

U.S. Bank Access[®] Online

Icon Quick Reference

In Use with Multiple Functions

Icon	Name	Description
	Red asterisk	In multiple functions, indicates a required field.
	Warning icon	In multiple functions, indicates an error message (such as allocations not equaling 100 percent, or the format of a valid values list file format being invalid).
	Information icon	In multiple functions, displays next to a message with additional information about the current task.
	Logout star	In all functions, indicates the link to log out.
	Minus sign icon	In multiple functions, indicates a section that is open (e.g., a section of an order or an accounting validation control).
	Plus sign icon	In multiple functions, indicates that a section is closed and can be opened (e.g., a section of an order or accounting validation control).
	Calendar icon	In multiple functions, enables the user to open an interactive calendar to select a date.

In Use with Transaction Management

Icon	Name	Description
	Lock icon	On the transaction list, indicates a locked transaction.
	Allocated icon	On the transaction list, indicates a reallocated transaction.
	Disputed icon	On the transaction list, indicates a disputed transaction.
	Reviewed icon	On the transaction list, indicates a reviewed transaction.
	Invalid icon	In line item reallocation, indicates an invalid accounting code.
	Extracted icon	On the transaction list, indicates that the transaction has been extracted.
	Level II data icon	On the transaction list, indicates that the transaction has Level II detail available.
	Level III data icon	On the transaction list, indicates that the transaction has Level III detail available.
	Magnifying Glass icon	On the <i>Allocations</i> tab, indicates that a valid values list exists for a segment.
	Open icon	On the cardholder account summary screen, indicates that the account is open.
	Closed icon	On the cardholder account summary screen, indicates that the account is closed.
	Arrow icon	On the transaction list, indicates the transaction(s) most recently selected to work with.

In Use with Order Management

Icon	Name	Description
	Green check mark	In order management setup, indicates an element that is required on manual orders or is an automatch criterion.
	Blue check mark	On the <i>Receipt Management</i> tab, indicates a non-conforming line item.
	Order Not Unique icon	On the list of orders, indicates that an order's number is not unique.
	Automatch icon	On the transaction list, indicates a transaction that was automatched by Criteria 1. Additional icons for Criteria 2 and Criteria 3 display as A2 and A3, respectively.
	Matched icon	On the transaction list, indicates a matched transaction.
	Manual Match icon	On the transaction list, indicates a manually matched transaction.

In Use with the Account Approval Process

Icon	Name	Description
	Green check mark over an alphanumeric character	In the account approval process, indicates a cardholder or managing account that an approving manager has approved. The alphanumeric character in use varies by client and role.
	Green check mark	In the account approval process, indicates a cardholder account that the cardholder has approved.
	Red X icon over an alphanumeric character	In the account approval process, indicates a rejected cardholder or managing account. The alphanumeric character in use varies by client and role.

In Use with Data Exchange

Icon	Name	Description
	Blue star link	Closes the Data Exchange window.
	Folder icon	Indicates a storage folder.
	Open folder	Indicates a folder that is open.
	Document	Indicates the existence of a document.

In Use with Tax Management

Icon	Name	Description
	Freight Implied flag	On a transaction's <i>Tax Data</i> tab, indicates that freight is implied by a user selecting the flag and/or entering a freight amount on the <i>User Line Items</i> tab or <i>Tax Data</i> tab.
	Tax Implied flag	On a transaction's <i>Tax Data</i> tab, indicates that tax is implied by a user selecting the flag and/or entering a tax amount on the <i>User Line Items</i> tab.
	User icon	On a transaction's <i>User Line Items</i> tab, indicates that the user is the information source for the transaction's tax data.
	Visa icon	On a transaction's <i>User Line Items</i> tab, indicates that Visa is the information source for the transaction's tax data.
	Order icon	On a transaction's <i>User Line Items</i> tab, indicates that the matched order is the information source for the transaction's tax data.

In Use with Financial Extract

Icon	Name	Description
	Envelope icon	In Financial Extract, indicates the mailbox for extract.
	Marking Status icon	In Financial Extract, indicates that the cycle has no transactions marked for extract.
	Marking Status icon	In Financial Extract, indicates that a subset of the cycle's transactions is marked for extract.
	Marking Status icon	In Financial Extract, indicates that all the cycle's transactions are marked for extract.
	Green arrow icon	In Financial Extract, indicates that the cycle's marking and unmarking request is in progress.
	Square brackets icon	In Financial Extract, indicates that the system is updating the cycle's values.

In Use with Client System Validation

Icon	Name	Description
	Valid icon	In multiple functions, indicates that the client system validation (CSV) process checked the accounting code and the code is valid.
	Invalid icon	In multiple functions, indicates that the CSV process checked the accounting code the code is invalid.
	Not validated icon	In multiple functions, indicates that the CSV process has not yet checked the accounting code for validity.

In Use with Enhanced Supplier Information

Icon	Name	Description
	Client icon	In Enhanced Supplier Information, indicates information supplied by the client.

In Use with Accounting Code Management

Icon	Name	Description
	Green check mark	In accounting validation control setup or maintenance, indicates that a valid values list control is associated to the checked segment.
	Green dot icon	In accounting validation control setup or maintenance, indicates a successful valid values list upload for the segment.

In Use with Travel Expense Management

Icon	Name	Description
	Expensed Transaction icon	Indicates a transaction that posted in Access Online which the user has selected to include in an expense report.
	Printer icon	On the list of expense reports, enables the user to print an expense report.
	Removed icon	On an expense report, indicates a line item or transaction that the user has selected to remove.

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