

## **FCard-04-2009: Instructions for Default Accounting Fix in AXOL**

"This message is being sent on behalf of Denise Hayes, Chief, Property Management Division

### **This information applies to all Agency Fleet Program Coordinators**

Speed of payment is a major factor in calculating the Fleet Card rebate for the Agency. As you are aware, invalid accounting on both Fleet card accounts and transactions is an area which impacts the Agencies ability to maximize their Fleet Card rebate. In an effort to help your team in cleaning up any invalid accounting which exists within your current Fleet program, we are providing you a report of those cards and recent transactions which have not been processed for payment.

You should have received an Excel Spreadsheet with the Fleet account information, the transaction information and the current Default Accounting assigned to both the Fleet Card and the Transaction, as well as a document entitled, 'Accounting Code Clean Up Process' for your team to begin to make the necessary changes to both the Vehicle account and the transaction.

The first step is to go into Account Administration and update the Fleet account with the correct Default Accounting. This will allow any **new/subsequent** transactions to process quickly through the system. LFPC's will still be able to reallocate these transactions on an ongoing basis as per the standard process. The process will continue to be disrupted if the Default is not changed for the Fleet Account within Account Administration.

The second step will be to go into Transaction Management and reallocate any historical transactions to the correct Default Accounting Code. This action will push the transaction through the process and queue it for payment.

We will continue to send these reports on a weekly basis as we find additional Fleet accounts with invalid Default Accounting.

Please forward the information on to the appropriate LFPCs so that they can perform the necessary corrections. These corrections need to be completed by **no later than Friday April 3<sup>rd</sup>**.