HELPFUL, COMPLETE THIS BLANK FORM WITH YOUR VALID VALUES THAT YOU WANT TO USE PRIOR TO INITIATING THE ESTABLISHING YOUR NEW ALTERNATE LINE OF ACCOUNTING. WITH THIS, YOU WILL HAVE THE DATA (VALID VALUES) IN FRONT OF YOU AND SHOULD HAVE NO QUESTIONS AS TO WHAT YOU ARE ENTERING IS CORRECT:

ALTERNATE ACCOUNTING CODE NAME: _____
(Name you assign; share with CC Holder)

APPROPRIATION DATA: 212009200920200000 (sample only) _____
21 for Army, (20092009) for the FY twice, (2020) for type of funds, and then (0000) simply four zeroes

UIC: _____
(standard GPC0 & DPI)

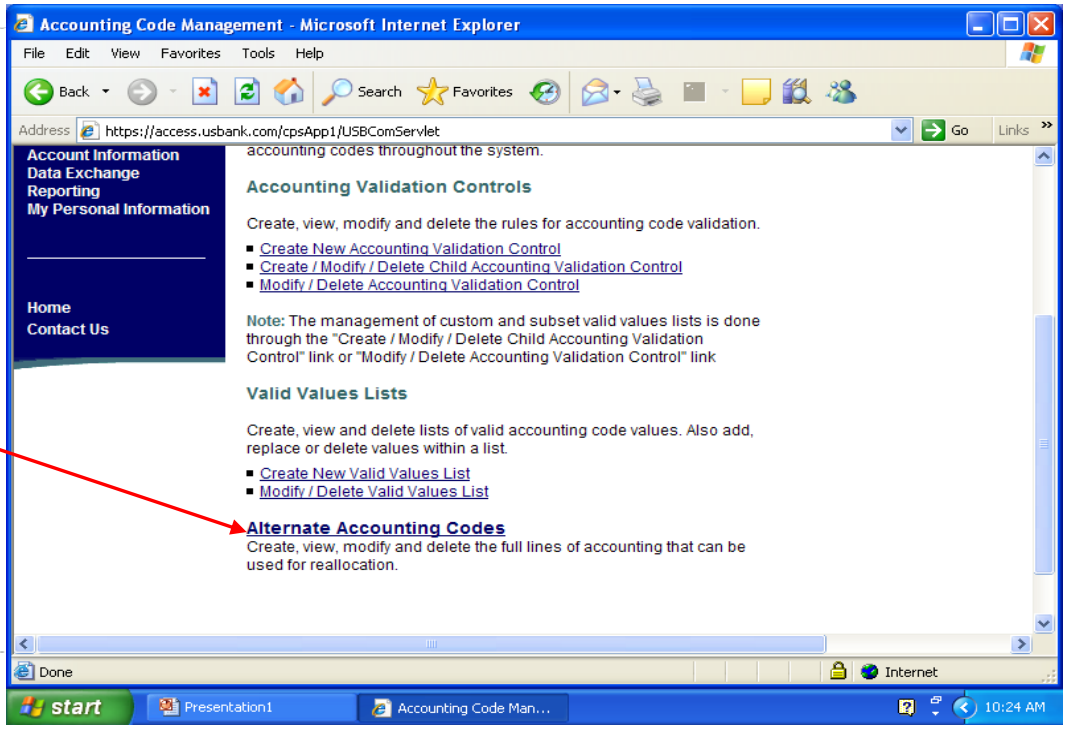
WCR: _____
(your DPI & APC)

OC: _____
(whatever 4 alpha/numeric EOR/Object Class you want to use)

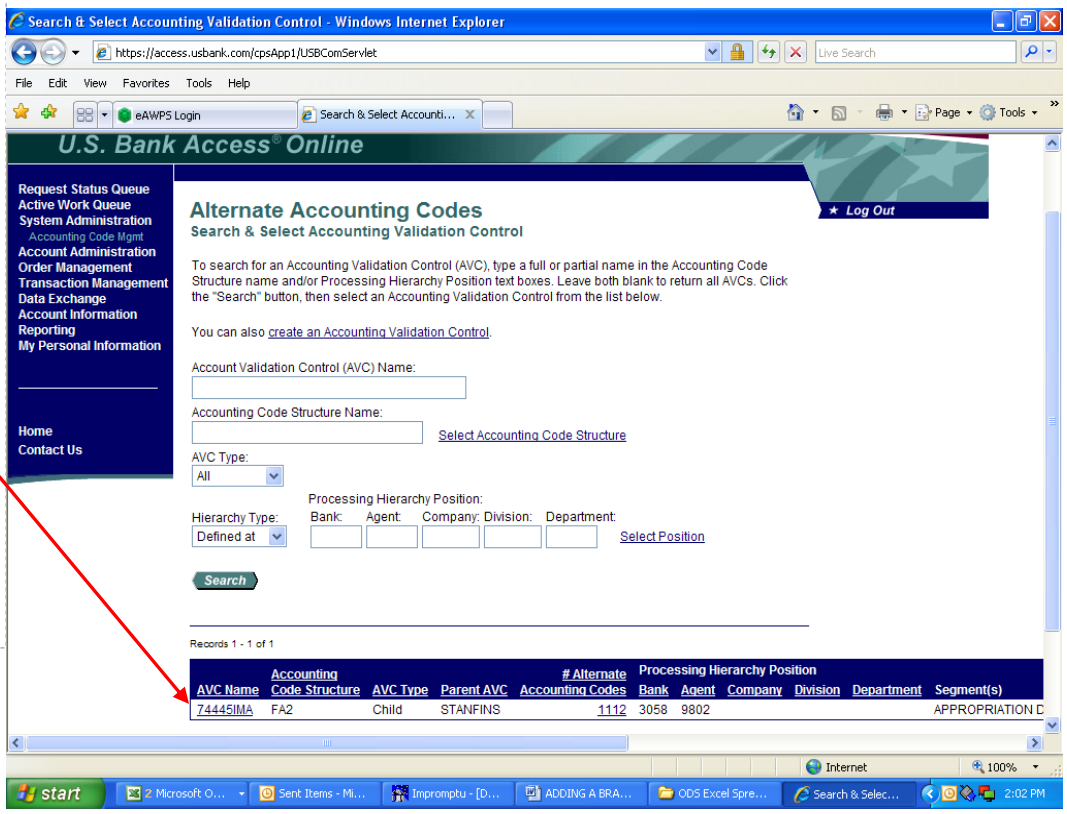
DBSH: _____
(your APC & DPI)

AI: _____
(your fiscal station)

- **Click** on "**System Administration**" in left column navigation bar.
- **Click** on "**Accounting Code Mgmt**" in left column navigation bar.
- **Click** on "**Alternate Accounting Code**".

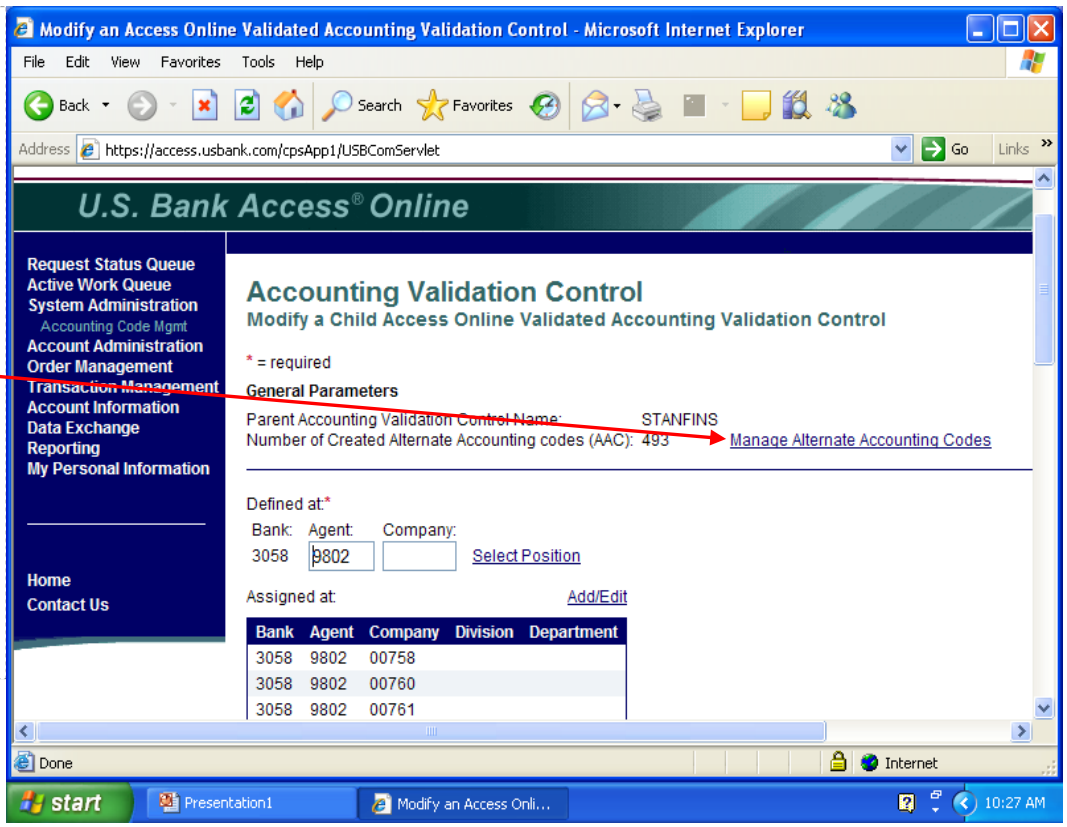


- **Click** on the appropriate link AVC Name hyperlink that is appropriate for your organization
  - Mission – 04445USMA
  - IMCOM – 74445IMA

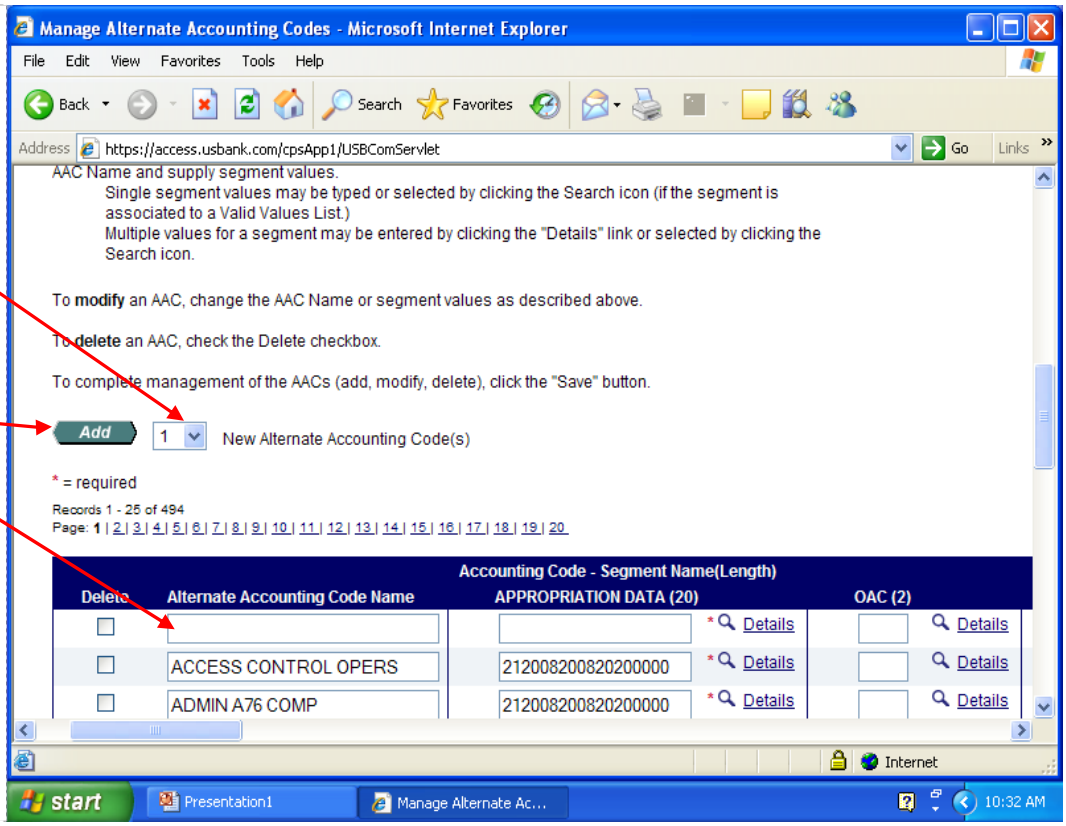


- This is where you can either add a New Alternate Accounting Code or look for an already existing Alternate Accounting Code Names by filling in the Data Segement Block.

- **Click** on "**Manage Alternate Accounting Codes**"



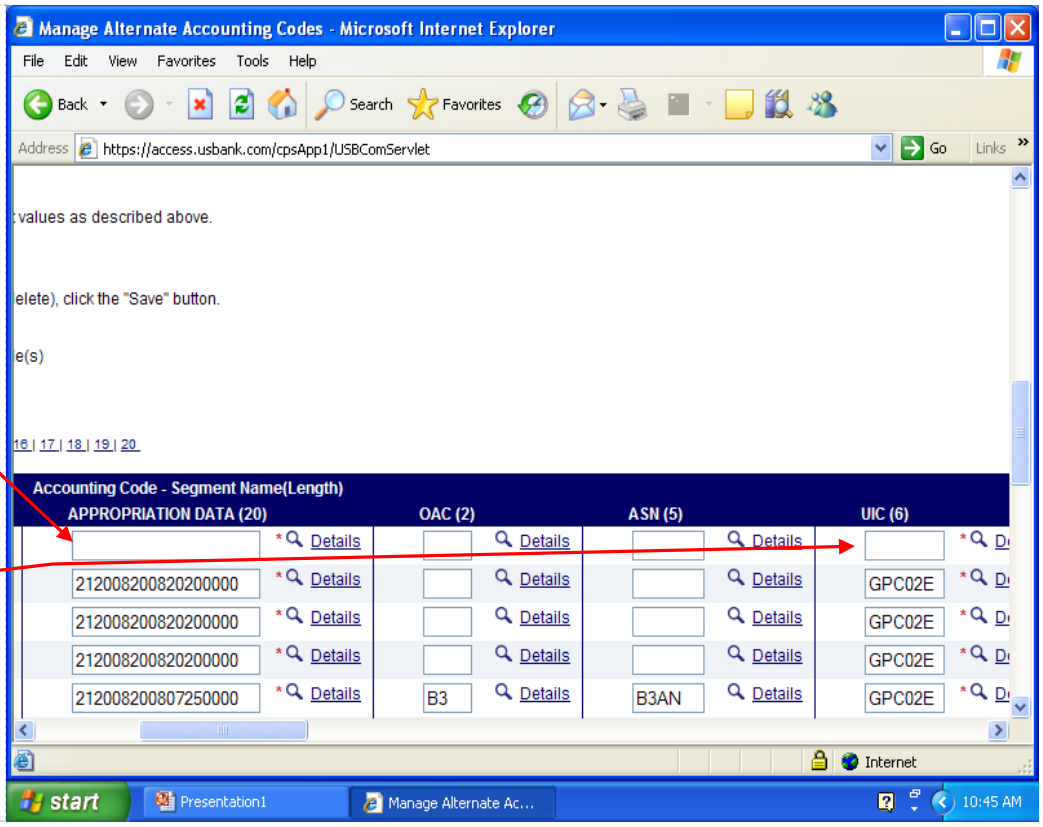
- **Click** the drop down field for "**New Alternate Accounting Code(s)**" and select the number of LOAs that you want to add
- **Click** the "**Add**" button
- **Enter** "**Alternate Accounting Code Name**" that all will understand. Note: Inform CH and BO of the code name.



- Type in data from the blank form (this is faster) or use the magnifying glass to select the appropriate data for each of the fields below:

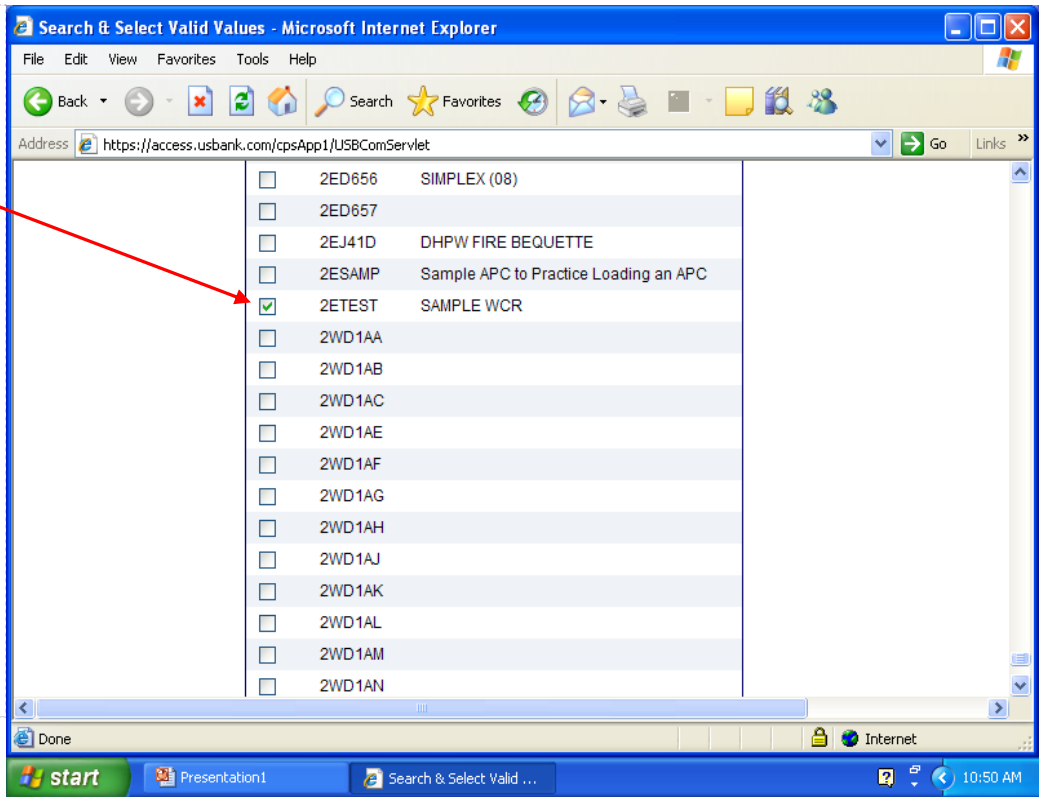
  o **Appropriation Data(20)** **Enter** APPN that is appropriate for your organization.
  APPN format is:
  21(4-digit FY)(4-digit FY)20200000

  UIC(6) - **Enter** what is appropriate for your organization.
  - Mission – GPC0L2
  - IMCOM - GPC02E



o **WCR(6) - Click** on the magnifying glass or type in the appropriate data. (Note: this screen shot shows clicking on the magnifying glass.) Scroll down to **Values**. **Check** the box next to the appropriate WCR/DBSH.

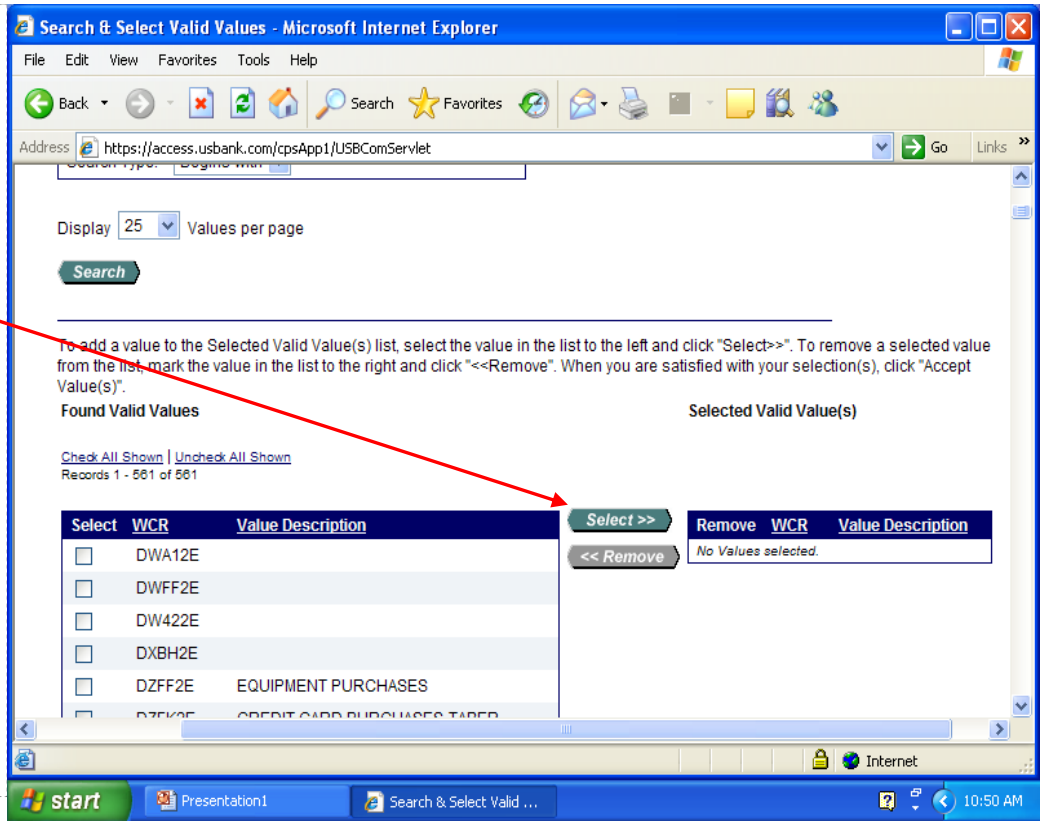
NOTE: If data is typed in, this screen does not appear. Go to screen shot at bottom of page 18.



o Scroll up.

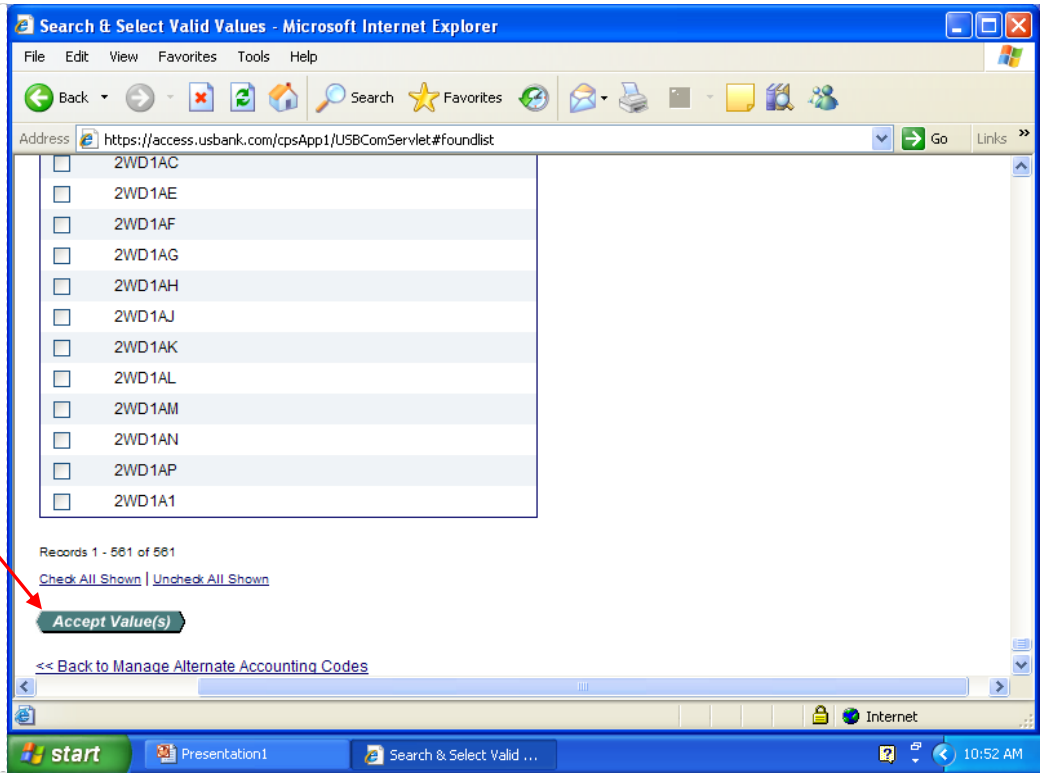
o **Click** the "**Select >>**" button.

NOTE: If data is typed in, this screen does not appear. Go to screen shot at bottom of page 18.

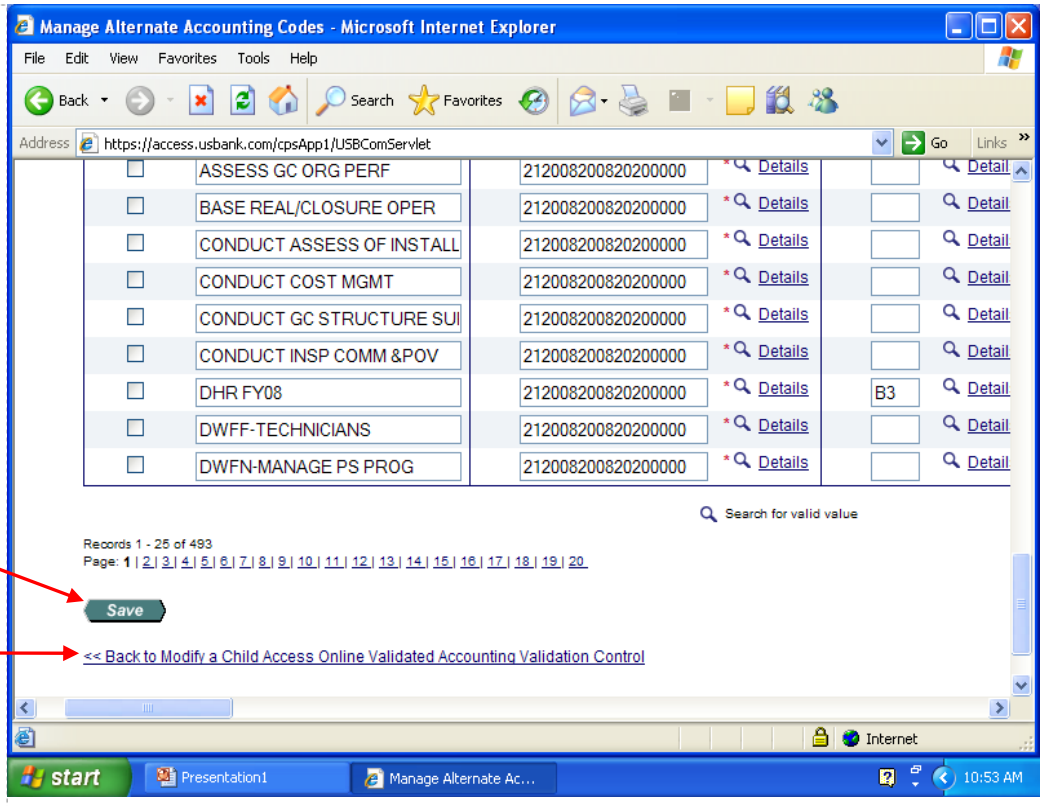


NOTE: If data is typed in, this screen does not appear. Go to next screen shot.

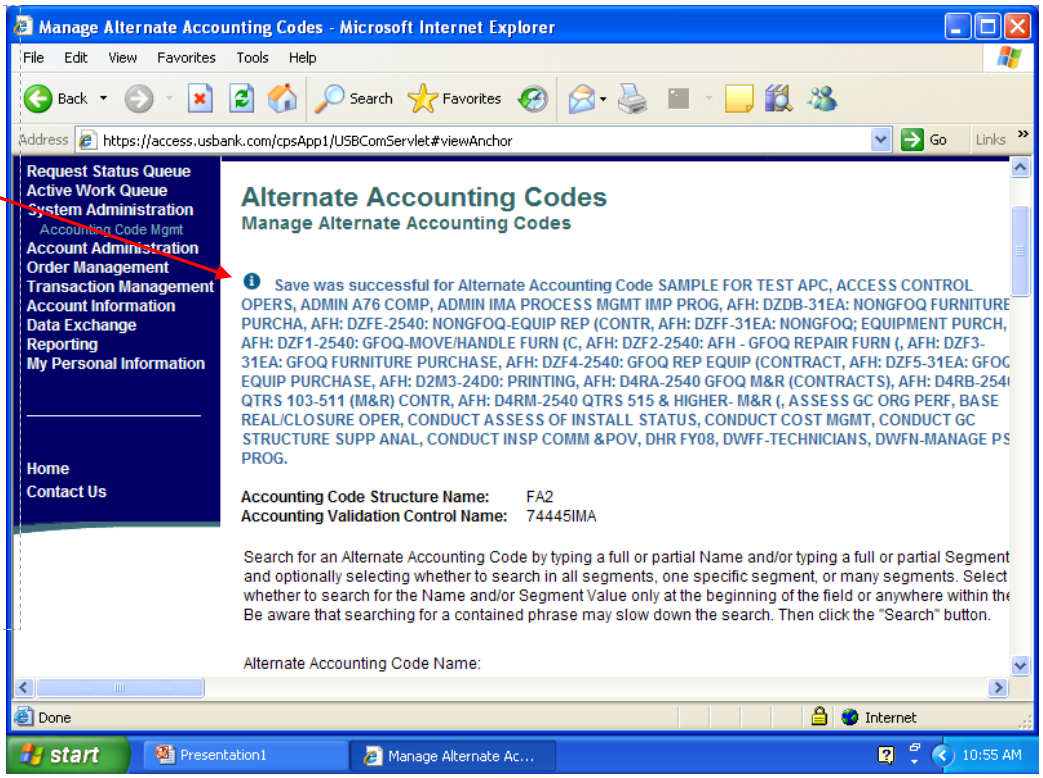
- o Scroll down.
- o **Click** the "**Accept Value(s)**" button.



- o **OC(5)** – **Enter** "Object class/EOR" that you want to use for new Alternate Line of Accounting
- o **DBSH(6)** – Should automatically populate when you select the WCR. If not, type in what you want to use as your DBSH
- o **AI(6)** – **Enter** appropriate FSN digits
- o Scroll down and **click** on the "**Save**" button.
- o **Click** "**Back to Modify a Child Access Online Validated Accounting Validation Control**"

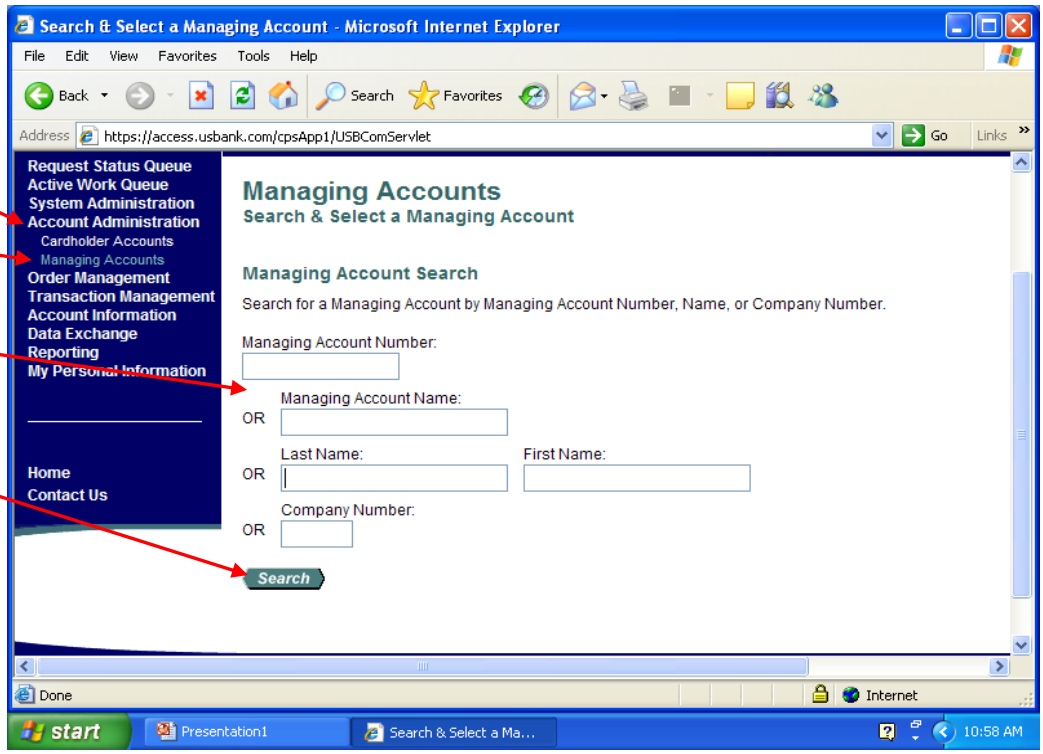


- Blue message indicates the process was successful.

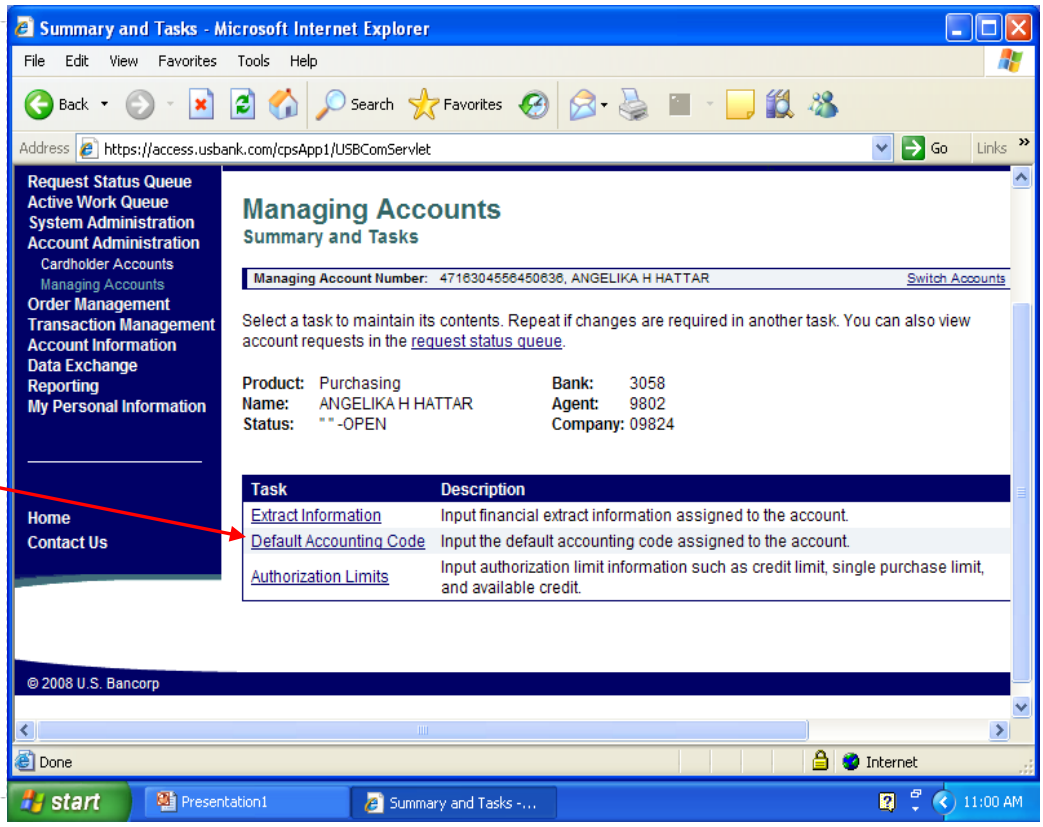


Process 7: Adding Alternate LOA's to a Managing (Billing Official) Account

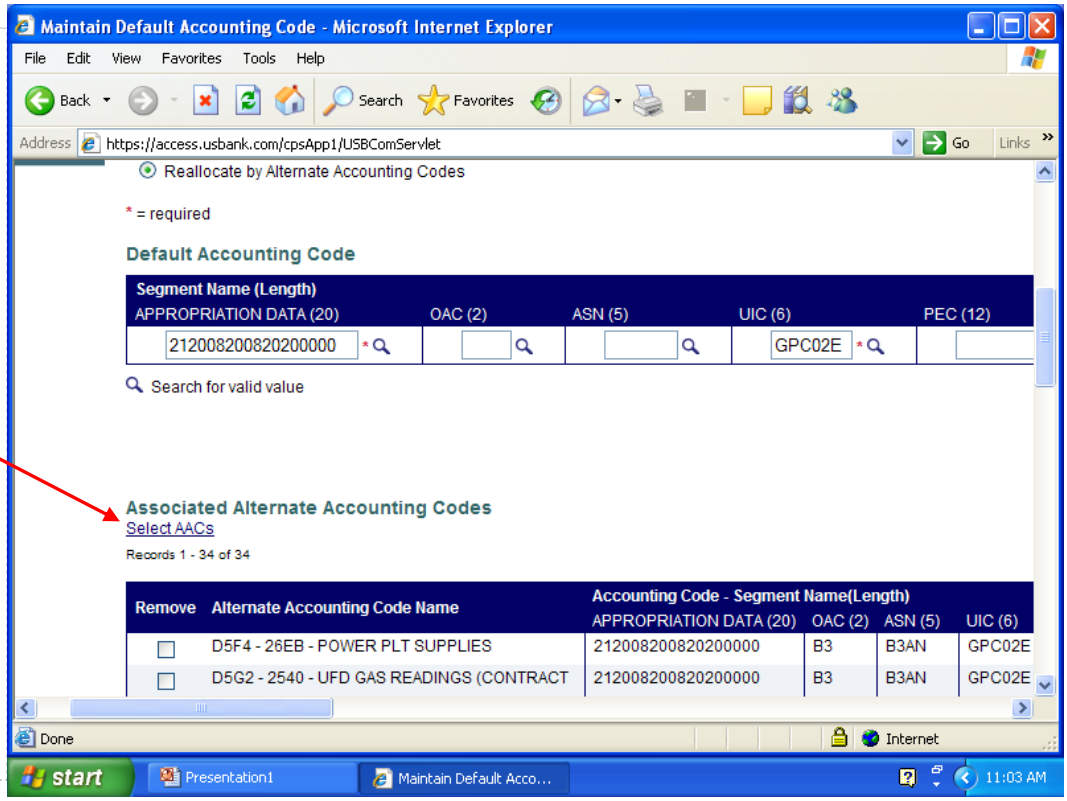
- Login
- **Click** "**Account Administration**"
- **Click** "**Managing Accounts**"
- **Enter** search data
- **Click** "**Search**" button



- **Click** "**Default Accounting Code**" hyperlink



- Scroll down to "**Associated Alternate Accounting Codes**"
- **Click** "**Select AACs**" hyperlink



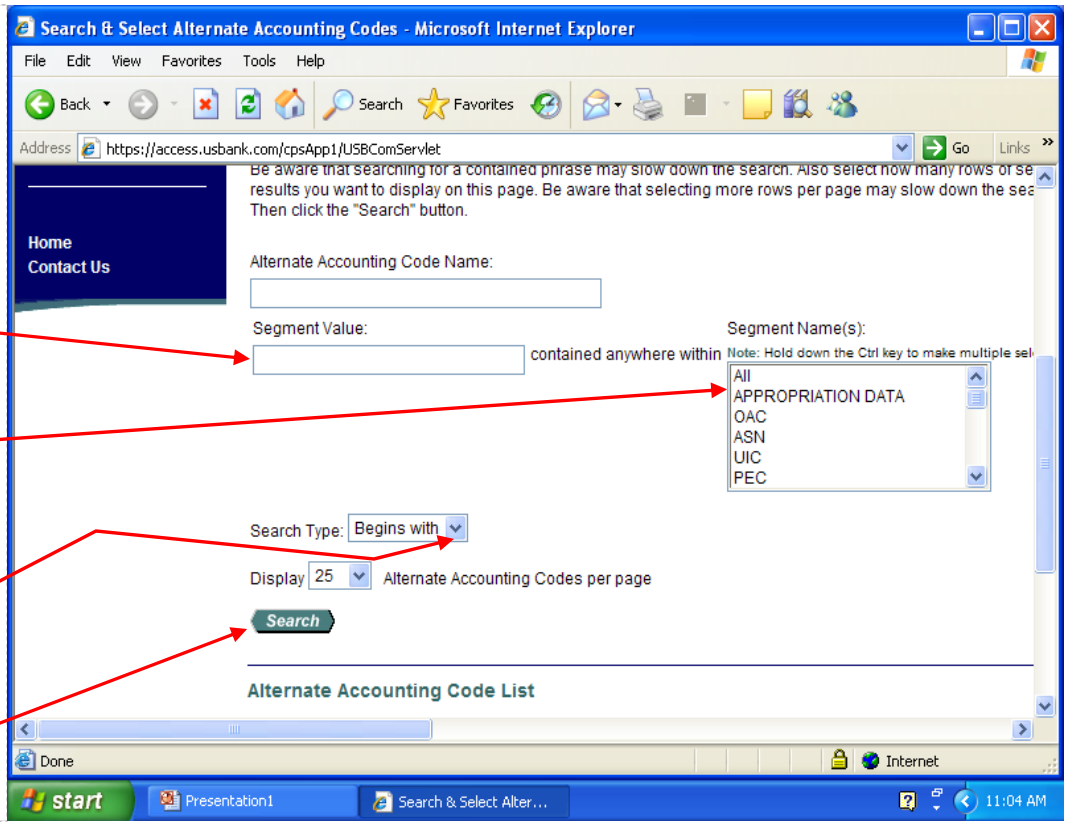
- If you do not know the AACN you want to attach, choose any "segment value'; i.e., WCR, and type that value in the 'segment value' block.

- **Type** in the APC you need to add in "**Segment Value**"

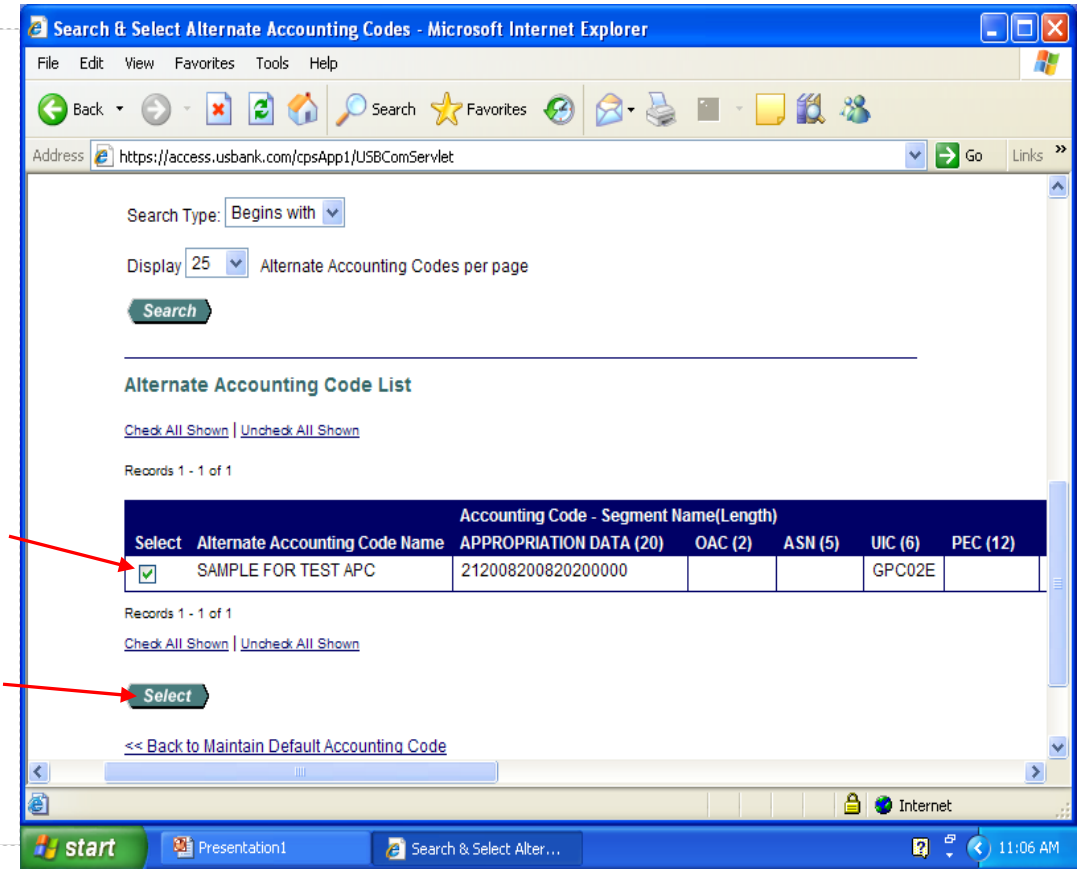
- **Select** "**Segment Name(s)**" All or the appropriate Segment Name

- **Click** "**Search Type"** drop down and change to "**Contains**"

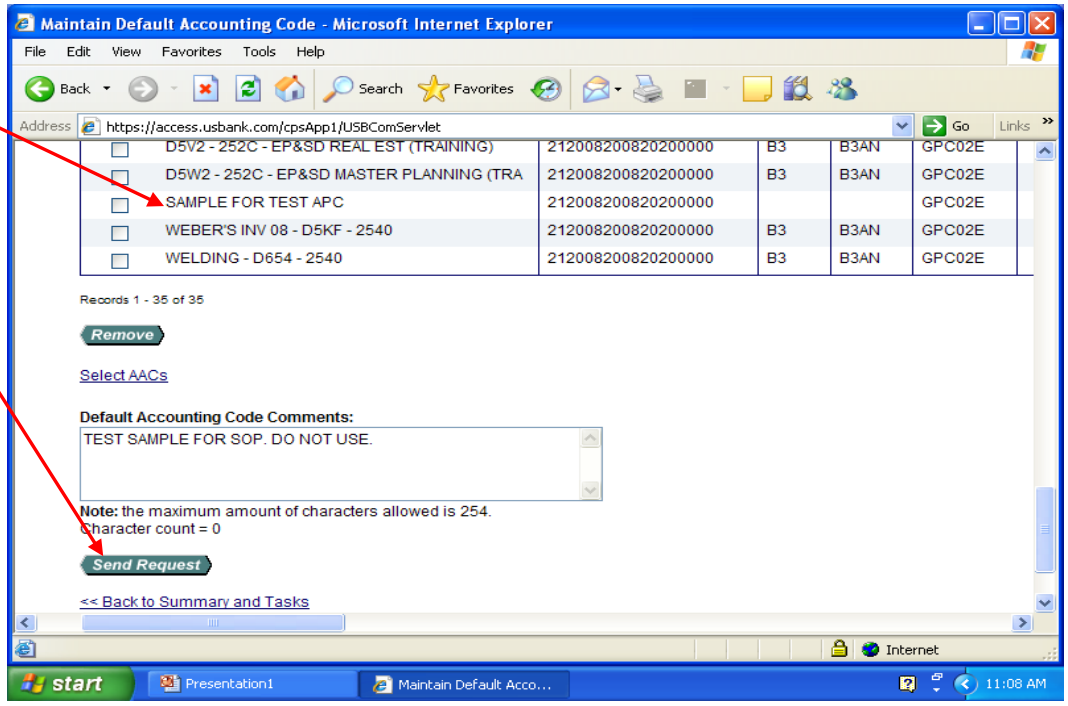
- **Click** the "**Search**" button



- You now have a selection to choose.
- **Check** the box in the "**Select**" column of the LOA you want to add.
- **Click** the "**Select**" button



- New Alternate LOA appears in list of Alternate LOAs
- **Click** "**Send Request**"



If you should have any questions about the steps or instructions in this Access On-Line (AXOL) RM Users Manual Help Guide, contact your GPC A/OPC, Contracting Office, x5859.