

Access On-Line (AXOL)



Cardholder (CH)
&
Billing Official (BO)
“HOW TO” MANUAL

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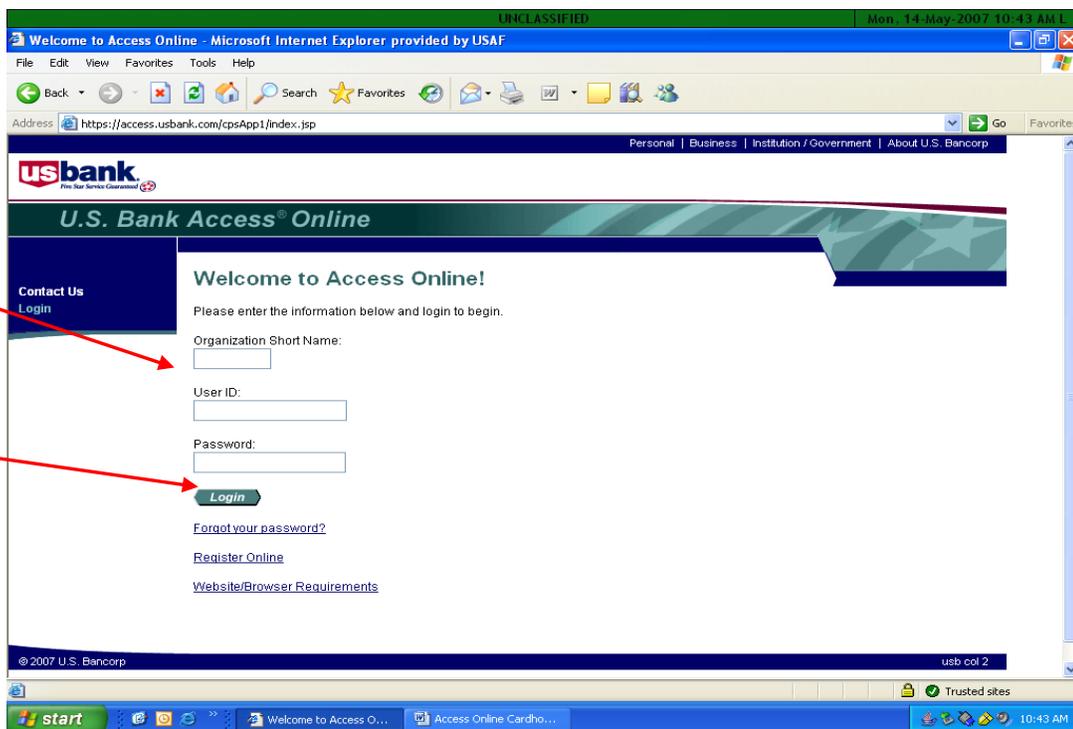
1. Access On-Line (AXOL) instructions for Cardholders.

<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.**

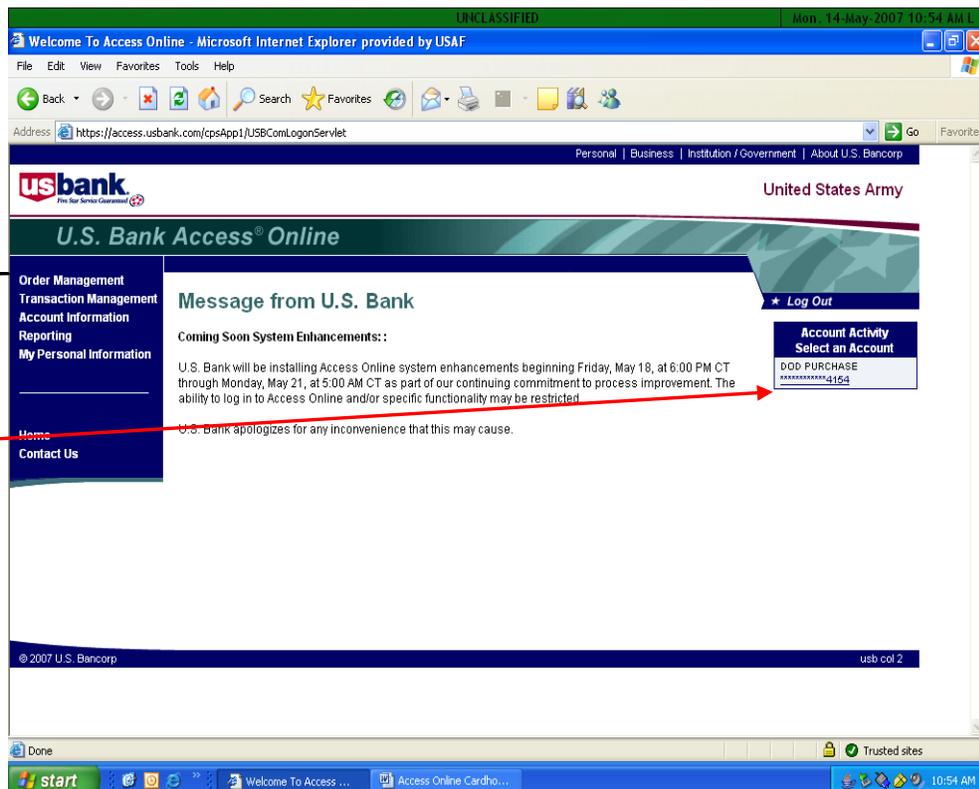
You are required to change your password once every 60 days.



The following subjects are available to choose from the Left Column Navigation Bar:

- **System Administration**
- **Order Management**
- **Transaction Management**
- **Account Information**
- **Reporting**
- **My Personal Information**

Account Activity Box: Displays your GPC account number. **Select** the account number to go to your transaction list. **Note:** The bank posts a list of all purchase transactions to your account.



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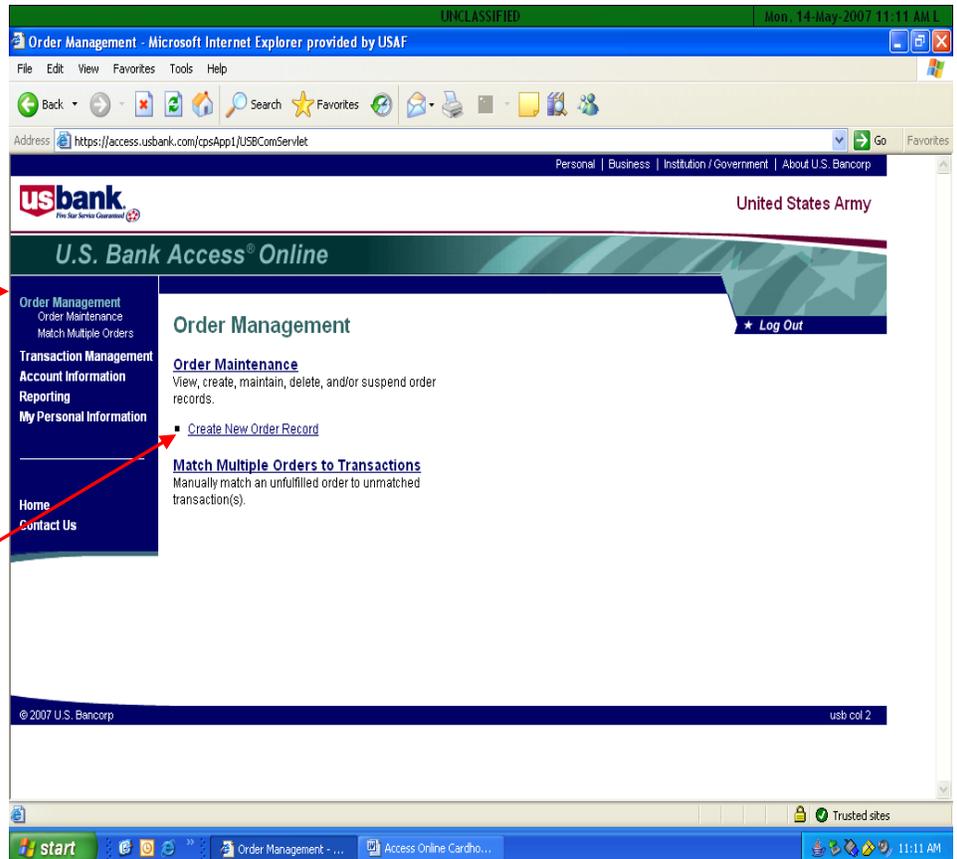
Process 1: Create an Order

BEST PRACTICE: Create the order when you make the purchase.

You must "**create**" a manual order for all transactions (to include rebates and credits) that you will match to that transaction. (Note: When the transaction appears in your "**Transaction List**", you are able to match your order to the transaction.)

- **Click Order Management** on the left column navigation bar. →

- **Click Create New Order Record**. →



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Required fields are indicated by **Red Asterisks**.

General

- **Order Number:** Type your RM document number, supply control number, or use the system generated number as your Order Number.
- **Order Date:** Type the date of your purchase, date of the rebate/credit.
- **Requestor Name:** Type the requestor's name

NOTE: You can select **"Create Order from Existing Order"** for repetitive purchases. Make any required changes; i.e. Order Number, Order Date, Order Amount, etc.

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required
Collapse All

[Create Order from Existing Order](#)

Order Information [Return to top](#) | [Go to Save](#)

General

Order Number: * 0012099767 Order Date: * 08/07/2008 Creation Date: 08/07/2008

Order Status: Open Source: YM2151MOE Order User ID: YM2151MOE

Business Unit: Invoice #: Document #:

Requestor Name: Transaction Method Code: Authorization Number:

Financials

Credit Order

Order Amount: * 0 Order Tax: 0 Freight Amount: 0

Source Currency: U.S. Dollar Source Currency Amount: Property Book: No

UID Required: No Contract Payment Method: No Miscellaneous Amount:

Contingency Operations:

Merchant

Name: * City: State: Postal Code:

Ship To

City: State: Postal Code:

Destination Code: Hazardous Materials: No OCONUS Shipment Method:

Merchandise Received Date: Merchandise Due Date: Merchandise Need Date:

Additional Information

PMO Reserved 1: PMO Reserved 2: Shipping Data:

Other Data:

Line Items [Return to top](#) | [Go to Save](#)

Financials

- **Order Amount:** Type the total amount of the purchase.
- **NOTE:** if you have a rebate or credit, you must check the **"Credit Order"** box and enter a positive number in **Order Amount**.

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Scroll down to the next section:

Merchant

- **Name:** Type the Vendor's Name

Merchant

Name: * Postmaster

City: State: Postal Code:

Ship To

City: State: Postal Code:

Destination Code: Hazardous Materials: No OCONUS Shipment Method:

Merchandise Received Date: Merchandise Due Date: Merchandise Need Date:

Additional Information

PMO Reserved 1: PMO Reserved 2: Shipping Data:

Other Data:

Line Items [Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Order Amount
No Line Items have been defined for this order. Click "Add" to add line items.							

[Add](#) 1 Line Items

Allocations [Return to top](#) | [Go to Save](#)

Scroll down to the next section.

Line Items:

- **Enter** the # of Line Items required.
- **Click** the **Add** button.

Line Items [Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

Remove	Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Order Amount
No Line Items have been defined for this order. Click "Add" to add line items.							

[Add](#) 1 Line Items

Allocations [Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched. You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the "Add" button.

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection
			Current Name Change to:
APPROPRIATION DATA (20) OAC (2) ASN (5) UIC (6)			

No allocations exist for this order. Click the "Add" button to add allocations.

[Set All to Default Accounting Code](#) [Reset All Allocations](#)

[Add](#) 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments [Return to top](#) | [Go to Save](#)

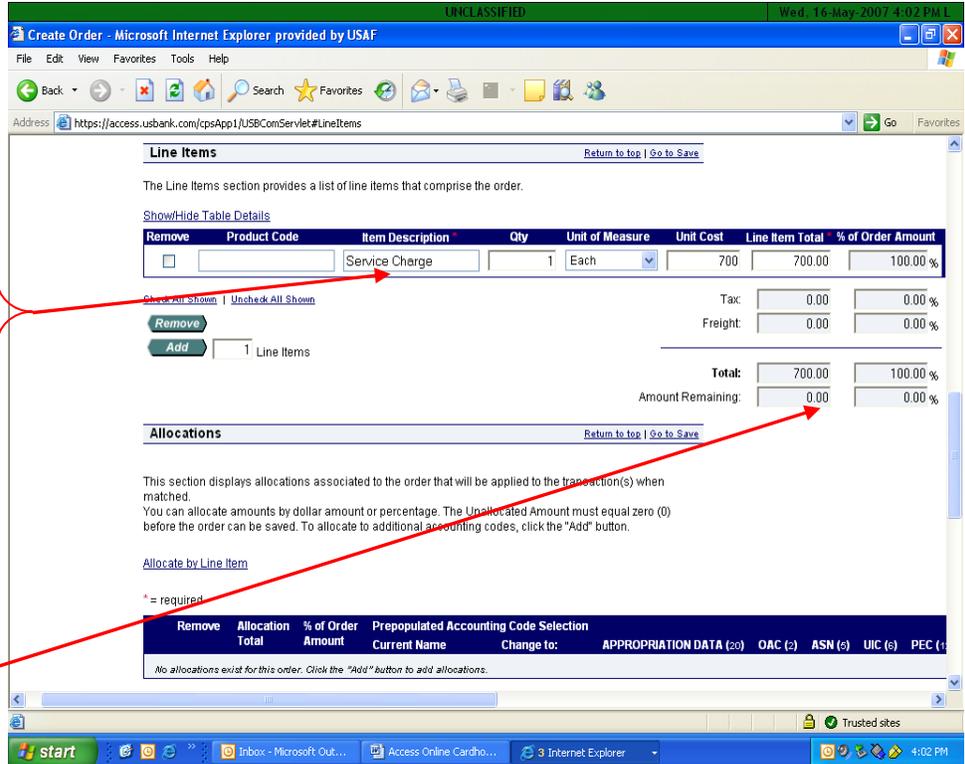
The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

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The line item opens up and you enter:

- **Item Description:** Enter a Description of your purchase.
- **Qty:** Enter the Quantity purchased.
- **Unit of Measure:** Enter appropriate unit of measure. Click drop down arrow for other units of measure.
- **Unit Cost:** Enter the Amount of your unit of measure.
- **Line Item Total:** This field automatically populates after tabbing over from the unit cost.

NOTE: The Total must equal the Order Amount from the Financial Section and the Amount Remaining must equal 0.00.

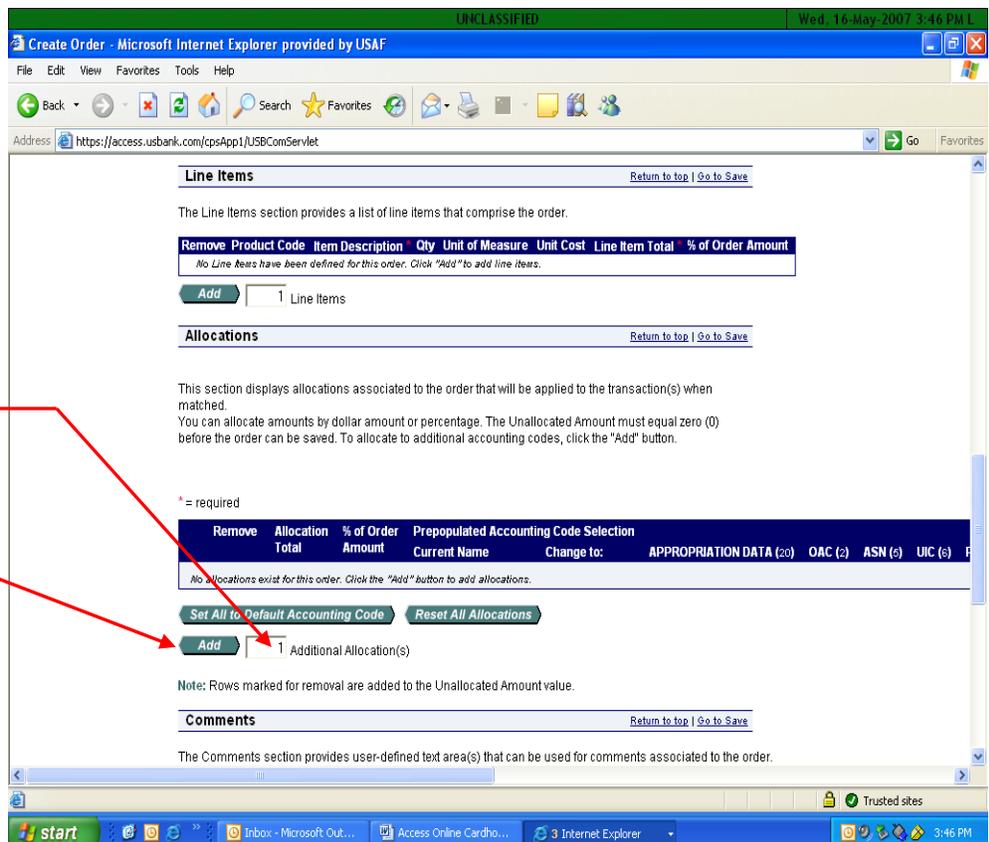


Scroll down to the next section.

BEST PRACTICE: Reallocate when you create your order.

- If the purchase uses your default LOA, no action is required.
- **Allocations:** Enter the # of additional allocations required and then click the **Add** button.

CHs are required to reallocate purchases to the proper Line of Accounting (LOA).

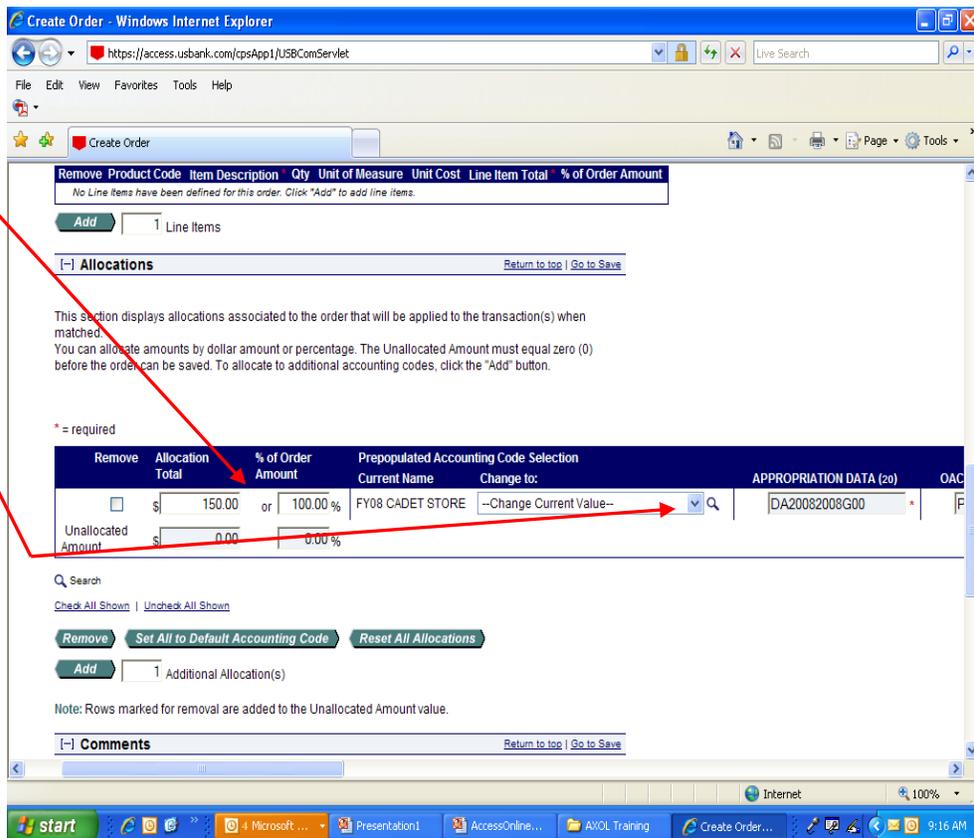


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- Enter the **“Allocation Total”** or **“% of Order Amount”**. NOTE: the **“Unallocated Amount”** must equal 0.00.

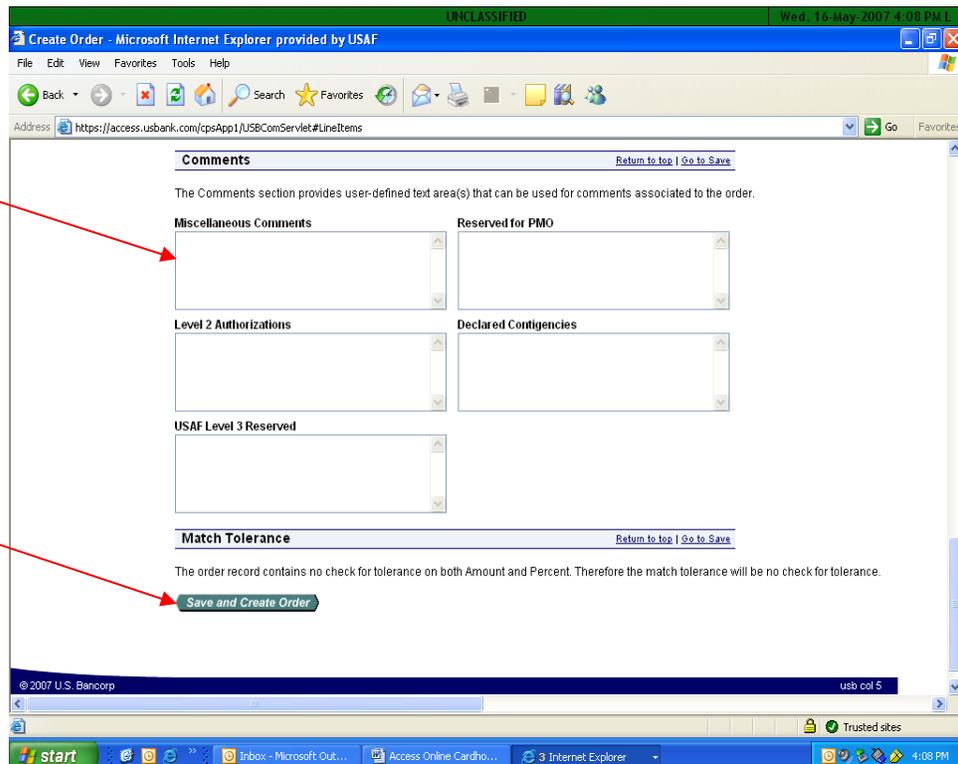
- Click on the **drop down arrow** to see your alternate LOAs. NOTE: If the alternate LOA does not show, click on the magnifying glass to the right. If the LOA is still not there, you must contact your RM.

- Note: Rebates go to your default LOA. Reallocate credits to the LOA used to make the purchase.



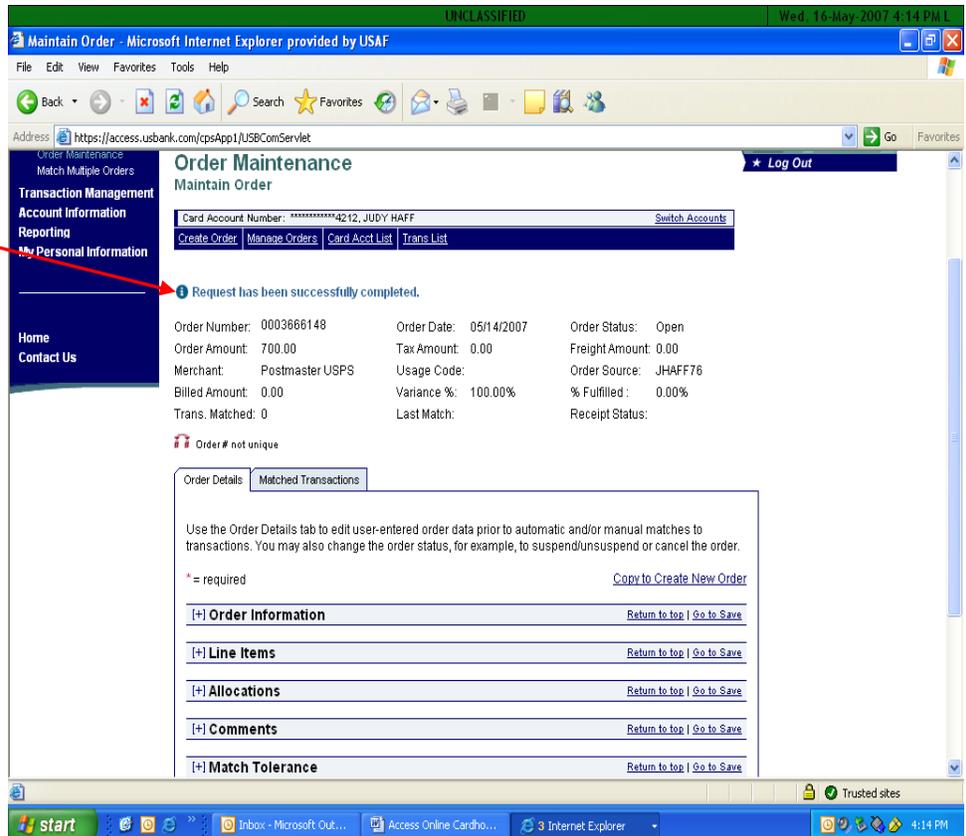
Scroll to the bottom of the **"Order Management"**.

- Note: the **"Miscellaneous Comments"** field should be filled in with any and all pertinent information that will help to identify anything unique about the purchase that was made.
- Once all of the **Mandatory Fields** are completed, click the **"Save and Create Order"** button.



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- You should receive a notification stating, "**Request has been successfully completed.**"
- If you receive a **red error message**, make the necessary changes and **click** the "**Save and Create Order**" button.



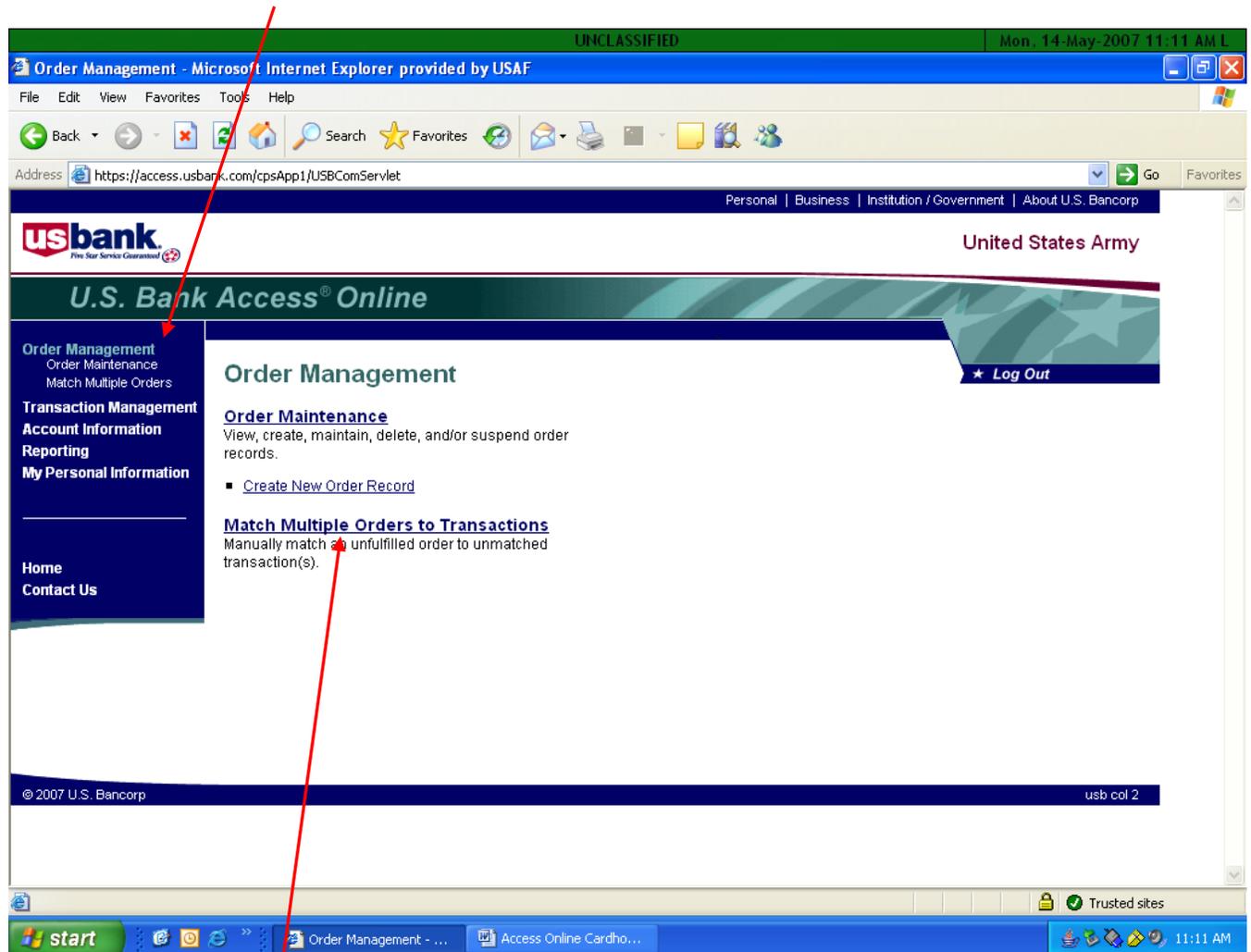
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Process 2: Match an Order to a Transaction in Order Management

CHs must approve transactions by matching them to manual orders. Matching an order changes the **Status** from “**Pending**” to “**Approved**”.

Matching an order to the transaction posted by the bank can be done anytime during the cycle as long as the item/service has been received. The file must have a receiving report.

- **Click** on **Order Management**.



- **Click** on “**Match Multiple Orders to Transactions**”.

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“Unfulfilled Orders” appear on the left and “Unmatched Transactions” appear on the right.
Note: You can use the **Date Range Search** to narrow your lists.

- **Select** the transaction to match from the **Unfulfilled Orders to Match** from the left hand column. Note: These are orders created by the CH.
- **Select** one or more (e.g. several shipments) **Unmatched Transactions Available to Match** from the right hand column. Note: These are purchases submitted by the vendor.

Order Management - Windows Internet Explorer
https://access.usbank.com/cpsApp1/USBComServlet

U.S. Bank Access[®] Online

Match Multiple Orders To Transactions
Select Transactions to Match

Card Account Number: *****8601, MAUREEN FLANAGAN

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:
Start Date: [mm/dd/yyyy] to End Date: [mm/dd/yyyy]
[Search] [Reset]

Date Range - Unmatched Transactions Available to Match:
Start Date: [mm/dd/yyyy] to End Date: [mm/dd/yyyy]
[Search] [Reset]

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	07/22/2008	\$1,846.80	\$1,846.80	Chronomatic	1081
<input type="radio"/>	07/16/2008	\$635.63	\$635.63	JUDY FERGUSON	1080
<input type="radio"/>	07/16/2008	\$122.04	\$122.04	CATHY BERNARD	1079

Order Not Unique

Match To Order

Unmatched Transactions

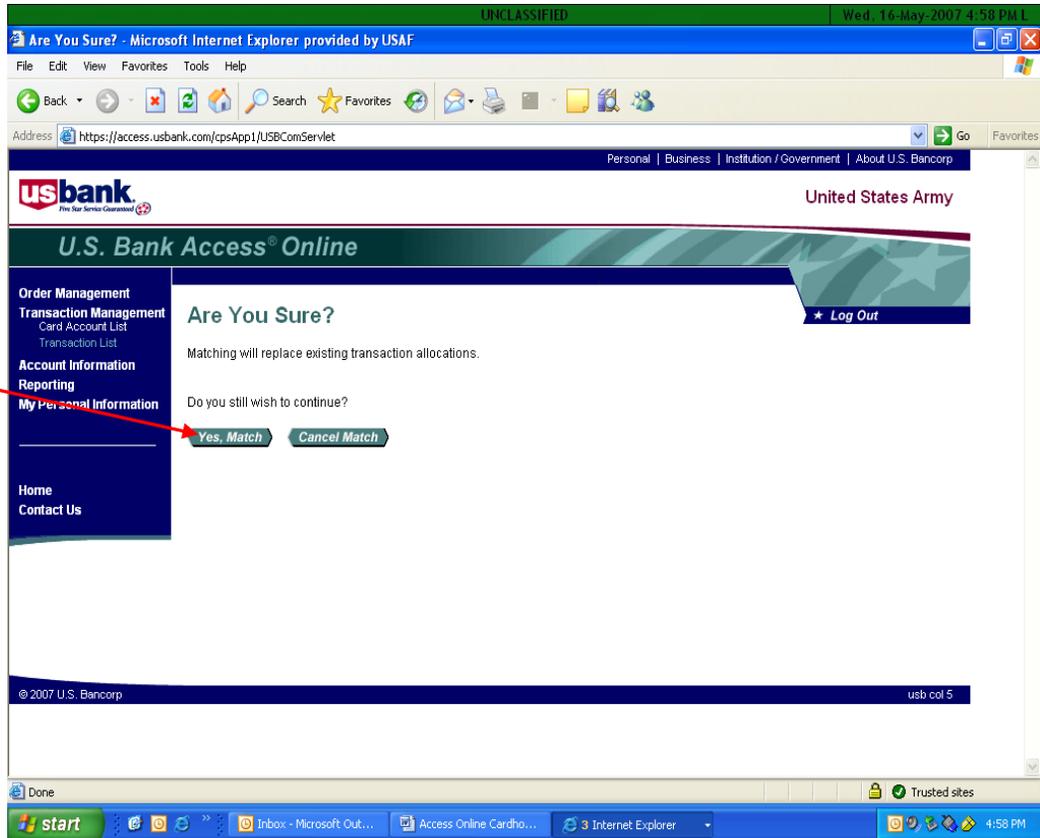
Select	Trans Date	Amount	Merchant	Purchase ID
<input type="checkbox"/>	08/04	\$1,846.80	CHRONOMATIC INC	001081
<input type="checkbox"/>	07/25	\$120.00	CATHY BERNARD	001079
<input type="checkbox"/>	07/24	\$625.00	JUDY FERGUSON	001080

© 2008 U.S. Bancorp

- **Click** the **Match To Order** button.

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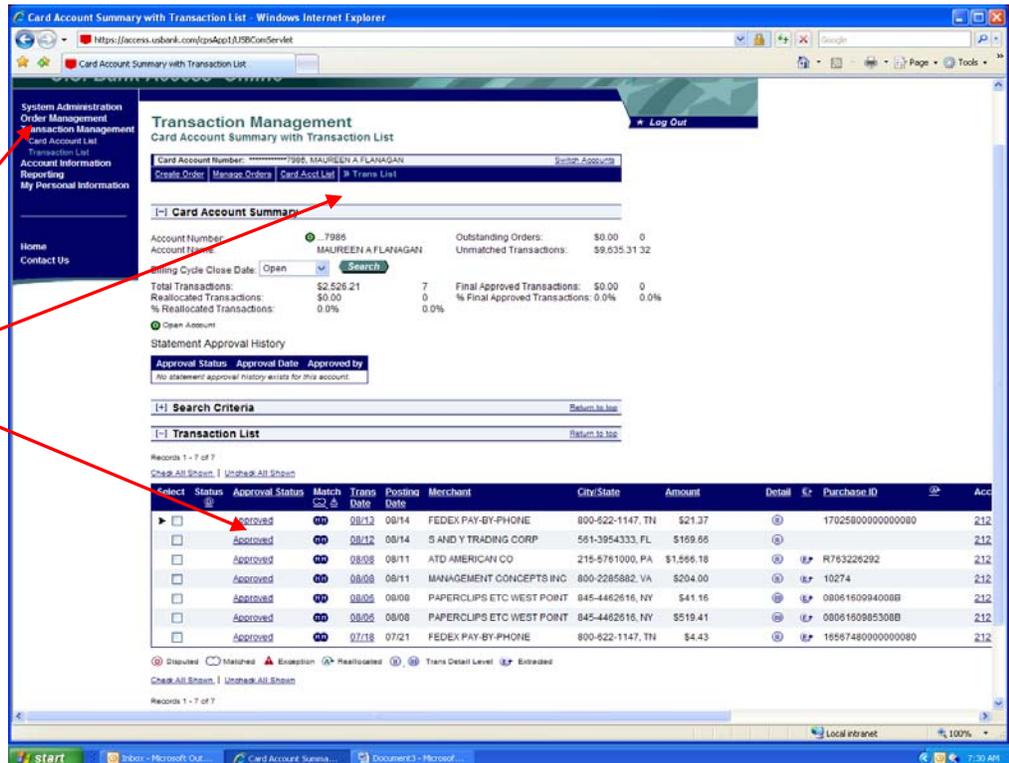
- The system will ask you if you wish to continue.
Select the “**Yes, Match**” button.
- All transactions must be matched in order to **Approve** your statement of account.



Process 3: Unmatch an Order

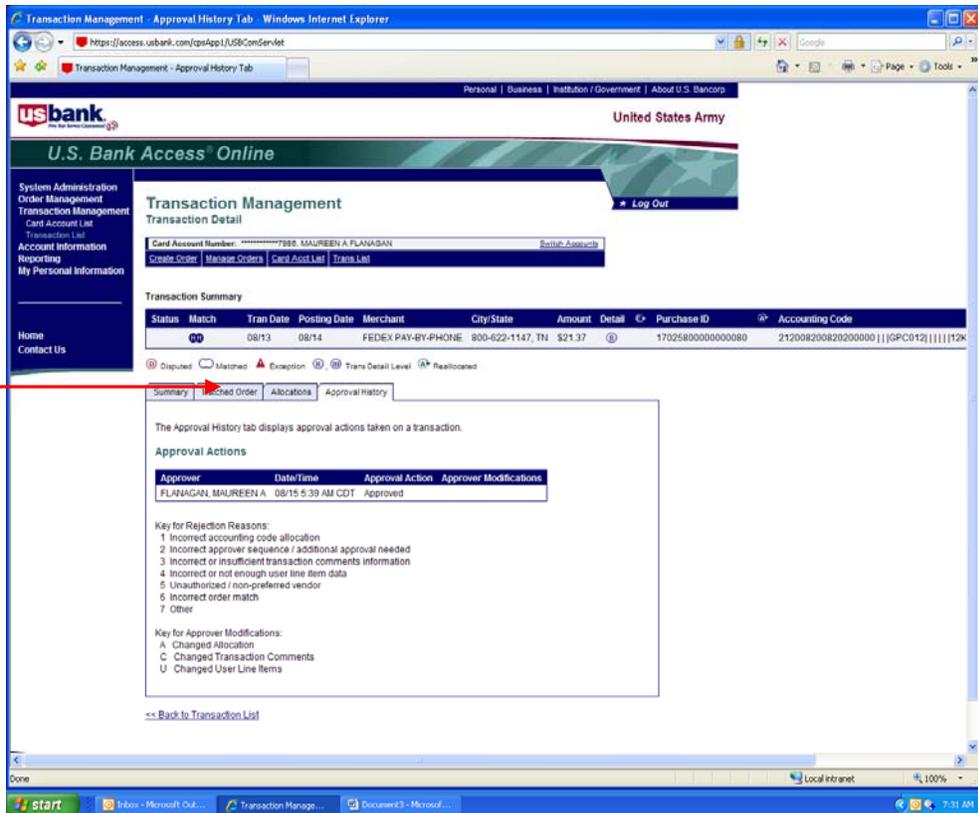
If you need to change any data entered for an order or if the order was incorrectly matched, the transaction must be “Unmatched” before you can make any changes.

- Click on “**Transaction Management**”.
- Click on “**Trans List**”.
- Click on the “**Approved**” hyperlink of the transaction you want to unmatch.

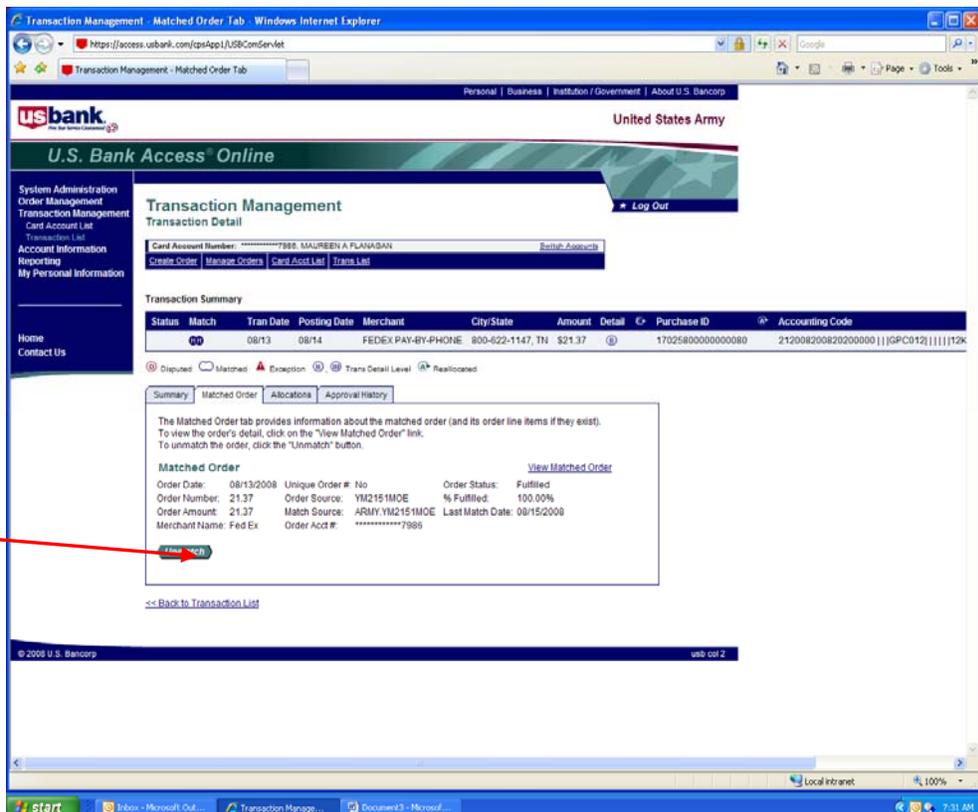


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- Click on the “Matched Order” tab.

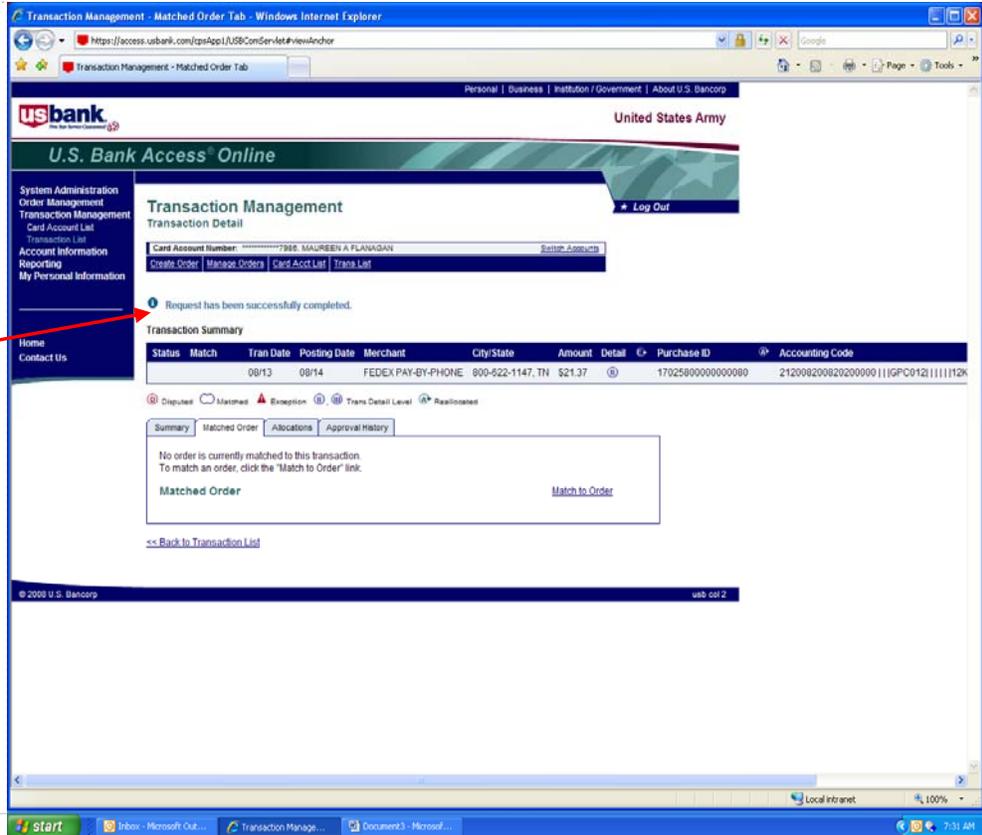


- Click on the “Unmatch” button.

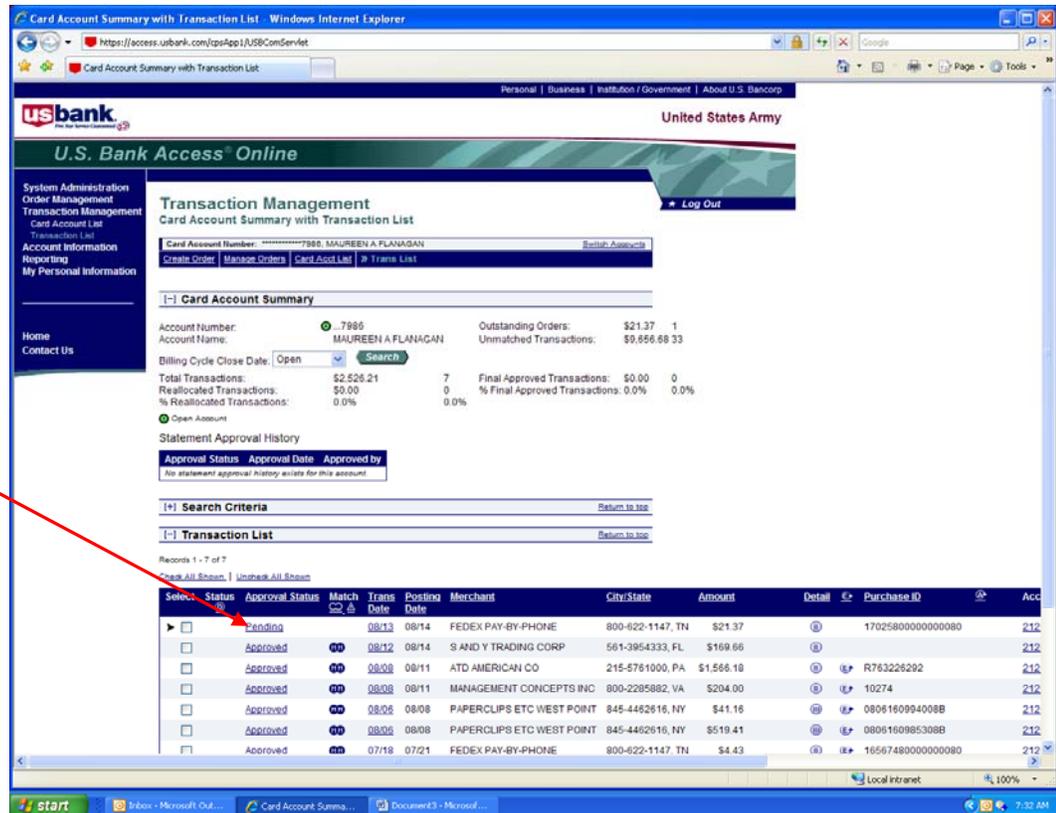


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- You should receive a notification stating, **“Request has been successfully completed.”**



- “Approval Status”** is changed from **“Approved”** to **“Pending”**.
- Make the required changes.
- Match order, see process 2.



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Process 4: Approving your Cardholder Statement of Account

Once the billing cycle is closed, you have to approve your statement. Go to your **Transaction List** screen.

All transactions must be **Approved** before you can approve the statement.

Totals listed are for the account, not the selected cycle.

- **Click** on **Transaction Management**.
- **Select** the correct billing cycle from the *Billing Cycle Close Date* drop down arrow.
- **Click** the **Search** button to bring up a list of transactions within that cycle.
- Verify that **ALL** transactions are approved. Note: Scroll down to see **Transaction List**. NOTE: Check to ensure that there are no transactions on another page; e.g. more than 25 transactions.
- **Click** the **Approve Statement** button. Ensure the CH's file contains purchase request, invoices, receiving reports, property accountability and pre-purchase approvals (if necessary), etc. for every transaction.

The screenshot displays the U.S. Bank Access Online interface. The main content area is titled "Transaction Management" and "Card Account Summary with Transaction List". It shows account details for "JUDY HAFF" with account number "*****4212". The "Billing Cycle Close Date" is set to "Open". A "Search" button is located to the right of the dropdown menu. The summary includes: "Total \$ (#) of Outstanding Orders: \$1,824.50 (8)", "Total \$ (#) of Unmatched Transactions: \$1,831.41 (11)", "Total \$ (#) on Reallocated Transactions: \$700.00 (1)", and "% of Transactions Reallocated: 27%". The "Total \$ (#) of Transactions" is "\$2,536.40 (10)". There is an "Approve Statement" button and a "Statement Approval History" table with columns for "Approval Status", "Approval Date", and "Approved by". Below this is a "Transaction List" section with "Records 1 - 10 of 10" and "Check All Shown | Uncheck All Shown" options. Red arrows from the text on the left point to the "Transaction Management" link in the left sidebar, the "Billing Cycle Close Date" dropdown, the "Search" button, the "Approve Statement" button, and the "Transaction List" section.

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Transaction Management Card Account Statement Confirmation

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

- Click the Agree button.



- Check "Statement Approval History" box to ensure CH statement of account was approved.

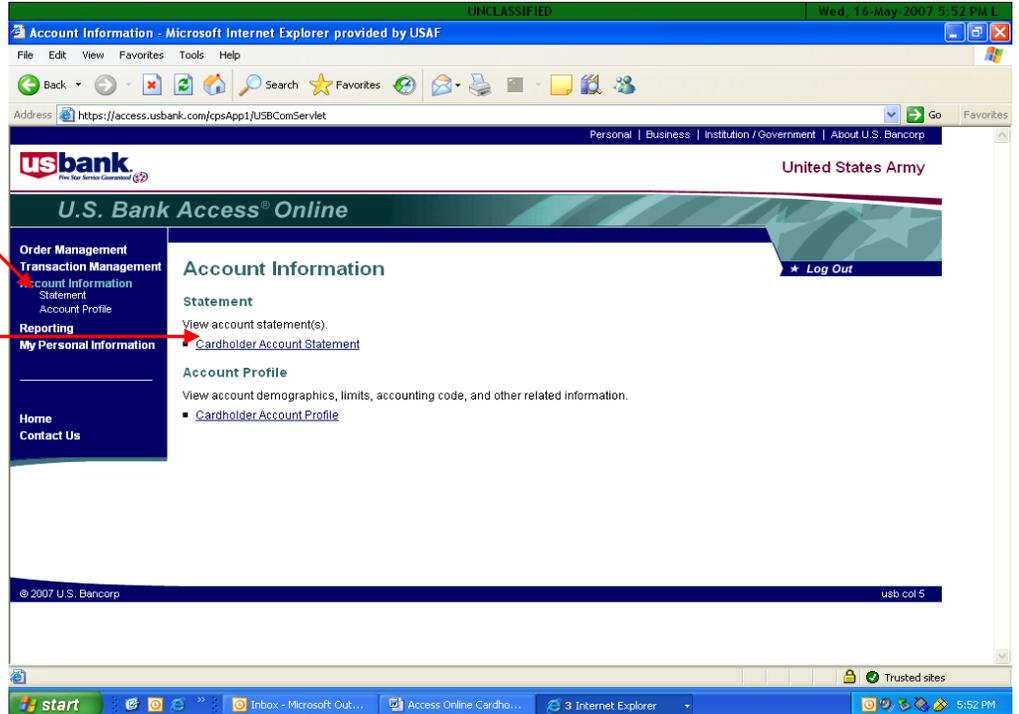
A screenshot of the USBank website's Transaction Management page. The page title is "Transaction Management Card Account Summary with Transaction List". The account number is 1047, DAVID ARIOSTO. The page shows a "Card Account Summary" section with various statistics. Below this is a "Statement Approval History" section with a "Show all" link. A table shows one approval record: "Approved" on "07/22/2008" by "ARMY.DLARIOSTO". A red arrow points from the "Statement Approval History" text in the list to this table. Below the table is a "Search Criteria" section and a "Transaction List" section. The transaction list shows one record: "Final Approved" on "07/17" for "USBANK REBATE-THANK YOU" for an amount of "\$66.54". The browser's taskbar at the bottom shows several open windows, including "AXOL Lesson...", "AXOL How to...", "BO How To M...", and "Card Account...".

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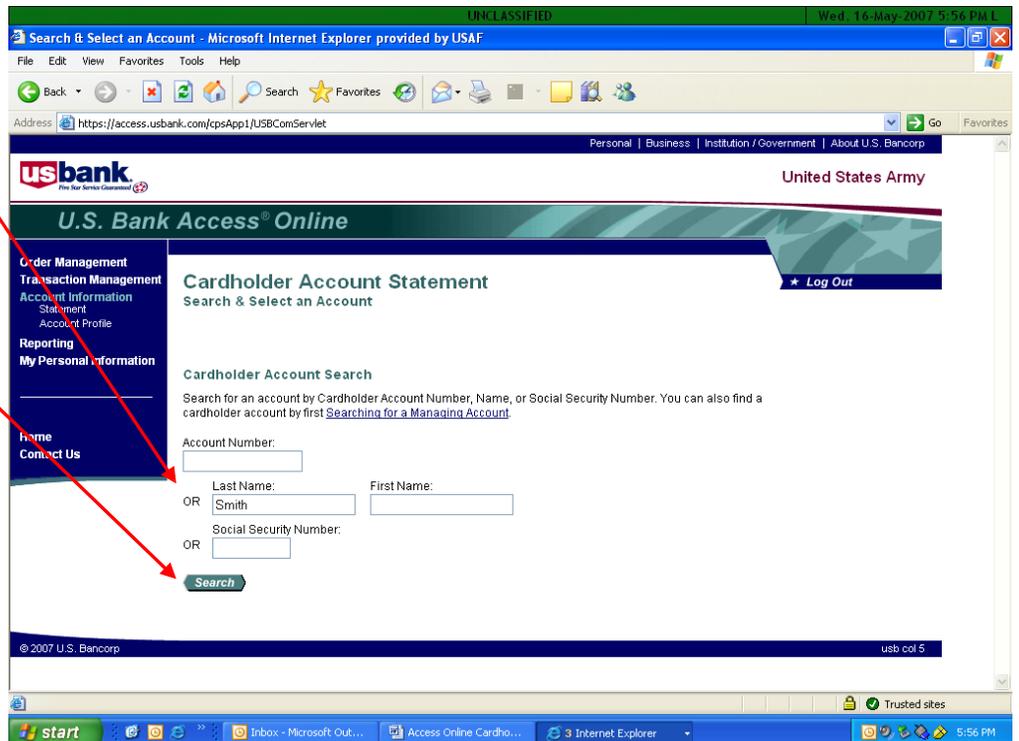
Process 5: Save/Print Cardholder Statement of Account

After you approve your statement, you can save it to a file on your computer or print it out. Remember – US Bank maintains your statements for six years, three months. You are not required to print and place in your files.

- **Select "Account Information"** on the left column navigation bar.
- Select **"Cardholder Account Statement"** link.

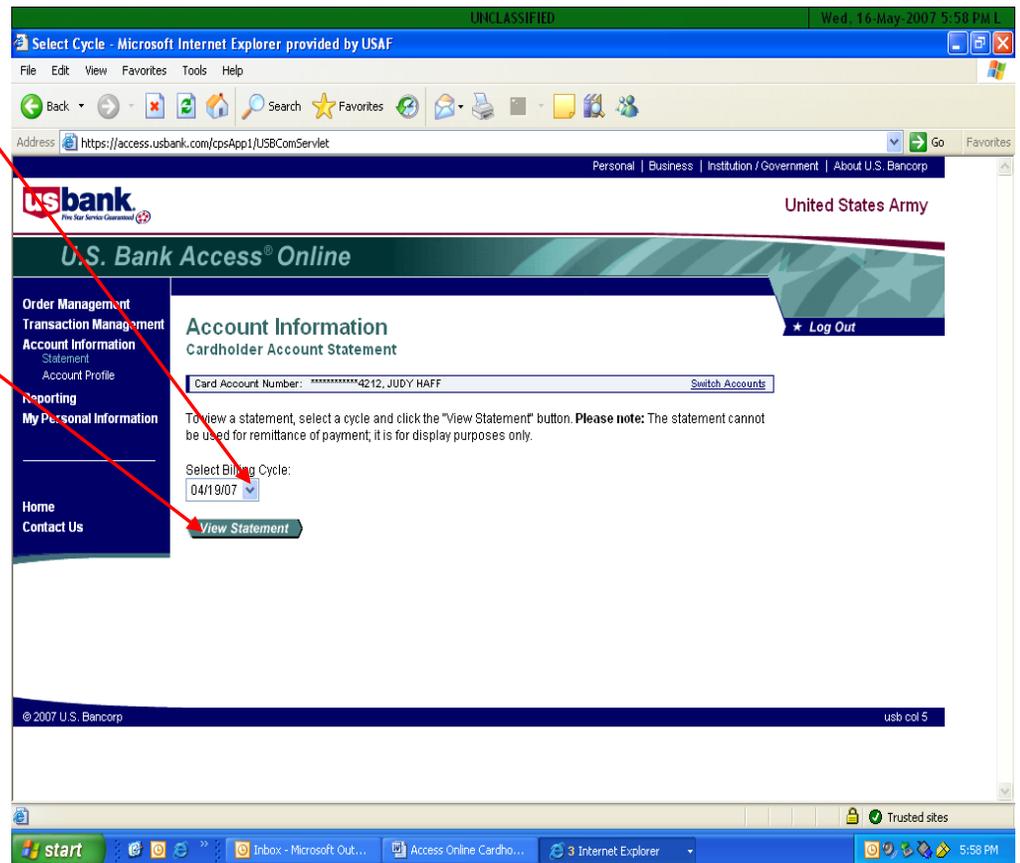


- **Enter** Account Number or last name.
- **Click** the **Search** button.



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- **Select** the appropriate billing cycle from the drop down arrow.
- **Click** the **View Statement** button.
- The statement will open in .pdf format. You can save to your computer or print a hard copy for your records.

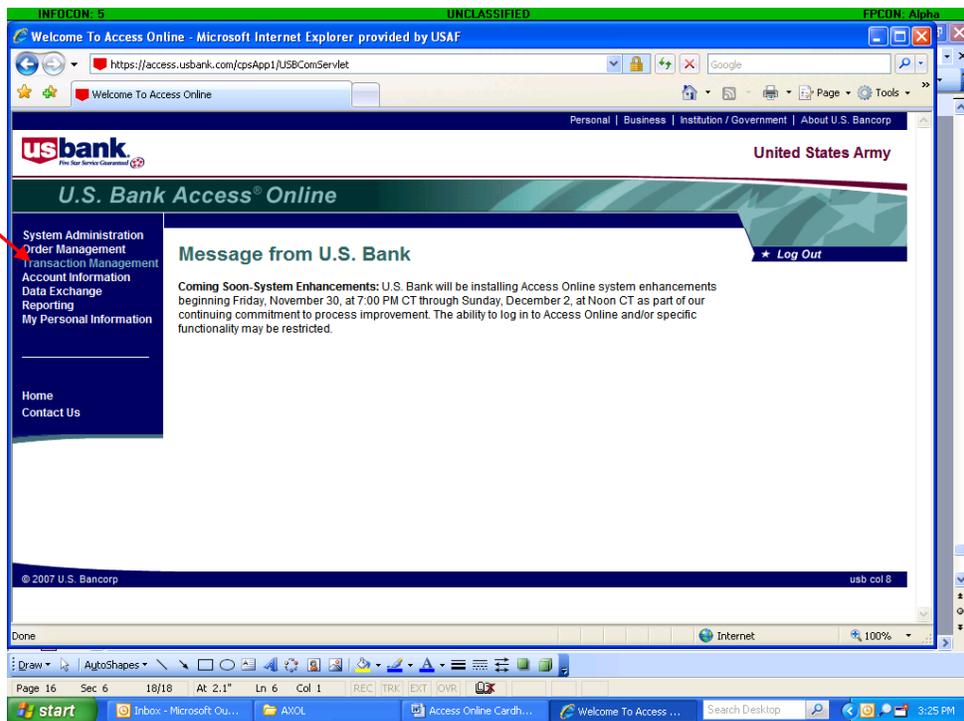


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2. Access Online (AXOL) instructions for Billing Officials (BOs)

Process 1: Login (see page 3, top screen)

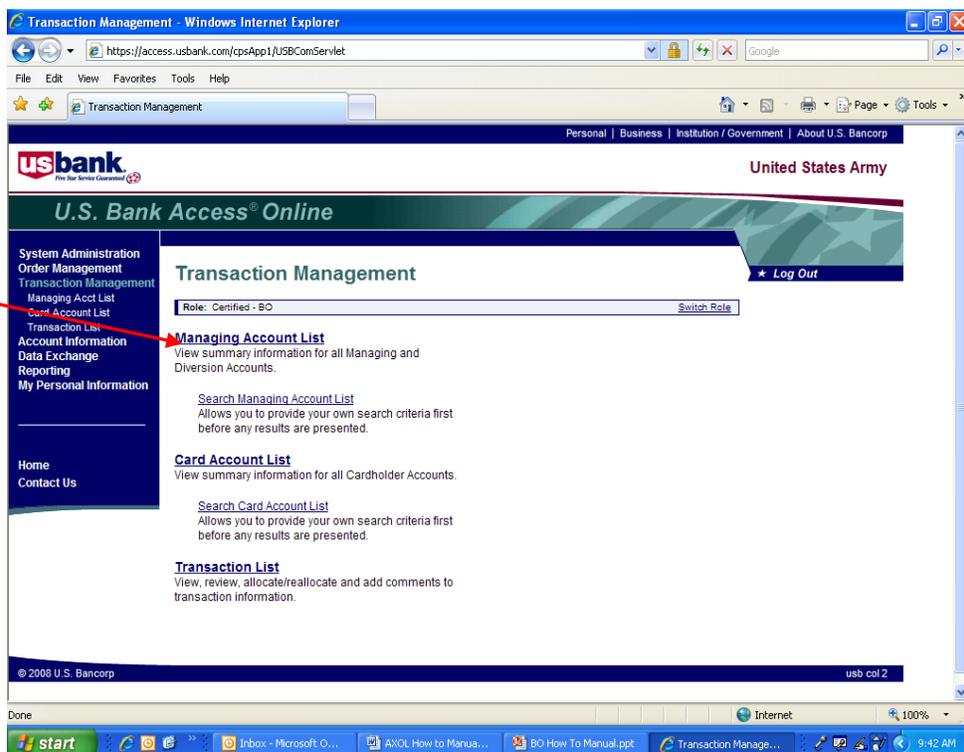
- Click on **Transaction Management**.



Process 2: Select Managing Account

- Click on **Managing Account List**.

Note: If the BO only has one account, this screen will not appear. Proceed to next screen shot.



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All managing accounts (one or more) that the BO has access to will appear.

- **Click** on the managing account "Account Number" that you want to review.

Managing Account List - Microsoft Internet Explorer provided by USAF

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

Managing Account List

Transaction Management
Managing Account List

Role: Approved - AO [Switch Role](#)

[Create Order](#) [Manage Orders](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

Product Summary

Total Number of Managing/ Diversion Accounts: 3 Open Card Accounts: 5 Suspended Card Accounts: 0

Search Criteria [Return to top](#)

Managing Account List [Return to top](#)

Records 1 - 3 of 3

[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	Cycle Date	# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH
<input type="radio"/>	MA 471630455675464	DAVID M BANDINI	Open	0	\$0.00	0	0.0%	\$0.00
<input type="radio"/>	MA 4716304556304999	DAVID M BANDINI	Open	0	\$0.00	0	0.0%	\$0.00
<input type="radio"/>	MA 4716304556336223	DAVID BANDINI	Open	0	\$0.00	0	0.0%	\$0.00

Open Account

Records 1 - 3 of 3

[Approve](#)

Process 3: Final Approve CH Transactions

- **Click** the **Cycle** drop down arrow and **select** the cycle.
- **Click** the **Search** button.
- **Scroll** to the bottom of the screen. You will see a list of all the CH accounts in the managing account.

Managing Account Summary with Card Account List - Microsoft Internet Explorer provided by USAF

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

Managing Account Summary with Card Account List

Managing Account Number: 4716304556304999, Account Name: DAVID M BANDINI

Role: Approved - AO [Switch Accounts](#) [Switch Role](#)

[Create Order](#) [Manage Orders](#) [Managing Acct List](#) [Card Acct List](#) [Trans List](#)

Managing Account Summary

Account Number: 4716304556304999 Account Name: DAVID M BANDINI

Cycle: **Open** [Search](#) [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts: 2 Total Fees: \$0.00
Open Card Accounts: 1 Total Transactions: \$0.00
Suspended Card Accounts: 0 Cardholder Approved Transactions: \$0.00
Previous Statement Balance: \$0.00
Payments Since Previous Statement: \$0.00

Open Account

[Approve](#) Statement Approval History

[Approval Status](#) [Approval Date](#) [Approved by](#)

No statement approval history exists for this account.

Search Criteria [Return to top](#)

Card Account List [Return to top](#)

Records 1 - 1 of 1

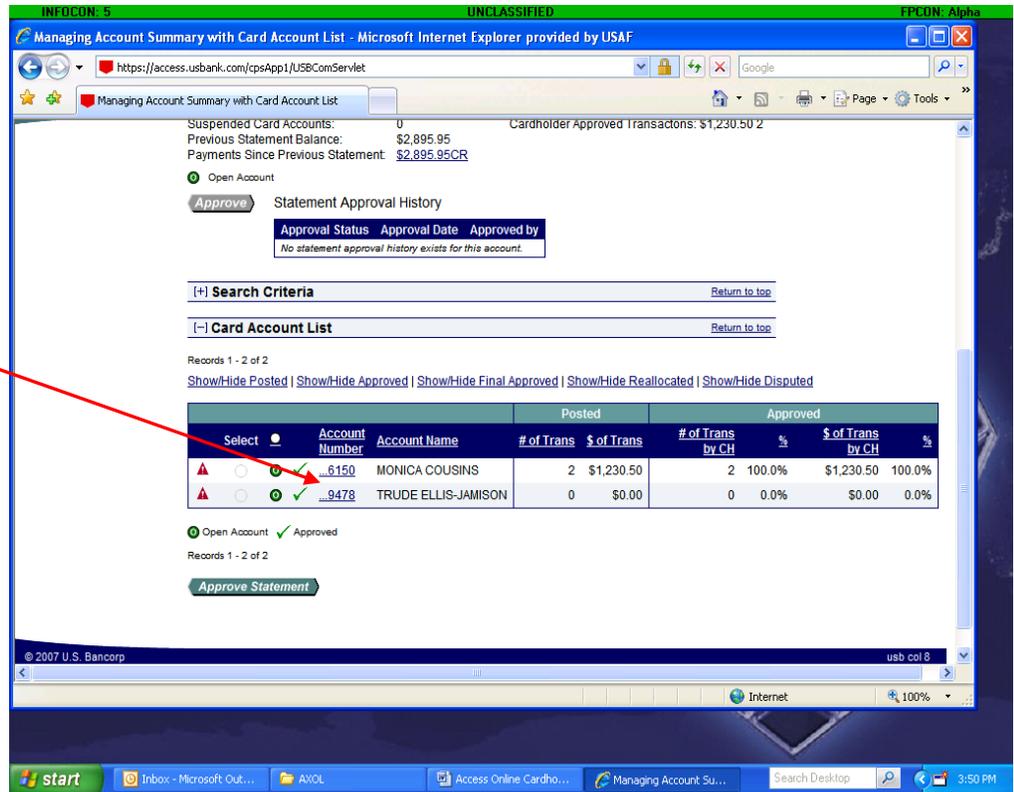
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH
--------	----------------	--------------	------------	-------------	------------------	---	-------------------

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NOTE the **Green check marks** ✓ indicate the CHs approved their Statement of Account.

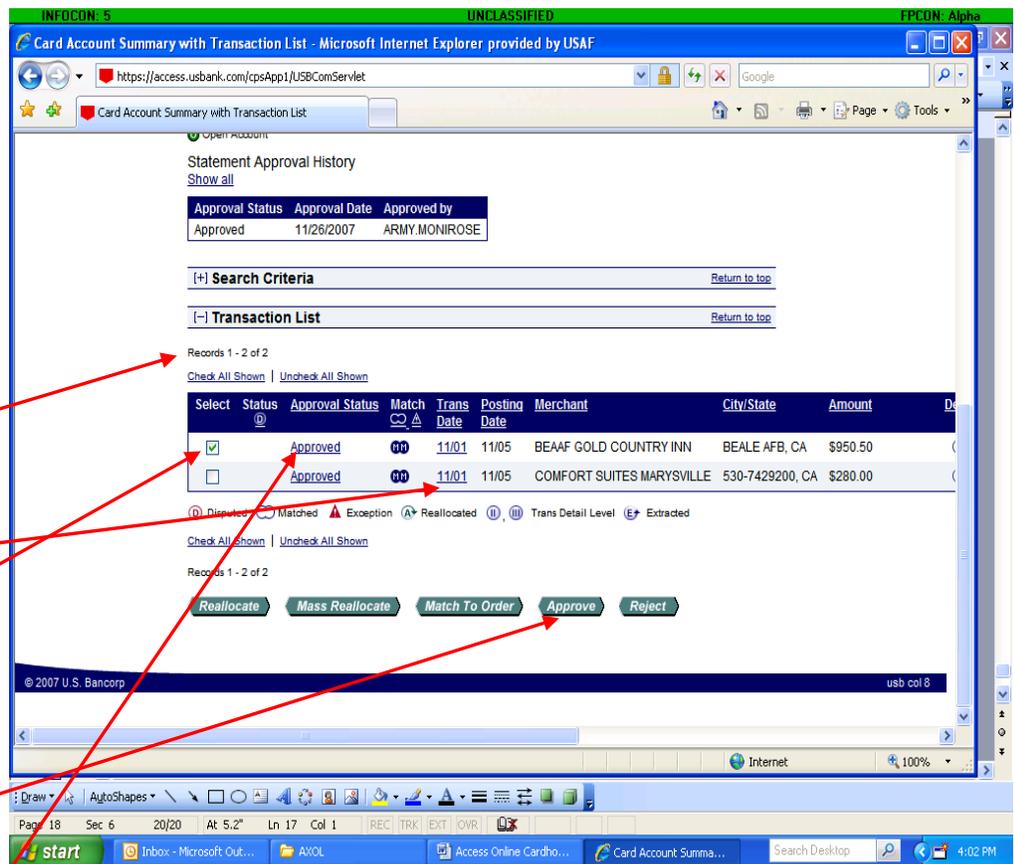
- **Click** the last 4 digits of the **"Account Number"** of the CH you want to review.



BOs must review each transaction one at a time by comparing the CH's file with the data entered into Order Management. BOs shall review files looking at supporting documentation (invoices, receiving reports, property accountability and pre-purchase approvals {if necessary}, etc.)

Note: Don't forget to check any transactions on other pages.

- BOs may **click** on hyperlinks for transactions to drill down for further review.
- ✓ the **"Select"** box of the transaction you want to Final Approve.
- **Click** the **"Approve"** button.
- After you approve an individual Transaction, the **"Account Status"** will change to **Final Approved**.



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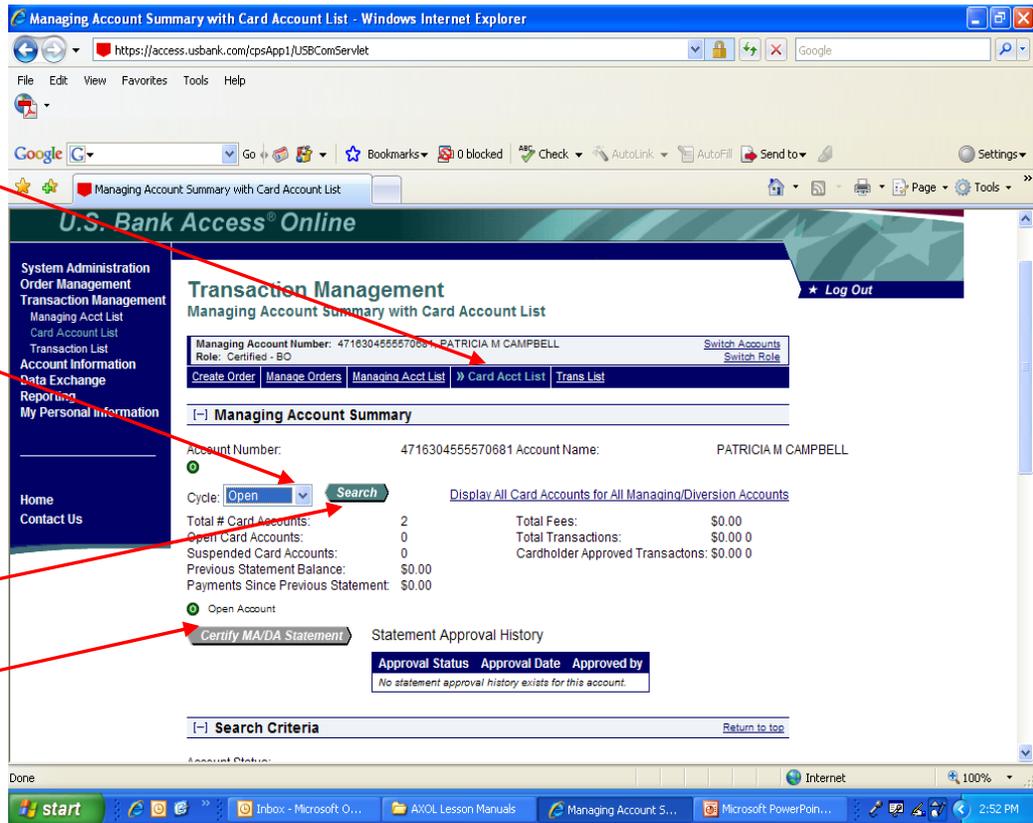
Process 4: Certify BO Billing Account Statement

- Scroll to top of page and **click** "Card Acct List".

- **Select** the correct cycle from the drop down arrow.

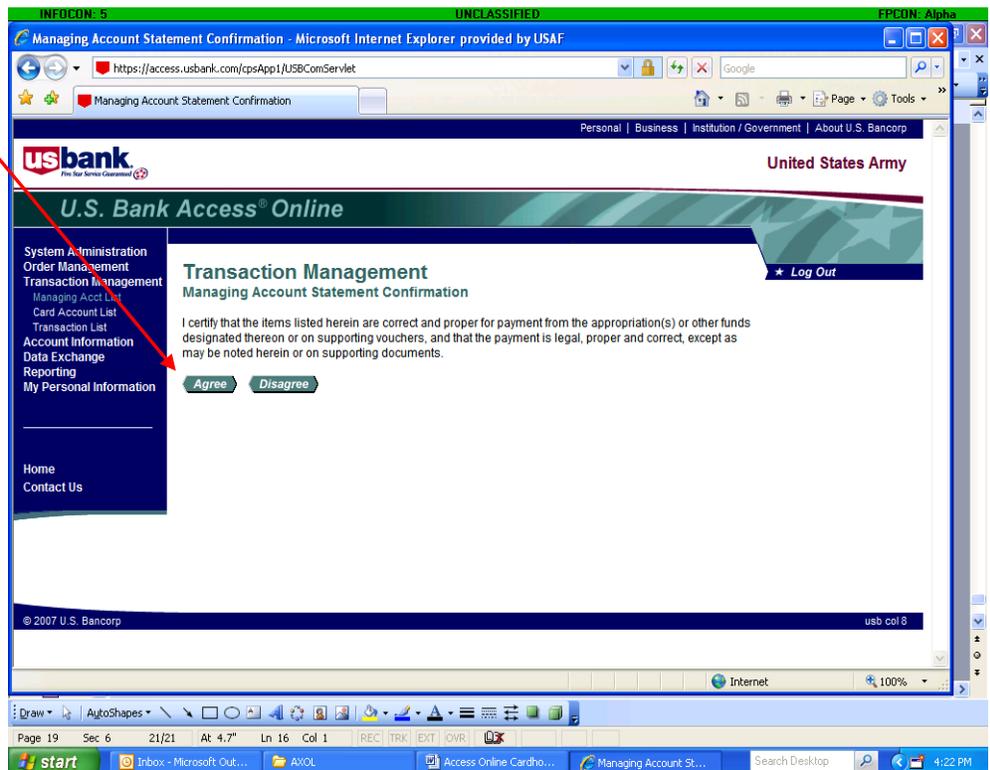
- **Click** the "Search" button.

- **Click** the "Certify MA/DA Statement" button.



- **Click** the "Agree" button if you agree to certify the account.

You are certifying that: all transactions are correct and required to fulfill your organizational mission needs; CH did not exceed spending limits approved by RM or applicable thresholds; transactions were not for personal use; transactions are not prohibited by statute, regulation, contract or your organization and transactions were not split into smaller segments to avoid dollar limitations.



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- Check “**Statement Approval History**” box to ensure statement was certified.

Account Number: 4716304556672387 Account Name: CHRISTINE LILLY

Cycle: 07/18/2008 [Search](#) [Display All Card Accounts for All Managing/Diversion Accounts](#)

Total # Card Accounts: 3 Total Fees: \$0.00
 Open Card Accounts: 2 Total Transactions: \$410,323.19 11
 Suspended Card Accounts: 0 Cardholder Approved Transacts: \$410,323.19 11
 Previous Statement Balance: \$76.94CR
 Payments Since Previous Statement: \$153,858.62CR

Open Account Certified - BO

[Certify MA/DA Statement](#) [Statement Approval History](#)
[Show all](#)

Approval Status	Approval Date	Approved by
Certified - BO	07/23/2008	ARMY.CLILLY1

[+] [Search Criteria](#) [Return to top](#)

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

Records 1 - 3 of 3
[Show/Hide Posted](#) | [Show/Hide Approved](#) | [Show/Hide Final Approved](#) | [Show/Hide Reallocated](#) | [Show/Hide Disputed](#)

Select	Account Number	Account Name	Posted		Approved			
			# of Trans	\$ of Trans	# of Trans by CH	%	\$ of Trans by CH	%
<input type="radio"/>	...0534	PATTY FAY-CROSBIE	0	\$0.00	0	0.0%	\$0.00	0.0%
<input type="radio"/>	...1047	DAVID ARIOSTO	9	\$332,632.82	9	100.0%	\$332,632.82	100.0%
<input type="radio"/>	...6826	STCLAIR LARRY	2	\$77,690.37	2	100.0%	\$77,690.37	100.0%

Open Account Closed Account Approved

Process 5: Save/Print BO Billing Account Statement

- **Click** on “**Account Information**”.

Note: This screen appears for those BOs that have more than one account. If you only have one account, proceed to the next screen.

- **Click** on “**Managing Account Statement**”.

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

Home
 Contact Us

Account Information

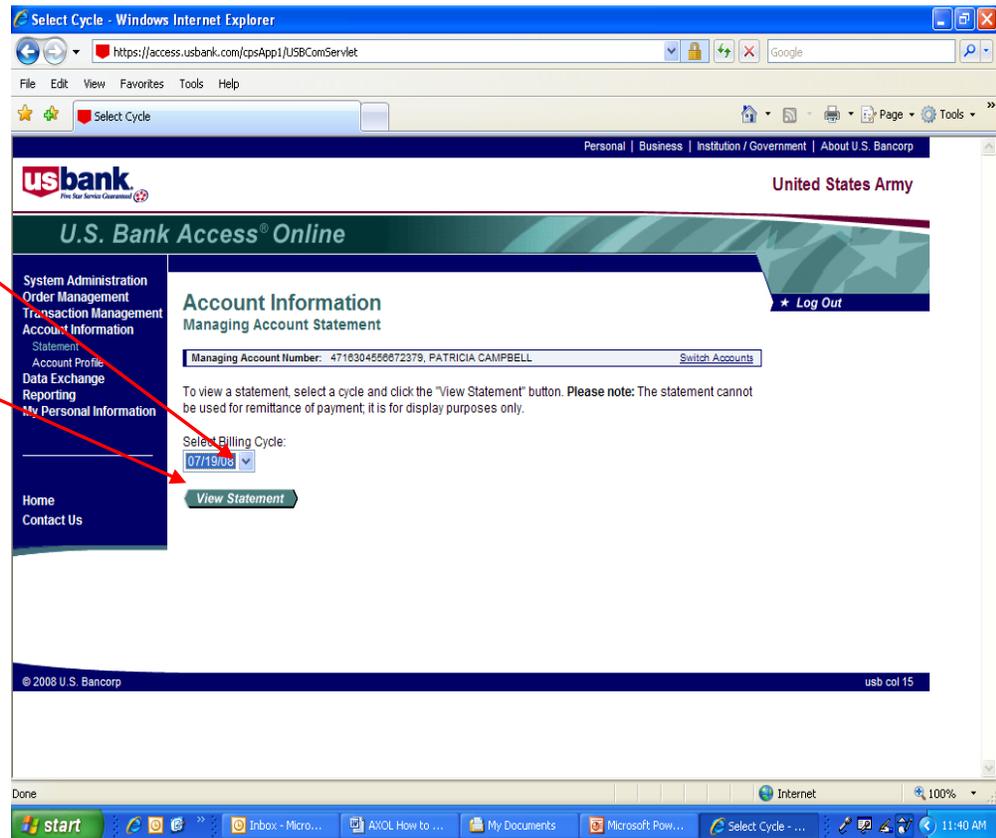
Statement
 View account statement(s).
 Cardholder Account Statement
 Managing Account Statement
 Diversion Account Statement

Account Profile
 View account demographics, limits, accounting code, and other related information.
 Cardholder Account Profile
 Managing Account Profile
 Diversion Account Profile

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- **Select** the appropriate billing cycle from the drop down arrow.
- **Click** the **“View Statement”** button.
- The statement will open in .pdf format. You can save to your computer or print a hard copy for your files.



If you should have any questions about the steps or instructions in this Access On-Line (AXOL) “How To” Manual, contact your GPC A/OPC, x5859.