

August 5, 2009- PCard-22-2009: Updates in AXOL as of August 7, 2009

This information is being sent on behalf of John T. McCain, Program Manager, Charge Card Service Center Program Office.

As outlined in a previous notice sent on July 10, 2009, "Advance Notice of Upcoming Updates in AXOL," as of this **Friday, August 7, 2009**, changes to the screenshots in Access Online (AXOL) will take effect to update accounting code segments to ensure that AXOL is compatible with the upcoming FMMI conversion.

This enhancement to the valid value list (VVL) will affect the following screens in AXOL:

- **Transaction Management – Card Account Summary with Transaction List**
- **Cardholder Accounts – Maintain Default Accounting Code**
- **Cardholder Account – Setup Default Accounting Code**
- **Manage Accounting Code Favorites**

The VVL is a list of all accounting code segments available for selection when creating new accounts, account maintenance or re-allocation. A schedule of updates and events pertaining to the VVL enhancement is listed below:

- **U.S. Bank Updates to screens in AXOL (Friday, August 7, 2009):** US Bank will be making updates to the screens in AXOL for all agencies when re-allocating and creating cardholder accounts. These changes will be in effect and viewable as of Monday, August 10th.

*The existing Accounting Code display within AXOL will be restructured from 16 segments to 3 segments. The first 14 segments will be combined into one new segment called "LINE OF ACCOUNTING". No changes will be made to segment 15 (i.e., BOC) and segment 16 (i.e., DCN) as part of the new Accounting Code.

The Accounting Code segments changes are applicable to the following three (3) links in AXOL:

- Account Administration – Setup / Maintain Default Accounting Code
- Transaction Management – Transaction List
- My Personal Information – Manage Account Code Favorites

AXOL Maintenance Weekend (COB Friday, August - Sunday August 9, 2009): As US Bank works on these updates, we ask that all cardholders and AOs hold off on any approvals or re-allocations from COB Friday, August 7th through Sunday, August 9th. These updates will not affect approvals and allocations already existing in AXOL as of COB August 7th.

- **Favorites (August 7-August 10, 2009):** All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Cardholders will be able to save new 'Favorites' beginning August 10th by re-entering any accounting code 'favorites' using the required 'search' function.

When entering accounting favorites, cardholders should utilize the 'search' function vs. manually entering their accounting. By using the 'search' function, the system will automatically validate the accounting and instruct the cardholder to re-enter the correct

accounting, if entered erroneously. ***While the deletion of the favorites are regrettable, the changes are necessary due to the FMMI conversion.***

- **(October 2009):** Please note that in October 2009, after the FMMI transition, cardholders in agencies deploying to FMMI will need to once again re-enter their accounting code 'favorites' with the new shorthand accounting assigned to their agency.

- **Budget Object Codes (BOCs):** Please note that the BOCs have also been updated in AXOL to be in compliance with the OCFO Bulletin 08-06 as well as for accurate issuance of IRS 1099s for processing of purchase card transactions in the financial system. In addition, the BOC description will also be displayed when selecting the BOC.

- **FMMI Conversion (October 2009):** The following agencies will be converting to FMMI in October 2009: Dept. Administration & Staff Offices (NAD, OBPA, OC, OSEC, SCR, OCE, OCFO, OCIO, OES, OGC, HSO, and OIG); ARS; ERS; NASS; CSREES; FSIS; and FAS.

Guides & Reference Materials: The CCSC has prepared the attached updated guides and reference materials including screenshots to outline the changes. These updated guides and materials will be posted on the CCSC website (under the Purchase section 'Guides & Reference Materials') to reference and download.

IMPORTANT: It is imperative that this information reaches ALL CARDHOLDERS as this change will affect all accounts. Effective distribution of this message should help save Coordinators from being bombarded with questions pertaining to cardholders' lost favorites and other system changes.

Please email any questions to ccsc@da.usda.gov. Thank you!

Cardholder Guidelines for searching for accounting codes in the new LINE OF ACCOUNTING segment using the “Contains” option in Access Online



Prepared by:

Office of Procurement and Property Management,
Charge Card Service Center (CCSC)

To accommodate the phased conversion from FFIS to FMMI, as of August 7, 2009, the Accounting Code displayed in Access Online will change.

The existing Accounting Code displayed in Access Online will be restructured from 16 segments to 3 segments. The first 14 segments will be combined into one new segment called **LINE OF ACCOUNTING**. No changes will be made to segments 15 – **BOC** and 16 – **DCN** as part of the new Accounting Code. This change is necessary to ensure Access Online compatibility with FMMI.



The Accounting Code segments changes are applicable to the following links of the Navigation Bar in the top left blue box of the screen, once logged into Access Online:

- Account Administration:
 - Maintain Cardholder Account → Maintain Default Accounting Code
 - Create New Cardholder Accounting → Setup Default Accounting Code
- Transaction Management:
 - Transaction List
- My Personal Information:
 - Manage Account Code Favorites



All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Cardholders will be able to save new 'Favorites' beginning on August 10th.

The Line of Accounting can be found in **Account Administration, Transaction Management, and My Personal Information.**

You will use the **Navigation Bar** in the left blue box to access each of these links within Access Online.

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Message from U.S. Bank

! User ID has been successfully added.

Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.

★ Log Out

Account Activity
Select an Account

Purchase Card
*****2364

Message from U.S. Department of Agriculture

SmartPay®2 (SP2) is here! Start using new account /card today Remember to register your SP2 account to your Access Online User ID

© 2008 U.S. Bancorp R27.0b17.0 usb col 8

This page continues to show the OLD accounting code string view, prior to August 7th. Usage of the **scroll bar** was necessary to scroll left or right, in order to view the entire accounting screen. This is the right-side view of the screen.

The screenshot displays a software interface for an accounting code string. At the top left, a text box contains the value 'IPC|2240|'. Below this, there is a section with the text 'Add button'. The main part of the screen is a table with a dark blue header and a white body. The header row contains the following labels: 'PROGRAM (3)', 'JOB (3)', 'REPTG CATEGORY (4)', 'COST ORG (7)', 'COST SUB ORG (2)', 'DIVISION (4)', 'SEC1 (4)', 'SUB BOC (2)', and 'BOC (4)'. The body row contains search boxes with the following values: an empty box, 'STO', 'PC', and '2240 *'. A red dotted line starts from the text 'Usage of the scroll bar' in the blue box above, points to the vertical scroll bar on the right side of the window, and then points to a red box labeled 'Accounting Segments' at the bottom center. A horizontal red dotted line with vertical arrows pointing up connects the 'Accounting Segments' box to the search boxes in the table body.

| PROGRAM (3) | JOB (3) | REPTG CATEGORY (4) | COST ORG (7) | COST SUB ORG (2) | DIVISION (4) | SEC1 (4) | SUB BOC (2) | BOC (4) |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|-------------|---------|
| <input type="text"/> | STO | PC | 2240 * |

This page shows the NEW accounting code string view in **Account Administration – Maintain Default Accounting Code**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting**, **BOC** and **DCN (FAS USE ONLY)**.

Cardholder Accounts
Maintain Default Accounting Code

Client Relationship:
Card Account Number: ***** 6861, John Smith

Maintain default accounting code, then send the request.

Product: Purchasing **Bank:** 3059
Name: John Smith **Agent:** 0995
Status: "" -OPEN **Company:** 10041

* = required

| Segment Name (Length) | | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|-----------------------------------|-------------------------------|-------------------------------------|
| LINE OF ACCOUNTING (61) | | | | BOC (4) | | DCN (FAS USE ONLY) (6) |
| <input type="text" value="CE09 87 01001 A001 CCC PC"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value="0101"/> | <input type="text" value=""/> | <input type="text" value="111111"/> |

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the "Cardholder Accounts Maintain Default Accounting Code" screen with the new selected segment value

To complete the maintenance, the user selects "Send Request"

This page shows the NEW accounting string view for your 'Favorites', stored in **My Personal Information**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting, BOC** and **DCN (FAS USE ONLY)**.

All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Cardholders will be able to save new 'Favorites' on August 10th.

Manage Accounting Code Favorites

Manage Accounting Code Favorites

Client Relationship: Account admin test for 8201
Card Account Number: *****6470

You can activate 10 or fewer and create 25 or fewer favorites. Enter a number of additional favorites to add, click the "Add" button to add favorites. After adding, modifying or selecting favorites to delete, click the "Save" button to save changes.

| Delete | Favorite Name | Status | Accounting Code - Segment Name(Length) | | | BOC (4) | DCN (FAS USE ONLY) (6) |
|--------------------------|---------------|--------|--|------|--------|-----------------------------------|------------------------|
| | | | LINE OF ACCOUNTING (61) | | | | |
| <input type="checkbox"/> | LOA Favorite | Active | CE09 87 01001 | A001 | CCC PC | <input type="text" value="0101"/> | <input type="text"/> |

Search for valid value

Additional Favorites

[<< Back to My Personal Information](#)

From "Manage Accounting Code Favorites" the user is able to Add Favorite Lines of Accounting. The user can search for a segment value by selecting the "Spyglass" icon next to the segment they want to add the value to.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

This page shows the left-side view of the NEW accounting string in **Transaction Management** – **Transaction Detail**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting, BOC and DCN (FAS USE ONLY)**.
 Cardholders can view and select their ‘Favorites’ to reallocate a transaction from the **Change to:** drop down box.

Transaction Management
 Transaction Detail

Product: Purchasing Card
 Card Account Number: *****6861, John Smith
 Switch Products
 Switch Accounts

Trans List

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|--------|--------|------------------|--------------------------------------|
| | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | | 4Z00000000046406 | CE09 87 01001 A001 CCC PC 0113 12345 |

Disputed | Trans Detail Level | Reallocated

Summary | Allocations | Transaction Line Items | User Line Items | Comments | Approval History | Client Data

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required
 Allocation Source: User Last Changed By:

| Remove | Amount | Percent | Prepopulated Accounting Code Selection | Change to: | Accounting Code - Segment Name (Length) |
|--------------------------|---------|-------------|--|---|---|
| <input type="checkbox"/> | \$ 3.21 | or 100.00 % | Current Name | --Change Current Value-- --Change Current Value-- Card Account Default Accounting Code #LOA FAVORITE | LINE OF ACCOUNTING (6+) CE09 87 01001 A001 CCC PC |

Search
 Remove

Total Allocated: \$ 3.21 100.00 %
 Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code: [] Apply
 Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

<< Back to Transaction List

The user can reallocate the transaction segment value by selecting the "Spyglass" icon next to the segment value they want to change.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

This page shows the right-side view of the NEW accounting string in **Transaction Management – Transaction Detail**, after August 7th. Cardholders may save a new Accounting Code to their 'Favorites' by clicking the **Add as Favorite** link.

ESTERFIELD, MO \$3.21 ⓘ 4Z00000000046406 ⓘ CE09 87 01001 A001 CCC PC|0113|12345

Changing the accounting information to one or to multiple accounting codes.
Transaction amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.
"Apply" button to save changes.
Transaction Source: User Last Changed By: TEST, USDACH

| Accounting Code Selection | Change to: | Accounting Code - Segment Name (Length) | | | BOC (4) | DCN (FAS USE ONLY) (6) | Favorite |
|---------------------------|--------------------------|---|-------|-------------|---------|------------------------|---------------------------------|
| Accounting Code | | LINE OF ACCOUNTING (s1) | | | | | |
| | --Change Current Value-- | CE09 87 | 01001 | A001 CCC PC | 0113 | 12345 | Add as Favorite |

Primary Accounting Code:

Additional Allocation(s):

Amount Remaining values.

The Transaction Management – Card Account Summary with Transaction List screen will list all of your transactions.

To reallocate and/or approve a transaction, click the **Select** box on the transaction line you want to change and then click either the **Reallocate** or the **Approve** button.

PLEASE NOTE:
Only the current Billing Cycle transactions appear. Use the arrow to display other options.

To see all your pending transactions, select the option "All".

[-] Card Account Summary

Account Number: 6861
Account Name: John Smith

Billing Cycle Close Date: All [Search](#)

Total Transactions: \$6.42 3 Final Approved Transactions: \$0.00 0
 Reallocated Transactions: \$6.42 3 % Final Approved Transactions: 0.0% 0.0%
 % Reallocated Transactions: 100.0% 100.0%

[Open Account](#)

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

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

Records 1 - 3 of 3
[Check All Shown](#) | [Uncheck All Shown](#)

| Select | Status | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | E+ | Purchase ID | Accounting Code |
|--------------------------|---------|-----------------|------------|------------------------|------------------|------------|--------|--------|----|------------------|--|
| <input type="checkbox"/> | Pending | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | Ⓜ | | | 4Z00000000046406 | CE09 87 01001 A001 CCC PC 0101 |
| <input type="checkbox"/> | Pending | 06/08 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$2.14 | Ⓜ | | | 4Z00000000046406 | CE09 87 01001 A001 CCC PC 0101 |
| <input type="checkbox"/> | Pending | 06/08 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$1.07 | Ⓜ | | | 4Z00000000046406 | CE09 87 01001 0000 CCC PC AAAA 12345 |

Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 3 of 3

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

From Transaction Management "Transaction List" The user can reallocate the transaction by Selecting the "Accounting Code" Link

This page shows the accounting string. You can re-allocate a transaction on this screen. Click the “**spy glass**” next to the **Line of Accounting** or the **BOC** segment lines. Clicking the “spy glass” allows you to search for other valid accounting codes or BOCs.

Transaction Management

Transaction Detail ★ Log Out

Product: Purchasing Card [Switch Products](#)
 Card Account Number: *****6861, John Smith [Switch Accounts](#)

[Trans List](#)

Transaction Summary

| Status | Tran Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Accounting Code |
|--------|-----------|--------------|------------------------|------------------|--------|--------|------------------|--------------------------------|
| | 06/06 | 06/11 | CMS COMMUNICATIONS INC | CHESTERFIELD, MO | \$3.21 | | 4Z00000000046406 | CE09 87 01001 A001 CCC PC 0101 |

Disputed
 Trans Detail Level
 Reallocated

[Summary](#)
 [Allocations](#)
 [Transaction Line Items](#)
 [User Line Items](#)
 [Comments](#)
 [Approval History](#)
 [Client Data](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By:

| Remove | Amount | Percent | Prepopulated Accounting Code Selection | Change to: | Accounting Code - Segment Name (Length) | Favorite |
|--------------------------|---------|-------------|--|---|---|-------------------------------------|
| | | | Current Name | | LINE OF ACCOUNTING (i-i) | |
| <input type="checkbox"/> | \$ 3.21 | or 100.00 % | | --Change Current Value-- --Change Current Value-- Card Account Default Accounting Code #LOA FAVORITE | CE09 87 01001 A001 CCC PC | <input checked="" type="checkbox"/> |
| | | | | | BOC (i) | <input type="checkbox"/> |
| | | | | | DON (FAS USE ONLY) (i) | <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> |

Total Allocated: \$ 3.21 100.00 % Apply Accounting Code:
 Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s):

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[← Back to Transaction List](#)

The user can reallocate the transaction segment value by selecting the “**Spyglass**” icon next to the segment value they want to change.

The Segment Value **Search** works the same as outlined in the slides for the “Cardholder Account Maintain Default Accounting Code” **Search**

TIP: The user can select their “Favorite” to reallocate the transaction, which requires no searching on segments for values

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on a single code value

To perform a search, from the “Allocations” tab, the cardholder clicks the “Spyglass” next to the LINE OF ACCOUNTING segment to navigate to the “Transaction Detail Search & Select Valid Value” screen.



To search for the Accounting Code, it is suggested that you enter a unique segment value for your agency, such as the PROGRAM (9) code or JOB (8) code in the Line of Accounting field. Enter the full or partial segment value in the LINE OF ACCOUNTING



You do not need to enter in the trailing space positions if your code value length is less than the maximum number of positions allowed



NOTE: The “Search & Select Valid Value” search feature will work the same way for Cardholder Account Setup & Maintenance “Default Account Code” and My Personal Information “Accounting Code Favorites” (shown on slides 6 & 7).

Below is an example of a Search criteria using the **Contains** option on a single (unique) code value, such as the PROGRAM code.

Enter the full or partial segment value in the **LINE OF ACCOUNTING** segment. Select Search Type: **Contains** and click **Search**.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship: _____
Enter full or partial segment values, segment value descriptions, or leave blank to view all values. Click the "Search" button.

| LINE OF ACCOUNTING (61) | |
|-------------------------|----------|
| Value: | A001 |
| Description: | |
| Search Type: | Contains |

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|--------------------|---------------------------|
| Select | CE09 87 01001 A001 CCC PC |

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects Search Type: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.
Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship:

Enter full or partial segment values, segment value descriptions, or leave blank to view all values. When ready, click the "Search" button.

| LINE OF ACCOUNTING (61) | |
|-------------------------|----------|
| Value: | A001 |
| Description: | |
| Search Type: | Contains |

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|--------------------|---------------------------|
| Select | CE09 87 01001 A001 CCC PC |

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type**: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

Click the **Send Request** button to complete the request.

Cardholder Accounts

Maintain Default Accounting Code

Client Relationship:
Card Account Number: ***** 6861, John Smith

Maintain default accounting code, then send the request.

Product: Purchasing **Bank:** 3059
Name: John Smith **Agent:** 0995
Status: "" -OPEN **Company:** 10041

* = required

| Segment Name (Length) | BOC (4) | DCN (FAS USE ONLY) (6) |
|---------------------------------------|------------|------------------------|
| LINE OF ACCOUNTING (61) | | |
| CE09 87 01001 A001 CCC PC *Q | 0101 *Q | 111111 |

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the **"Cardholder Accounts Maintain Default Accounting Code"** screen with the new selected segment value

To complete the maintenance, the user selects **"Send Request"**

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on multiple code values

To perform a search, from the “Allocations” tab, the cardholder clicks the “Spyglass” next to the LINE OF ACCOUNTING segment to navigate to the “Transaction Detail Search & Select Valid Value” screen.



To search for multiple code values, the cardholder will be required to leave the appropriate number of spaces in between each value.



The LINE OF ACCOUNTING segment has a total of 61 positions, comprised of:
AGENCY (2), BBFY (2), EBFY (2), FUND (6), ORG (7), SUB ORG (2), PROGRAM (9), JOB (8), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), and SUB BOC (2)



For example, in order to search for the ORG code and JOB code combination, the cardholder would need to know the order of the codes and the total number of space positions between the codes. Positions 13 – 38 are made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8). Therefore, the data would be entered as: “1234567_____12345678”, which includes the 11 space positions between the ORG and JOB codes.

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on multiple code values (Continued)

You must enter in the trailing space positions for the first code IF the first code value length is less than the maximum number of positions allowed. You will also need to account for the remaining space positions in the spaces you leave between the codes.



Position 13 – 38 is made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8).

If your ORG code was only 4 positions long, the data would be entered as: “1234_____12345678”, which includes 14 spaces between the ORG and the JOB codes (i.e., 3 trailing space positions for the ORG code + 11 space positions between the ORG and JOB codes).

The trailing space positions for the last code does not matter. Therefore, if your JOB code was only 5 positions long, the data would be entered as:

“1234_____12345” (shown on slides 18 & 19).



NOTE: The “Search & Select Valid Value” search feature will work the same way for Cardholder Account Setup & Maintenance “Default Account Code” and My Personal Information “Accounting Code Favorites” (shown on slides 6 & 7).

Below is an example of a Search criteria using the **Contains** option on multiple code values, such as the ORG code and the JOB code, entered in the **LINE OF ACCOUNTING** segment.

The cardholder must account for all the necessary **spaces** between each code value. Otherwise, no valid values would be returned in the search results list.

Select Search Type **Contains** and click **Search**.

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Active Work Queue
Account Administration
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
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Transaction Detail
Search & Select Valid Value

★ Log Out

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)

Value: 0102 94603309

Description:

Search Type: Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|------------------------------|-------------------|
| Select 11 0102 94603309 0102 | |

Records 1 - 1 of 1

<< Back to TM Allocations

Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the cardholder's hierarchy.
Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

The screenshot shows the U.S. Bank Access Online interface. The main heading is "Transaction Detail" with a sub-heading "Search & Select Valid Value". A search form is present with a "Value" field containing "0102 94603309" and a "Search Type" dropdown menu set to "Contains". A "Search" button is highlighted with a red box. Below the search form, a table displays the search results. The table has two columns: "LINE OF ACCOUNTING" and "Value Description". A single record is shown with the value "11 0102 94603309 0102" and a "Select" button next to it, which is also highlighted with a red box. A red dotted line connects the "Select" button in the table back to the "Select" button in the text above. The page also includes a navigation menu on the left with options like "Active Work Queue", "Account Administration", and "Transaction Management", and a "Log Out" link in the top right corner.

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U.S. Bank Access® Online

★ Log Out

Transaction Detail
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)

Value: 0102 94603309

Description:

Search Type: Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

| LINE OF ACCOUNTING | Value Description |
|--------------------|-----------------------|
| Select | 11 0102 94603309 0102 |

Records 1 - 1 of 1

<< Back to TM Allocations

You have successfully searched on an accounting code in the new LINE OF ACCOUNTING segment, using the 'Contains' option.

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/>.



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