

May 2, 2014

PCard-07-2014: Streamlining of CCSC Oversight Reports to start May 22, 2014

This information is being sent on behalf of Felando (Phil) Johnson, Program Manager, Charge Card Service Center

APCs,

The CCSC is consolidating four monthly User ID-related reports starting in May 2014. CCSC recommended the process improvement at the APC Quarterly Meeting held April 24, 2014. To help streamline this oversight process the CCSC has combined the four User ID-related reports in the table into one report (Excel spreadsheet format) with multiple tabs; this enables you to address multiple reports at one time.

As Is:

Date	Report	Action to Take	By
14 th	AO without Processing Hierarchy Division Department	APC determines the appropriate Division/Level 6 that corresponds to that AO, and if APC cannot make the necessary adjustments in Access Online manually, completes and submits the <i>User ID Form</i> to US Bank for the update.	APC
16 th	APC/LAPC/AO with Account Number	CCSC requests US Bank to remove account numbers and Notifies APC.	CCSC
18 th	Cardholder User IDs with Reporting Hierarchy Assigned	CCSC removes reporting hierarchy and notifies APC.	CCSC
22 nd	User ID's with Invalid E-mails	APC asks users to update their User ID with valid government e-mail address.	APC

Starting May 22, 2014:

Date	Report	Action to Take	By
22 nd	AO without Processing Hierarchy Division Department	APC determines the appropriate Division/Level 6 that corresponds to that AO, and if APC cannot make the necessary adjustments in Access Online manually, completes and submits the <i>User ID Form</i> to US Bank for the update.	APC
	APC/LAPC/AO with Account Number	CCSC requests US Bank to remove account numbers and Notifies APC.	CCSC
	Cardholder User IDs with Reporting Hierarchy Assigned	CCSC removes reporting hierarchy and notifies APC.	CCSC

	User ID's with Invalid E-mails	APC asks users to update their User ID with valid government e-mail address.	APC
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Starting May 22, 2014 (May Report), APCs will be excepted to read the instructions on the first workbook tab and complete the identified tasks accordingly. Each APC will only be required to complete the tasks for which their agency was identified as needing corrections. APCs will only receive reports for which they need to correct items.

Thank you for your cooperation and we hope you will find this consolidation useful and time saving. CCSC is researching more ways to consolidate the remaining oversight reports in the future.

If you have any further questions on this process, please send an e-mail to the [CCSC Inbox](#).

Thank you!