

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

Subject: PCard-08-2009: Accounting Code and Re-allocating Guidelines in Access Online

As a follow-up to a message sent on 2/25/09, US Bank has loaded all accounting codes for all agencies in Access Online (AXOL) and users are now able to perform a search for valid accounting for purchases. However, it has come to our attention that there are two defects that US Bank is currently working on:

1. There is a validation defect in the accounting 'favorites' feature. Until further notice, please do not select or use accounting 'favorites' and please use the 'search' feature when assigning accounting or re-allocating.
2. When using the 'search' feature or re-allocating, please check that the following fields are included in your line of accounting: Agency Code, Sec 1 and BOC.

US Bank is working diligently to have these defects corrected, so until further notice, please inform cardholders to follow the guidelines above.

In addition, please communicate to all cardholders that purchases made on the Purchase and Fleet cards will get sent to FFIS for payment on a nightly basis as long as the cardholder's default accounting code is correct. There is no dependency on cardholder or supervisor approval of purchases; payments are sent to FFIS automatically.

1. Cardholders need to reconcile their transactions and also validate that the accounting is correct. If they determine the accounting is not correct, they need to re-allocate. They can only re-allocate 1 time. The re-allocation will be sent to FFIS, after the original payment has been made to the bank.
2. If a cardholder is notified that his/her default accounting is incorrect, s/he must do the following two things:
 - a. Correct his/her default accounting within their cardholder settings
 - b. Correct the accounting on each purchase made if the accounting has the bad default account code on it. So, if the cardholder's DAC was invalid for a full month and the cardholder bought 100 things that month, s/he will need to correct (re-allocate) 100 transaction lines to the correct accounting.

If you have any questions or concerns, please email ccsc@usda.gov and a response will be provided.