

Access[®] Online

Icon Quick Reference

Systemwide

Icon	Name	Description
	Red Asterisk	Indicates a required field.
	Warning	Indicates an error message (e.g., allocations do not equal 100 percent, value values list format is invalid).
	Information	Displays next to a message with additional information about the current task.
	Minus Sign	Indicates a section that is open (e.g., a section of an order, requisition, payment instruction, accounting validation control).
	Plus Sign	Indicates that a section is closed and can be opened (e.g., a section of an order, requisition, payment instruction, accounting validation control).
	Calendar Icon	Opens an interactive calendar to select a date.
	Open	Indicates that the account is open.
	Closed	Indicates that the account is closed.
	Suspended	Indicates an account that is suspended.
	Removed	Indicates that a piece of information has been removed in a maintenance update.
	Black Check Mark	On the <i>Receipt Management</i> tab, indicates a non-conforming line item. In <i>My Personal Information</i> , in <i>Account Access</i> , indicates if you are the designated user. In <i>User Profiles</i> , indicates a function included with the functional entitlement group.

Account Approval Process

Icon	Name	Description
	Green Check Mark over an alphanumeric character	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	Indicates a cardholder account that the cardholder has approved.
	Red X icon over an alphanumeric character	Indicates a rejected cardholder or managing account. The alphanumeric character in use varies by client and role.

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	In accounting validation control setup or maintenance, indicates a successful valid values list upload for the segment.

Client System Validation

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

Data Exchange

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

Enhanced Supplier Information

Icon	Name	Description
	Client	Indicates information supplied by the client.

ePay

Icon	Name	Description
	Question Mark	Indicates that additional information about a specific field is available.
	Lock	Accesses the ePay privacy policy.
	Customer Service	Accesses the ePay help desk telephone numbers.
	Exit	Logs out of the ePay function.

Financial Extract

Icon	Name	Description
	Envelope	Indicates the mailbox for extract.
	Yellow Dot	Indicates a managing account or diversion account that has been submitted for extract.
	Red Triangle	Indicates a cardholder account that has been submitted for extract.
	Calendar	Indicates a transaction that is 150 or more days past due.
	Marking Status	Indicates that the cycle has no transactions marked for extract.
	Marking Status	Indicates that a subset of the cycle's transactions is marked for extract.
	Marking Status	Indicates that all the cycle's transactions are marked for extract.
	Request in Progress Arrow	Indicates that the cycle's marking and unmarking request is in progress.
	Square Brackets	Indicates that the system is updating the cycle's values.

Order Management and Payment Plus

Icon	Name	Description
	Green Check Mark	In the setup of order forms, requisition forms, and online payment instruction forms, indicates a field that displays on the form or has required entry on the form. Also, in setting up automatch criteria, indicates a required automatch field.
	Order Not Unique/Control Number Not Unique	On the list of orders, requisitions, or payment instructions, indicates that an order or control number is not unique.

Reporting Dashboard

Icon	Name	Description
	Print	Prints the dashboard information.
	Download	Downloads the dashboard information as a PDF or Excel file.
	About Dashboard	Opens a window of terms and definitions.
	Column/Area Combination Chart	Changes the chart display to a column/area combination chart.
	Column Chart	Changes the chart display to a column chart.
	Line Chart	Changes the chart display to a line chart.
	Pie Chart	Changes the chart display to a pie chart.
	View Table	Changes the pie chart display to show the data associated with the pie chart.

Tax Management for the United States

Icon	Name	Description
	Freight Implied	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	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	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	On a transaction's <i>User Line Items</i> tab, indicates that Visa is the information source for the transaction's tax data.
	Order	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.

Transaction Management

Icon	Name	Description
	Lock	On the transaction list, indicates a locked transaction.
	Allocated	On the transaction list, indicates a reallocated transaction.
	Disputed	On the transaction list, indicates a disputed transaction.
	Reviewed	On the transaction list, indicates a reviewed transaction.
	Invalid	In line item reallocation, indicates an invalid accounting code.
	Extracted	On the transaction list, indicates an extracted transaction.
	Level II Data	On the transaction list, indicates that the transaction has Level II detail available.
	Level III Data	On the transaction list, indicates that the transaction has Level III detail available.
	Magnifying Glass	On the <i>Allocations</i> tab, indicates that a valid values list exists for an accounting code segment.
	Arrow	On the transaction list, indicates the transaction(s) most recently selected to work with.
	Automatch	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.
	Manual Match	On the transaction list, indicates a transaction that a cardholder manually matched to an order.
	Exception	On the transaction list, indicates a transaction that is matched to an order, but which takes the order out of tolerance
	Upload Paperclip	On the transaction list, indicates that you can upload a PDF (e.g., of a receipt) for the transaction.

Travel Expense Management

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

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