



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 9, 2009

IOWA INSTRUCTION 120-381 SECOND EDITION – PURCHASE CARD

Part 381.0 PURPOSE

This Iowa Instruction provides detailed instructions for purchase cardholders and approving officials when approving transactions. Transactions should be approved before they are 30 days old.

Part 381.1 SCOPE

These instructions will be followed by all purchase cardholders and approving officials.

Part 381.2 FILING INSTRUCTIONS

This edition replaces the First Edition dated November 2008, Purchase Card Change to US Bank and JInitiator.

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-381 Second Edition – June 2009)

Helping People Help the Land

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IOWA INSTRUCTION 120-381 SECOND EDITION – PURCHASE CARD

1. PURPOSE:

This Iowa Instruction provides detailed instructions for purchase cardholders and approving officials when approving transactions. Transactions should be approved before they are 30 days old.

2. BACKGROUND:

US Bank is the banking system NRCS utilizes to make purchases. Below are detailed instructions for purchase cardholders to use when approving transactions and approving officials to approve their cardholder's transactions.

3. PROCESS:

CARDHOLDER INSTRUCTIONS TO APPROVED PURCHASE CARD TRANSACTIONS

Logon to US Bank Access <https://access.usbank.com>.

Click on Transaction Maintenance.

Click on Transaction List.

Choose ALL from the billing cycle close date drop down box.

Click on the search button to the right of the drop down list.

Your transactions should appear below under transaction list.

Always start with the oldest transactions and approve them first. This can be accomplished by double clicking on the transaction date column heading.

To approve a transaction, click on the date of the transaction under Trans Date.

Click on the Comments Tab.

Fill in Comments Field 3 and the Goods Recvd Date.

Click on Save Comments.

Click on Summary Tab.

To see the accounting code and budget object code, move the screen to the right. To change this information place a check mark next to the purchase to reallocate.

Click on "Reallocate" *Notice under the A symbol how it's blank to show that it has not been approved. By scrolling to the right you can view the accounting code and budget object code (BOC).

To change the accounting code, click on the magnifying glass next to the default fund code 64T, leave the agency value at 16, leave the org value at 19, delete all other fields (BBFY, EBFY, Division, Sec1), click on

search. This brings up a long list of values, do not select a fund with a reporting category value other than blank, click on select to the left of the code you want to use. The code now appears on your line.

A correct accounting code will look like:

Agency 16, BBFY 09, ENBY 10, Fund 64T, Org. 19, Division 19, Sec1 19, BOC default is 2670

Make sure the state code of 19 appears three times on the line.

To change the BOC, click on the magnifying glass, delete the info in the value box and enter the correct BOC, click on search, and click on select.

Click on Save. To approve another transaction, click on the date of the next transaction and follow the instructions above.

APPROVING OFFICIAL INSTRUCTIONS TO APPROVE PURCHASE CARD TRANSACTIONS

As the cardholders approving official you are responsible for ensuring the cardholder is approving transactions in a timely manner **(within 30 days of posting)**.

Log on to US Bank Access <https://access.usbank.com>.

Click on Transaction Maintenance.

Click on Manager Approval Queue.

Choose ALL from the billing cycle close date drop down box. Change the Display transactions per page amount to 100 if you think there will be a lot of them pending.

Click on the search button to the right of the drop down list.

Your transactions should appear below under transaction list.

Always start with the oldest transactions and approve them first. This can be accomplished by double clicking on the transaction date column heading.

To approve a transaction, click on the date of the transaction under Trans Date, click on the Comments Tab, be sure the cardholder has a description in the Comments Field 3 box and a date in the Goods Recvd Date box. Click on Summary Tab to see the accounting code and budget object code, move the screen to the right to see the entire line.

After reviewing the transaction you will need to approve or reject the transaction. To approve a transaction, place a check mark in front of the transaction and click on approve. This takes you to the approve transaction screen. Since you are the final approval for the cardholder you will select no further approval needed for this transaction and click approve.

To reject a cardholder transaction, place a check mark in front of the transaction and click on reject. This takes you to the reject transactions screen.

Select at least one reason why you are rejecting this transaction from the following:

- Incorrect accounting code allocation (Request for user to change allocation).
- Incorrect approver sequence/additional approval needed (Request for user to forward the

transaction to appropriate approver in the proper sequence.

- Incorrect or insufficient transaction comment information.
- Incorrect or not enough user line item data.
- Unauthorized/non-preferred vendor.
- Incorrect order match.
- Other: enter text for the reason the transaction is being rejected. (Example incorrect budget object code).

Select the person you would like to reject (send) this transaction to from the following:

- Reject each transaction to its cardholder account (CHOOSE THIS DESTINATION)
- ~~Reject each transaction to its previous approver (DO NOT CHOOSE THIS)~~
- ~~Reject all transactions to an approver (DO NOT CHOOSE THIS)~~

After selecting your rejection reason and destination, click reject. The transaction is sent back to the cardholder to correct the error or oversight you identified above. Once the cardholder makes the corrections and approves the transaction again, the transaction will return to your queue for final approval.

If you notice the accounting code or budget object code (BOC) is incorrect you can change this before approving the cardholder transaction.

Click on "Reallocate" *Notice under the A symbol how it's blank to show that it has not been approved. By scrolling to the right you can view the accounting code and budget object code (BOC).

To change the accounting code: click on the magnifying glass next to the default fund code 64T, leave the agency value at 16, leave the org value at 19, delete all other fields (BBFY, EBFY, Division, Sec1), click on search.

This brings up a long list of values, do not select a fund with a reporting category value other than blank, click on select to the left of the code you want to use. The code now appears on your line.

A correct accounting code will look like:

Agency 16, BBFY 09, ENBY 10, Fund 64T, Org. 19, Division 19, Sec1 19, BOC default is 2670.

Make sure the state code of 19 appears three times on the line.

To change the BOC: click on the magnifying glass, delete the info in the value box and enter the correct BOC, click on search, and click on select.

Click on Save. To approve another transaction, click on the date of the next transaction and follow the instructions above.

Approved By:

Date:

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
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06/10/09