

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

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

**FCard-08-2009: Usage of Comment Line 5 in Access Online**

Access Online has designated comments fields where users are encouraged to enter additional information regarding each transaction. During a recent review of transaction details it was discovered that users are making changes to the **“Treasury Pymt Details”** field (Comment field 5).

Please be reminded that this field is reserved **only** for the payment information received from FFIS on each transaction. Any edits to this field will create issues in identifying whether or not a transaction has been paid. Coordinators are to inform all users to **immediately discontinue** making any changes to the **“Treasury Pymt Details”** (Comment Field 5) in Access Online. Changes to this field will damage the data integrity of the transaction and will impact any payment reconciliation and troubleshooting efforts. Please refer to the “Cardholders Guidelines for Approving and Re-allocating Transactions in Access Online” for a description of the fields to be completed when approving/re-allocating transactions.

**\*\*Please communicate this information to all Coordinators, Approving Officials and Cardholders\*\***

If you have any questions or concerns, please email [ccsc@DA.USDA.GOV](mailto:ccsc@DA.USDA.GOV) and a response will be provided.