

## **PCard-10-2009: Instructions for Default Accounting Fix in AXOL**

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

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

Speed of payment is a major factor in calculating the Purchase Card rebate for the Agency. As you are aware, invalid accounting on both Cardholder accounts and transactions is an area which impacts the Agencies ability to maximize their Purchase Card rebate. In an effort to help your team in cleaning up any invalid accounting which exists within your current purchase 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 cardholder account information, the transaction information and the current Default Accounting assigned to both the Purchase Card and the Transaction, as well a document entitled, 'Accounting Code Clean Up Process' for your team to begin to make the necessary changes to both the Cardholder account and the transaction.

The first step is to go into Account Administration and update the Cardholder account with the correct Default Accounting. This will allow any **new/subsequent** transactions to process quickly through the system. Cardholders 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 Cardholder Account within Account Administration.

The second step will be to 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 Cardholder accounts with invalid Default Accounting.

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