"Message released on behalf of John T. McCain, USDA Charge Card Service Center Program Manager"

PCard-20-2009: Updated Locked Transactions Scenarios and GL Extract Guide for the Purchase Card

The guide for 'Locked Transactions Scenarios and GL Extract for the Purchase Card' has been reviewed and updated by the CCSC and US bank team. Please use this attached final version as a guide and reference material for key definitions, explanations and scenarios as it relates to Locked Transaction and the General Ledger Extract for the Purchase Card.

This guide along with other reference materials will be available on at **http://www.da.usda.gov/procurement/ccsc/** in the 'Purchase' section under 'Guides and Reference Materials'.

****Please distribute this guide to all Purchase Coordinators, Approving Officials and Cardholders****

If you have any questions or concerns, please email ccsc@DA.USDA.GOV and a response will be provided.

Purchase Card
Locked Transaction Scenarios &
GL Extract in AXOL

USDA

Prepared by:

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Charge Card Service Center (CCSC)

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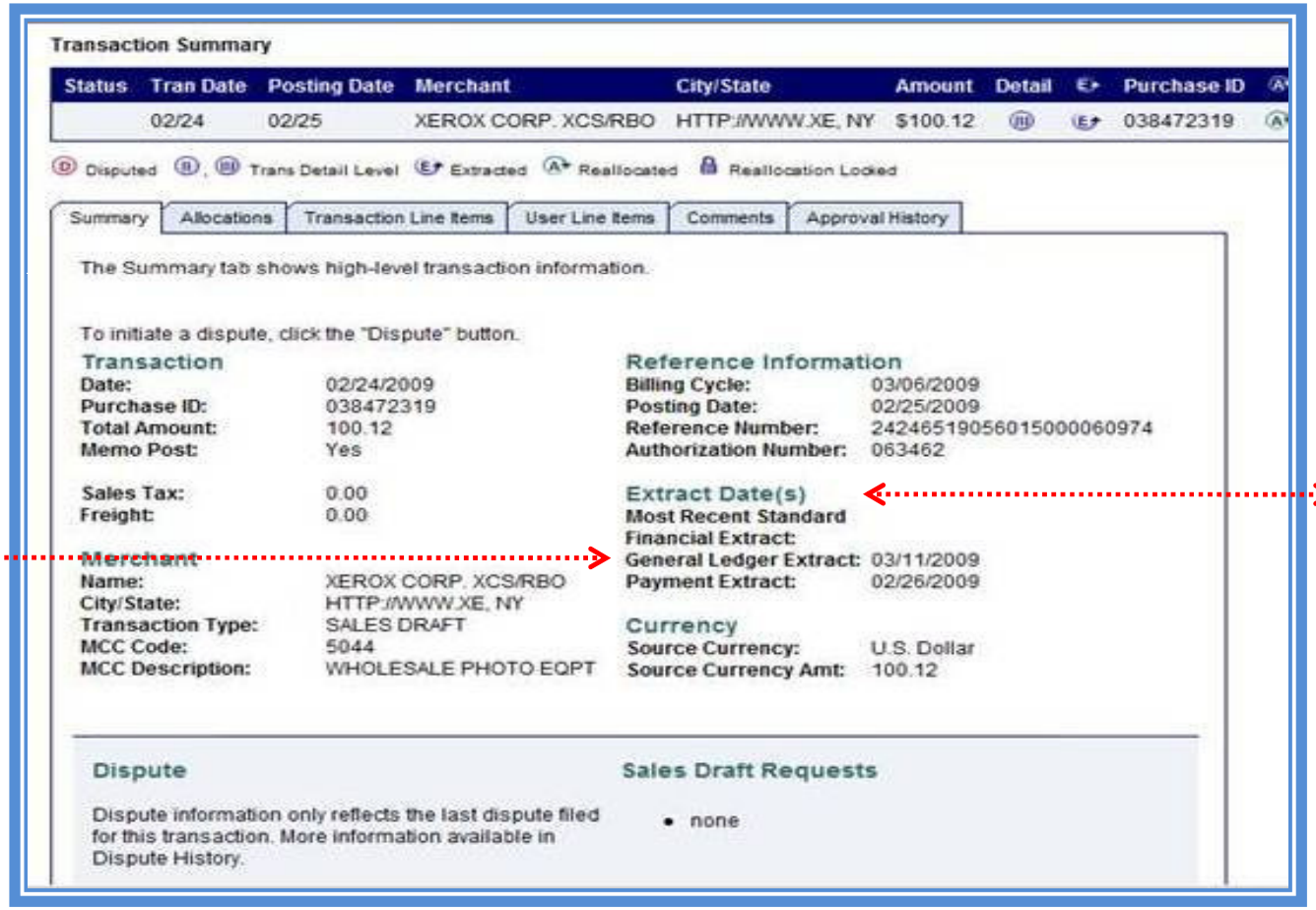
Locked Transaction: A transaction identified with a **padlock indicator** in the transaction detail line that prevents a cardholder from editing the transaction including re-allocation and comments (locked due to cardholder approval or AO final approval) UNLESS the Approving Official (AO) sends the transaction back to the cardholder to make changes. In addition, the AO has permissions to make changes to a locked transaction before it's final approved. Locked transactions by GLE cannot be changed by anyone. Please see slides 5 -8 for details.

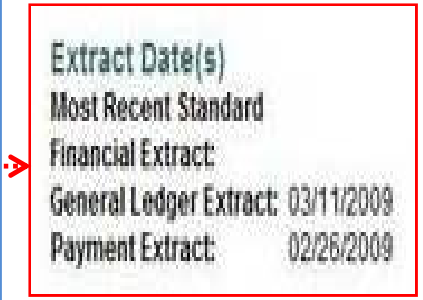
ing	Merchant	City/State	Amount	Detail		Purchase ID		
7	OFFICE DEPOT #1090	800-937-3600, MA	$36.94			471308743		
6	DMS	972-341-0026, TX	$15.00			00000000000944997		
5	SCIENCE MSM COMP EDUCA	651-221-4722, MN	$318.00			00Santelman 04165		
4	ABILITYONE.COM	ALEXANDRIA, VA	$90.62			0470c54c-080f-422		
8	1800GOFEDEX 10010007	800-6221147, TN	$406.08			2135202		
3	FEDERAL EXECUTIVE BOARD M	612-7137200, MN	$60.00			R1023478734		
3	DMI* DELL FEDERAL	800-727-1100, TX	$16.26			**		
3	DMI* DELL FEDERAL	800-727-1100, TX	$1,142.40			**		
3	PC SOLUTIONS	612-588-7501, MN	$324.58			0000092062		
3	COAST TO COAST COMP	805-2449500, CA	$189.95			A541041		
3	GRADUATE SCHOOL REG	888-744-4723, DC	$895.00			VPEA3CAC852C		
3	GRADUATE SCHOOL REG	888-744-4723, DC	$845.00			VLCA3E6F8DD0		
3	GRADUATE SCHOOL REG	888-744-4723, DC	$845.00			VQEA3CE18332		

In the Transaction Summary, you can view the:

General Ledger Extract (S8)= Transaction has been re-allocated and PAID and will have an Extract symbol **on the detail line.**

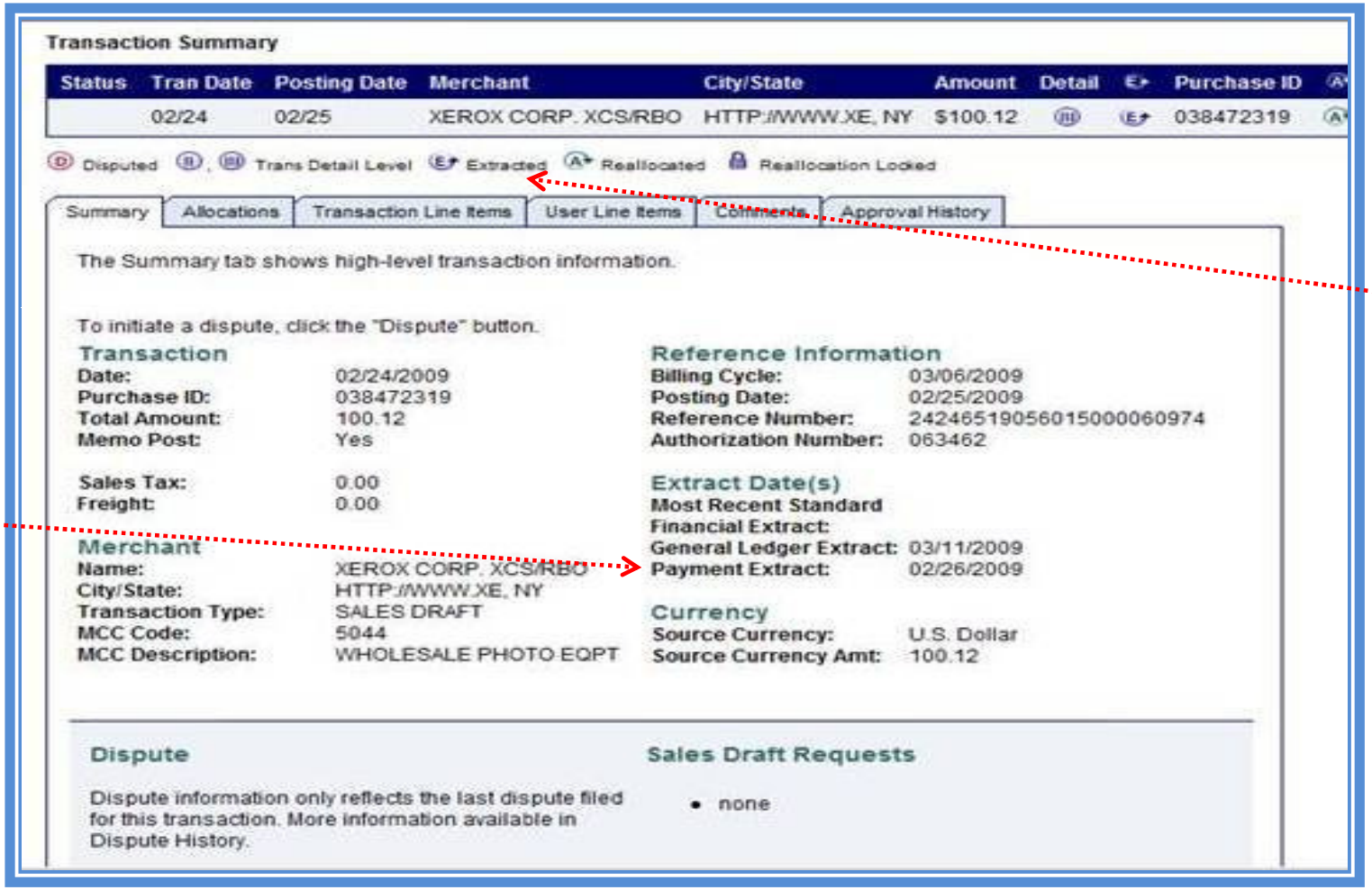
NOTE: The re-allocation is sent to FFIS upon notice that the original transaction has been paid by Treasury. IF the GLE date is listed, further changes to the transaction are no longer allowed in AXOL and the transaction will need to be re-allocated in FFIS.





In the Transaction Summary, you can also view the:

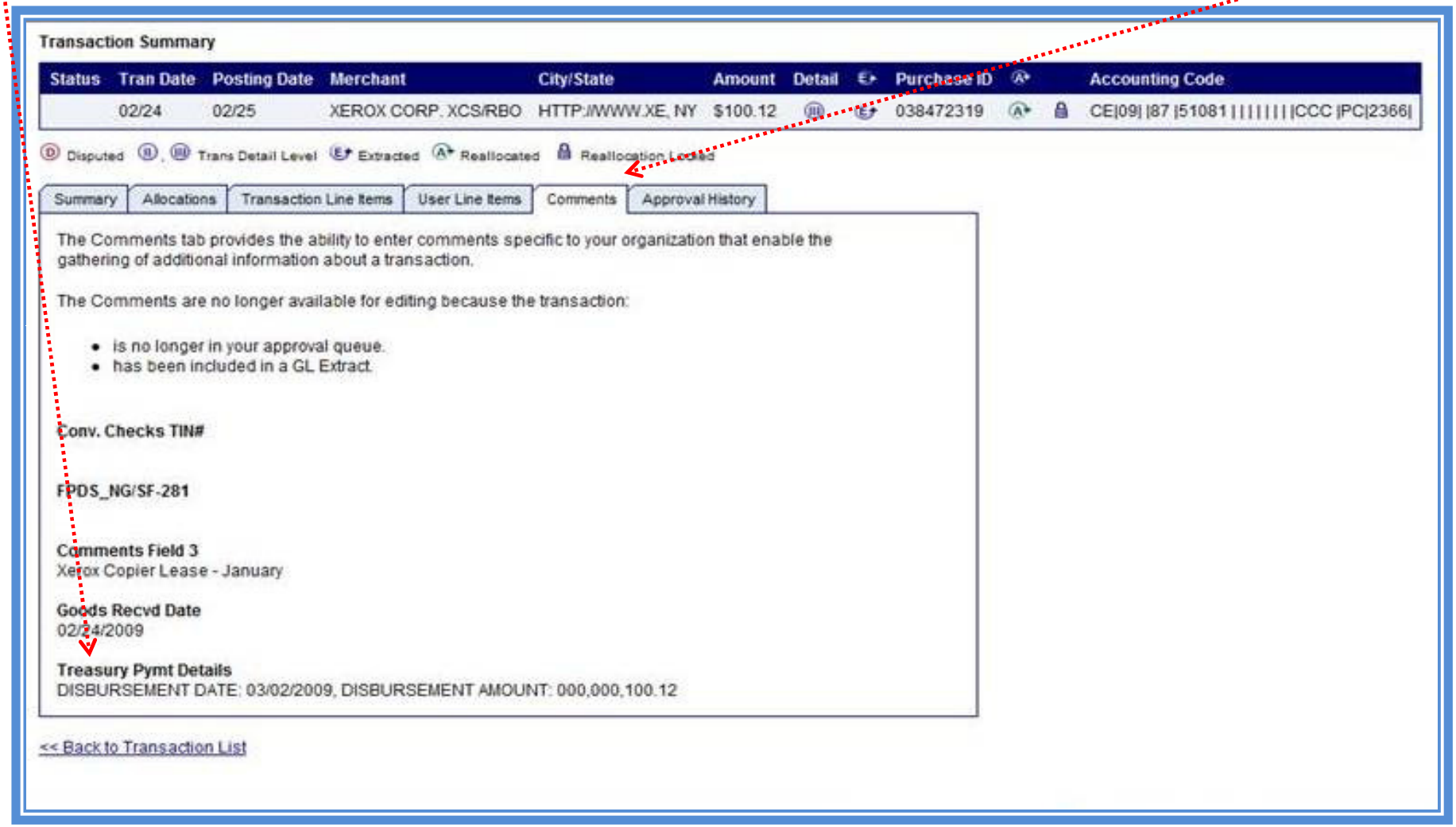
Payment Extract (P8)= The date that the transaction is first sent to FFIS for payment. Transactions are sent to FFIS for payment on a nightly basis and will have an Extract symbol **on the detail line.**



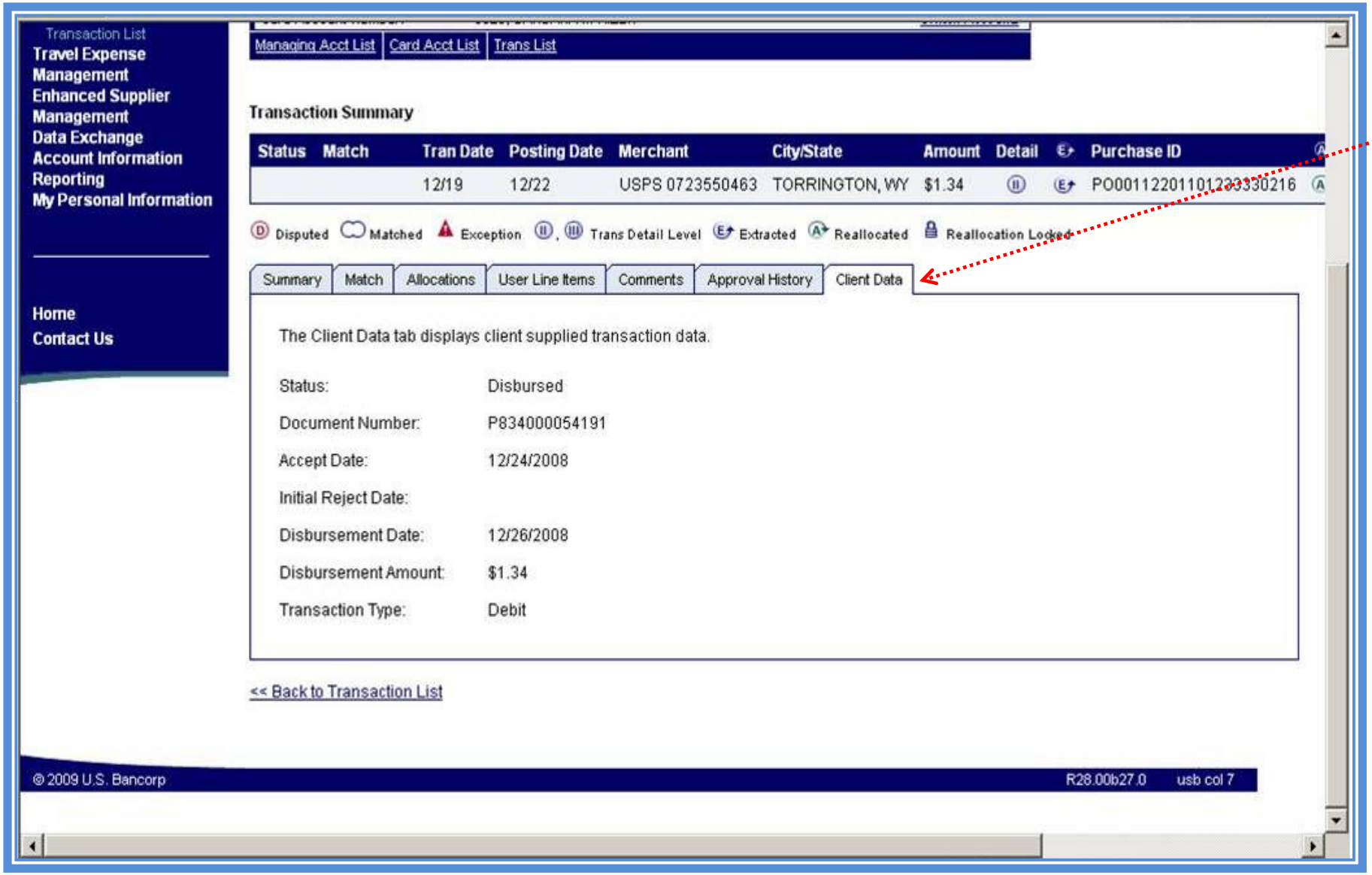
Extract symbol

In the Transaction Summary, you can click on the Comments tab to view the:

Treasury Pymt Details = The date that the original transaction was paid by Treasury. Payment confirmation from Treasury is usually received within 3-5 business days from the Payment Extract date.



As of May 18, a new tab will be added to the Transaction Summary entitled Client Data, that you can click on to view the Client supplied Transaction Data



PLEASE NOTE: A transaction will have the Extract symbol **next to it if there is any**

of the 3 Extract Date(s) available in the Summary tab – Standard Financial Extract (SFE), General Ledger Extract (GLE) and/or Payment Extract (PE). If there is no Extract symbol next to the transaction, then it may have invalid accounting and should be reviewed and re-allocated to the correct accounting by the cardholder immediately. The re-allocation process for invalid accounting is outlined on Slide 10.

Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purch
Pending	04/15	04/17	OFFICE DEPOT #1090	800 937 3600, MA	$36.94			47130
Pending	04/15	04/16	DMS	972-341-0026, TX	$15.00			00000
Pending	04/13	04/15	SCIENCE MSM COMP EDUCA	651-221-4722, MN	$318.00			00Sar
Pending	04/13	04/14	ABILITYONE.COM	ALEXANDRIA, VA	$90.62			0470c
Approved	04/06	04/08	1800GOFEDEX10010007	800-6221147, TN	$406.08			21352
Approved	04/02	04/03	FEDERAL EXECUTIVE BOARD M	612-7137200, MN	$60.00			R1023
Approved	04/03	04/03	DMI* DELL FEDERAL	800-727-1100, TX	$16.26			**
Approved	04/03	04/03	DMI* DELL FEDERAL	800-727-1100, TX	$1,142.40			**
Approved	04/02	04/03	PC SOLUTIONS	612-500-7501, MN	$324.50			00000
Approved	04/01	04/03	COAST TO COAST COMP	805-2449500, CA	$189.95			A5410
Pending	04/02	04/03	GRADUATE SCHOOL REG	888-744-4723, DC	$895.00			VPEA3
Pending	04/02	04/03	GRADUATE SCHOOL REG	888-744-4723, DC	$845.00			VLCA3
Pending	04/02	04/03	GRADUATE SCHOOL REG	888-744-4723, DC	$845.00			VQEA3

Invalid Default Accounting Code (DAC)

If the DAC is invalid, the cardholder must correct the DAC in the 'Account Administration' in AXOL BEFORE re-allocating the transaction(s).

The Extract indicator should be displayed in the transaction line detail for EVERY transaction. The cardholder should review all his/her transactions in AXOL and if s/he finds a transaction that does not display the Extract indicator, then the cardholder should access the Transaction Summary tab to see if there is a PE Extract Date (as illustrated on Slide 6). If the PE Extract Date is not present, then this indicates that the default accounting code (DAC) is invalid .

The cardholder must immediately correct the invalid DAC in AXOL by clicking on Account Administration → Maintain Cardholder Account → Default Accounting Code and updating the cardholder account with the correct DAC.

Next, the cardholder must immediately correct the accounting on EVERY transaction with invalid accounting in the transaction detail by clicking on Transaction Management → Transaction List. Change the 'Billing Cycle Close Date' from "Open" to "All", to view all transactions posted to the account. This correction is made via the re-allocation process. This action will push the transaction through the process and queue it for payment.

This type of re-allocation does not produce an S8 transaction, but it releases the original payment (P8/F8) to be sent to FFIS. In this case, after the DAC is corrected on the transaction and sent to FFIS (the next day), the cardholder is able to re-allocate accounting again (as described on Slide 15) and produce an S8 transaction.

NOTE: The DAC MUST be corrected first. If the transactions are re-allocated prior to correcting the DAC, the transaction will not be pushed through for payment.

What initiates a Locked Transaction?

SCENARIO #1 - Transaction has been approved by cardholder

The cardholder approves the transaction and routes it to an AO for 'final approval'. As this point, the transaction is updated as 'locked' in the system and cardholder is unable to make any other changes to the transaction.

If the cardholder needs to make changes to the transaction detail (including re-allocation to different accounting), and the transaction has not yet been 'final approved' by the AO, then the cardholder can 'pull back' the transaction and make the necessary changes (as illustrated on Slide 13).

If the AO has already 'final approved' the transaction, then the AO can return to the Manager Approval Queue history and 'reject' the transaction and the cardholder is now able to make the necessary changes to the transaction (as illustrated on Slides 16 & 17).

Once the transaction is 'pull back' or 'rejected', the cardholder makes the necessary change to the transaction detail, re-approves the transaction and routes it back to the AO for 'final approval'. The transaction is once again, locked in the system and the cardholder is unable to make changes to the transaction.

What initiates a Locked Transaction? (Cont.)

SCENARIO #1 - Transaction has been approved by cardholder

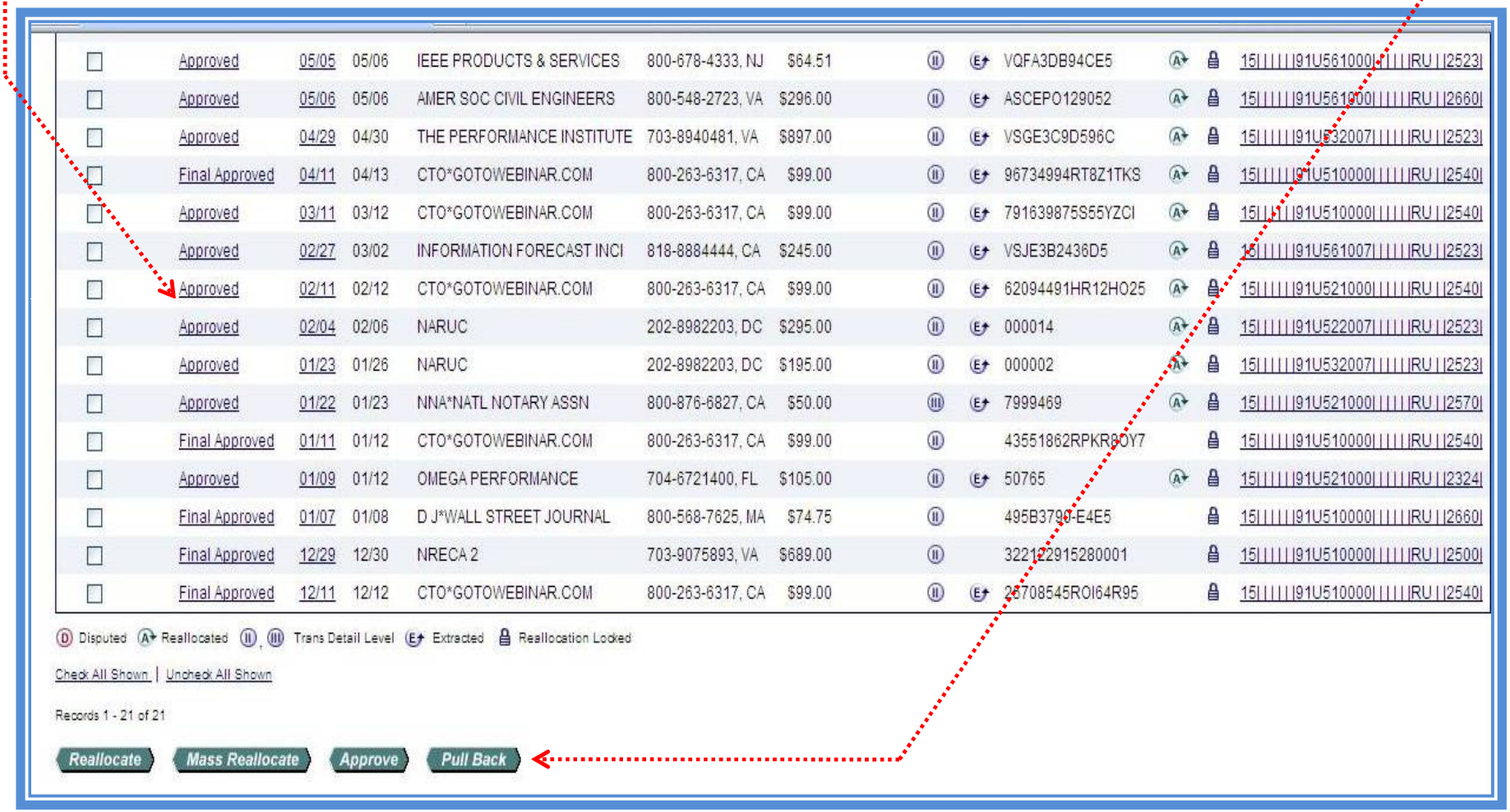
After the AO reviews and 'final approves' the transaction, the transaction is updated as 'locked' in the system.

Please note, that payment confirmation is usually received from Treasury between 3-5 days after the transaction is sent to FFIS. You can check the status of the payment confirmation in the Comments Tab of the Transaction Summary (as illustrated on Slides 7 & 8).

As long as the transaction has a GLE date, the transaction will remain locked and no further changes can be made in Access Online. If required, the re-allocation to the transaction will need to be performed in FFIS (via a B2).

Per Purchase Card Policy, all cardholders must review and approve all purchase card transactions within 60 days of the purchase transaction date.

As described in SCENARIO #1: The cardholder Approved the transaction and routed it to an AO for 'final approval'. If the AO has NOT Final Approved the transaction, then the cardholder can Pull Back the transaction and correct the accounting. The cardholder can Pull Back transactions anytime prior to the AO taking any action including 'final approval'.



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D Disputed A Reallocated II, III Trans Detail Level E Extracted Reallocation Locked

Check All Shown | Uncheck All Shown

Records 1 - 21 of 21

Reallocate | Mass Reallocate | Approve | Pull Back

What initiates a Locked Transaction?

SCENARIO #2- Transaction has been re-allocated to a valid/different accounting

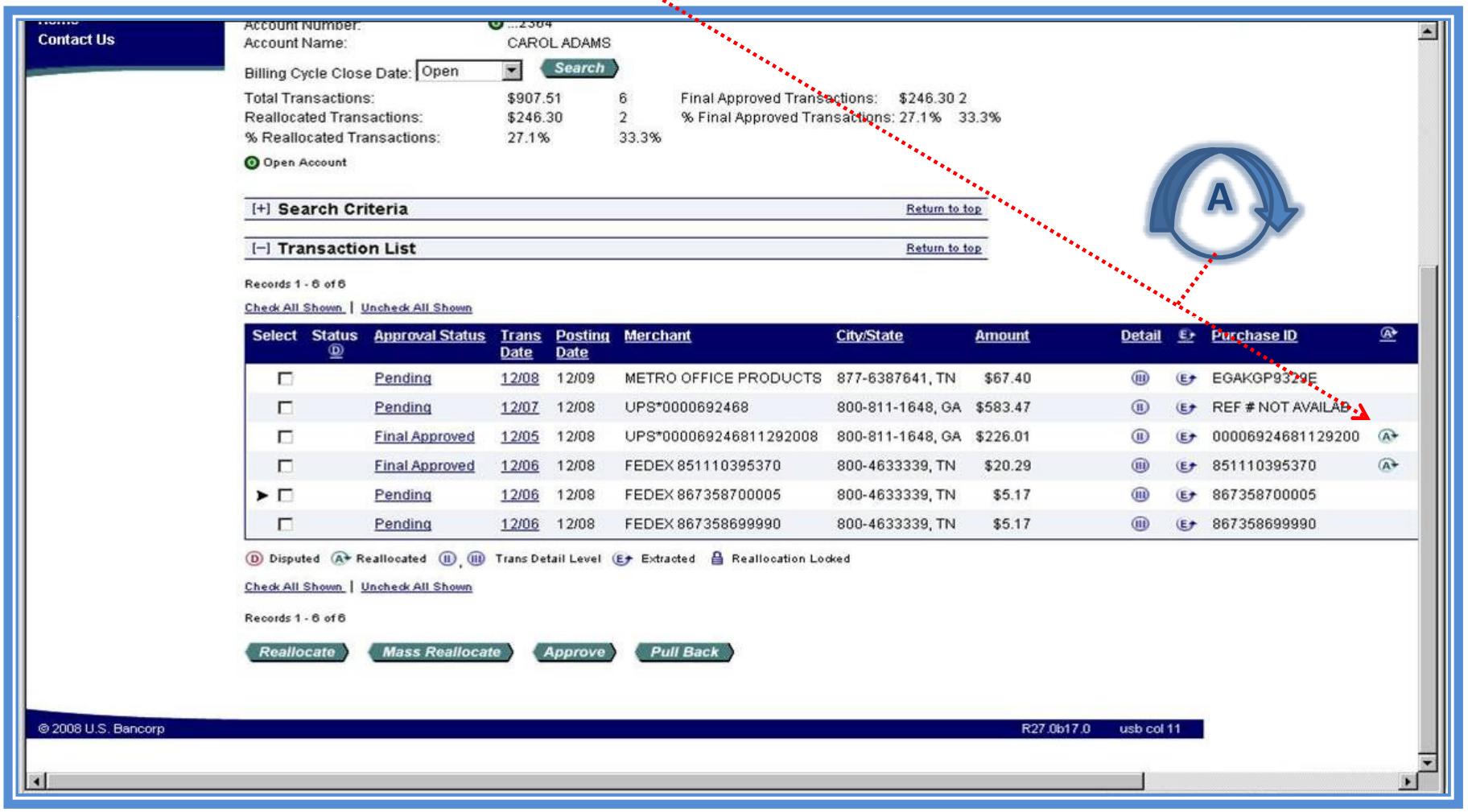
The cardholder views the transaction in AXOL and decides to re-allocate the transaction detail to valid/different accounting.

After the transaction is re-allocated to a different accounting, the cardholder approves the transaction and it is routed to the AO for 'final approval.'

AXOL will send the re-allocation to FFIS via the General Ledger Extract (S8) once the payment confirmation is received . This information can be viewed in the Transaction Summary tab (as illustrated on Slide 5).

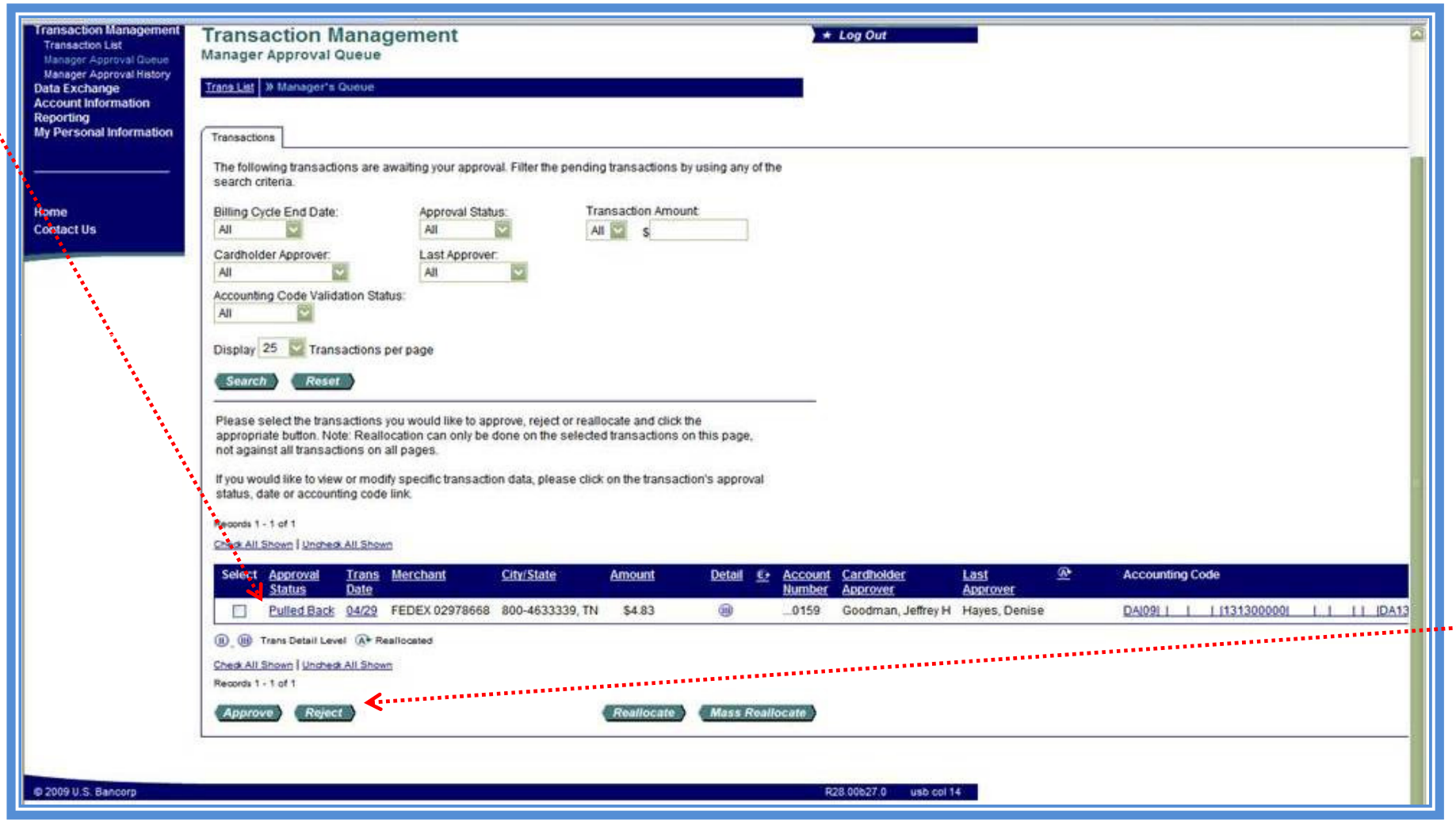
Please note that if the transaction is updated as 'locked' in the system and there is a GLE date listed in the Transaction Summary, neither the cardholder or the AO are able to make any other changes to the transaction in Access Online. Changes can only be done in FFIS.

As described in SCENARIO #2: A cardholder may re-allocate a transaction (with a valid DAC) to different accounting or split disbursement in AXOL as many times as s/he wants in one (1) day. After re-allocation, there will be a re-allocation icon next to the transaction line of accounting.



As described in SCENARIOS #1 & #2: If a transaction has been Final Approved by the AO and the transaction has invalid accounting, then the AO can Reject the transaction and re-send to the cardholder to correct the accounting. To do so, the AO must access the Manager Approval History queue in the Transaction Management, and select the transaction to Pull Back.

As described in SCENARIOS #1 & #2: Once the transaction has been Pulled Back, the AO would access the Manager Approval Queue and Reject the transaction and re-send to the cardholder to correct the accounting. The cardholder can make the necessary changes to the transactions and re-send to the AO to Final Approve again.



After the cardholder re-allocates a transaction with a valid DAC (this does not include correcting an invalid DAC), AXOL will send the most recent re-allocation (S8) to FFIS once the payment confirmation is received , the transaction is locked and no further changes can be made by anyone.

1. The cardholder re-allocates a transaction (with a valid DAC)
2. The re-allocation (S8) is sent to FFIS for processing
3. Status changes to 'GLE' (General Ledger Extract)
4. Transaction is updated as 'locked'
5. Cardholder is unable to make any other changes to the transaction

Additional information on the ***Charge Card Service Center*** including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc… can be accessed at http://www.da.usda.gov/procurement/ccsc/.

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Please contact the ccsc@da.usda.gov. with questions or concerns.