

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 50

(Issue date: 28 August 2008)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS

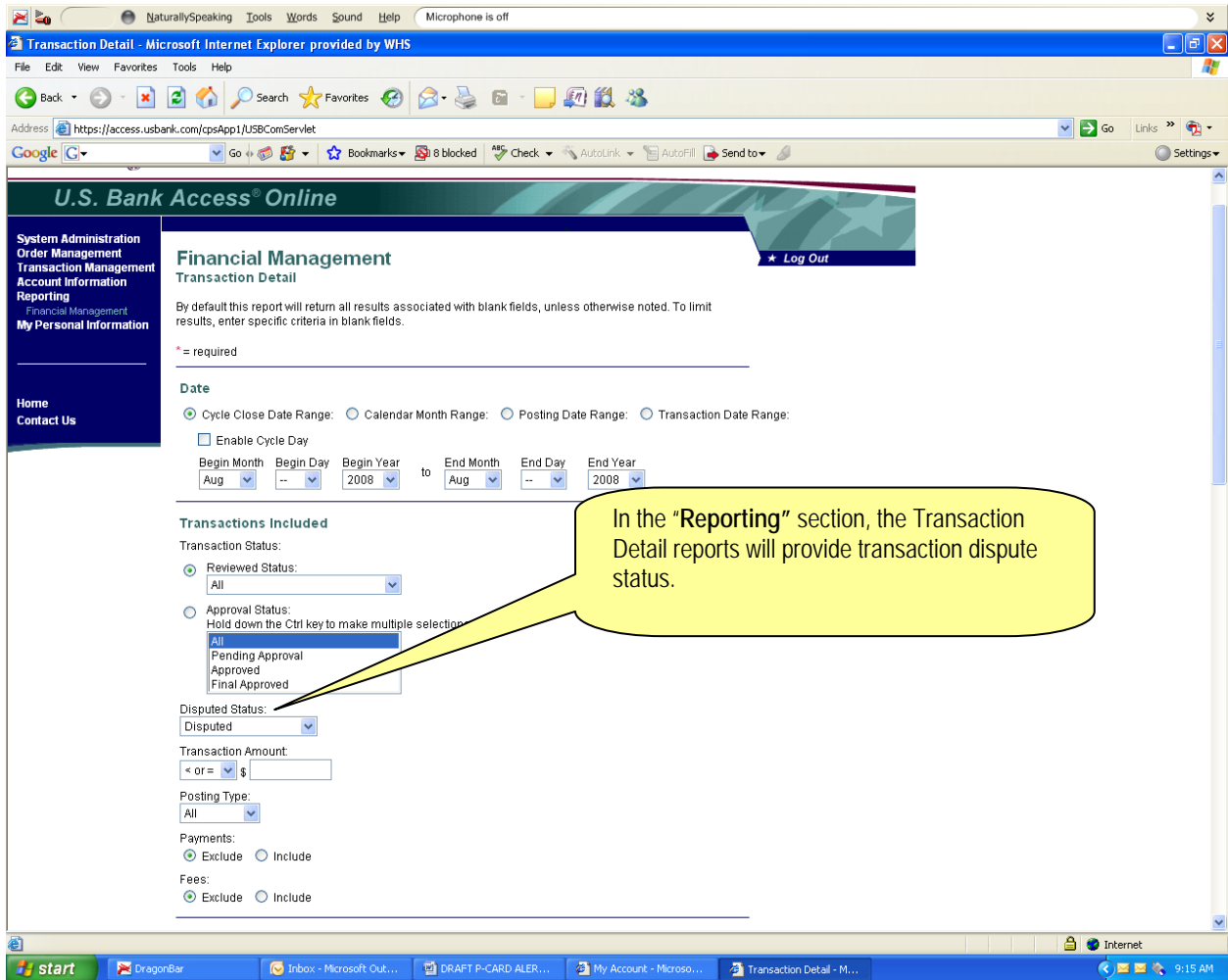


SUBJECT: U.S. Bank Access Online Functionality Update August 2008

The purpose of this Purchase Card Alert is to notify accountholders of enhancements to the Access Online System that have been generated by US Bank and are effective immediately.

The Access Online enhancements focus on upgrading and improving the “Reporting”, “Transaction Management” and “Order Management” sections. Some of the new features consist of updated drop-down menus in the “Transaction Management” and “Order Management” sections. Also, in the “Order Management Section”, the word “order” has been removed from the basic screen text and labels. For example, “Order Number” is now “Control Number”.

Screen shots follow:



Financial Management Report

The “Full Transaction and Order Detail” and “Transaction Detail” reports, located under the Financial Management Report Section, will now allow the accountholder to check on dispute status. Also, the users can track their disputed transactions throughout the dispute cycle until it is resolved. When the user runs the “Full Transaction and Order Detail” report in the Microsoft Excel output format, the report will show the content of the “Order Comments” fields.

Transaction Management
Card Account Summary with Transaction List

Account Number: [Redacted] Standing Orders: \$3,006.12 3
Account Name: [Redacted] Matched Transactions: \$2,928.04 6

Billing Cycle Close Date: Open Search

Total Transactions: \$2,928.04 6 Final Approved Transactions: \$0.00 0
Reallocated Transactions: \$0.00 0 % Final Approved Transactions: 0.0% 0.0%
% Reallocated Transactions: 0.0% 0.0%

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

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

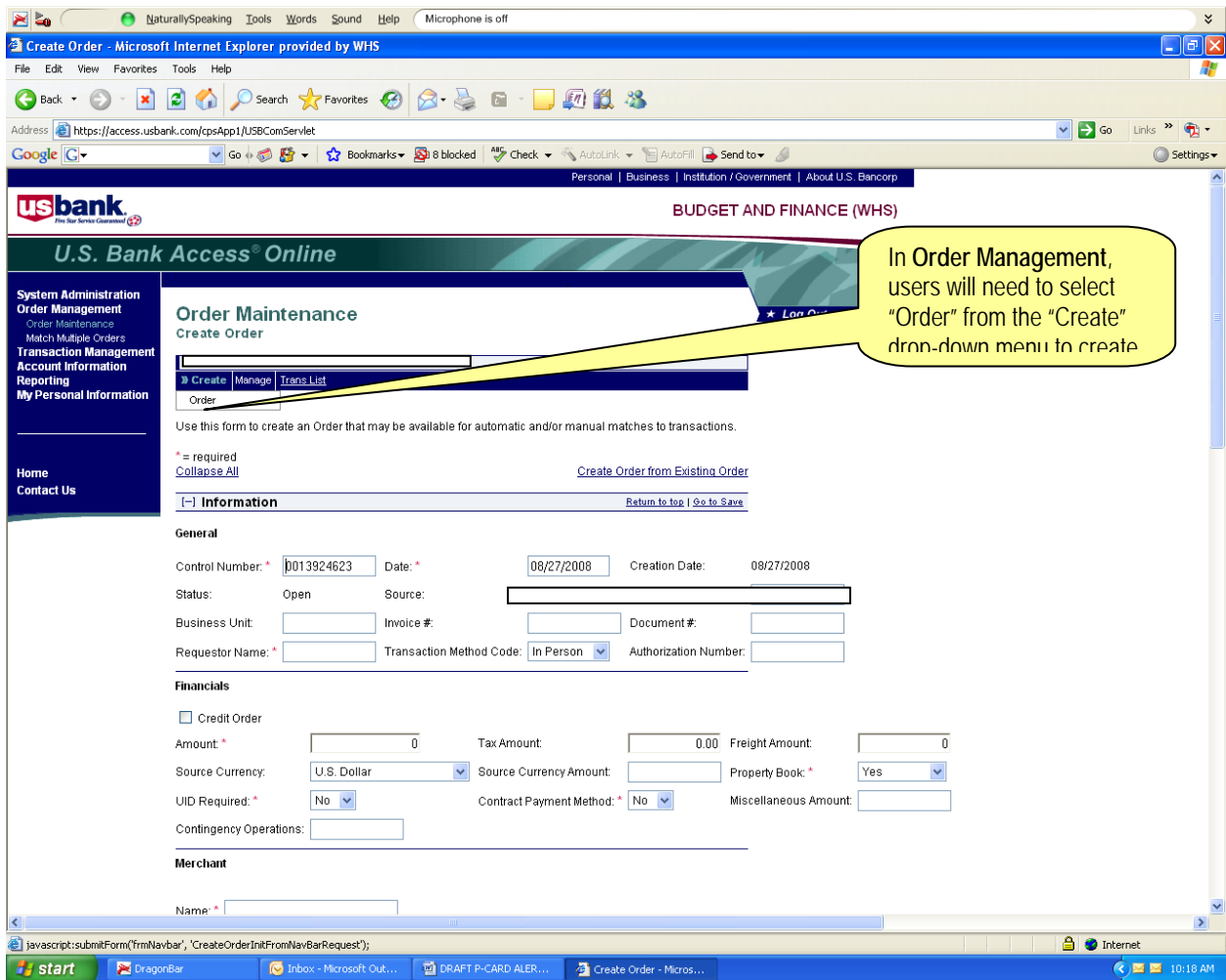
[+] Transaction List [Return to top](#)

Records 1 - 6 of 6
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting C
<input type="checkbox"/>	Pending			08/19	08/21	VA IND FOR THE BLIND -	CHARLOTTESVIL, VA	\$126.18	B		RFAL*0119
<input type="checkbox"/>	Pending			08/19	08/21	VA IND FOR THE BLIND -	CHARLOTTESVIL, VA	\$110.24	R		RFAL*0119
<input type="checkbox"/>	Pending			08/19	08/21	VA IND FOR THE BLIND -	CHARLOTTESVIL, VA	\$13.58	R		RFAL*0119
<input type="checkbox"/>	Pending			08/19	08/21	VA IND FOR THE BLIND -	CHARLOTTESVIL, VA	\$29.99	CR	TKT 950 957808	RFAL*0119

Transaction Management

While performing tasks within Transaction Management, users will notice new drop-down menus instead of links as part of the toolbar for the “Manage” and “Manager’s Queue” functions.



Order Management

While performing tasks within Order Management, users will notice new drop-down menus instead of links as part of the toolbar for “Create” and “Manage” functions.

Please refer to the screen shots above which illustrate the Order Management toolbar changes within Access Online.

If you need have any questions, please contact Janette Ray at (703) 695-8666.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at Claudia.colvin@whs.mil.