



# APC Quarterly Newsletter

Volume XV

June 2015

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## Calendar of Events

June 2015	July 2015	August 2015
<b>3rd:</b> Dormancy Account List Report	<b>3rd:</b> Dormancy Account List Report	<b>3rd:</b> Dormancy Account List Report
<b>5th:</b> Green Purchase	<b>11th:</b> Green Purchase	<b>5th:</b> Green Purchase
<b>9th and 23rd:</b> Cardholder Suspension Lifts	<b>9th :</b> Suspension Lifts and Third Rollout	<b>10th and 24th:</b> Suspension Lifts
<b>16th:</b> Suspension Reports	<b>16th:</b> Suspension Reports	<b>17th:</b> Suspension Reports
<b>30th:</b> Purchase Card Account Setup Training	<b>23rd:</b> Suspension Lifts	<b>20th:</b> Fourth Rollout
	<b>28th:</b> Purchase Card Account Setup Training	
	<b>30th:</b> Agency of Quarter Report	

### Save the Date! APC Quarterly Meeting

The CCSC will hold the next APC Quarterly Meeting in July 2015.

All APCs are invited to join this discussion with the CCSC team by webinar.

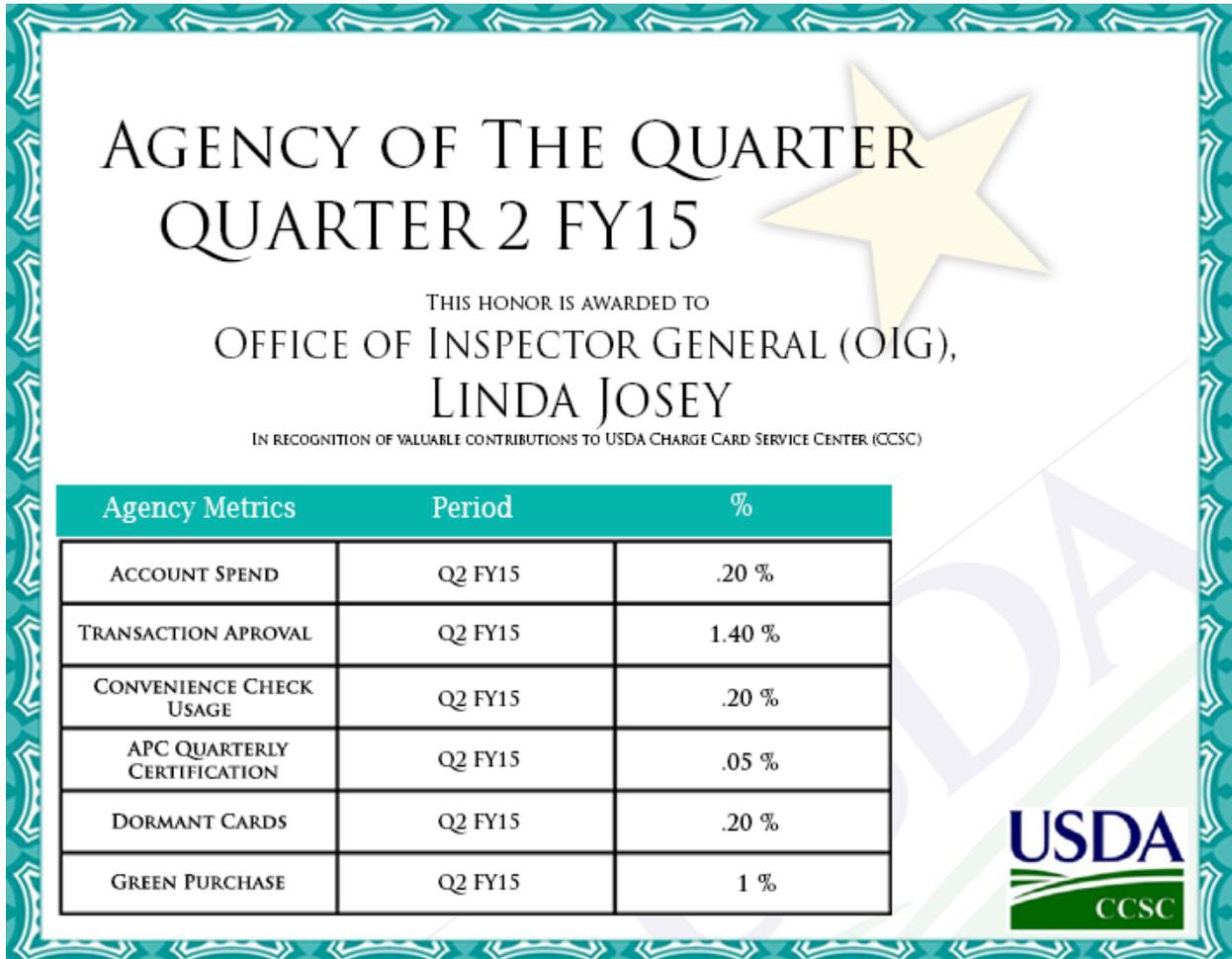
The Q4 FY15 APC Quarterly Meeting will be held in September 2015..



## Agency of the Quarter

The Charge Card Service Center is pleased to congratulate the **Agency of the Quarter for Q2 FY15**, Office of Inspector General (OIG) and Linda Josey (APC). Please see figure 1 showing their outstanding metrics. The **Q2 FY15 Honorable Mention** agency is Food and Nutrition Service (FNS) and Joseph Rainey (APC). Congratulations!

To view your agency's metrics, visit , [Q2 FY15 - Agency of the Quarter - Final Formula](#).



**Q2 2015 Honorable Mention Agency: Food and Nutrition Service**

Figure 1. Agency of the Quarter Metrics

# Did you know?



As of June 17, 2015, APCs/LAPCs now submit Point of Contact Maintenance Forms directly to US Bank.

## First Goal Achieved: APCs Begin Processing Purchase Card Account Setups

After months of planning and testing, the CCSC took a giant step in agencies using U.S. Bank's Access Online (AXOL) to process purchase card account setups.

### *First Rollout to Agencies*

In early May 2015, nine APCs and LAPCs from three agencies—Animal & Plant Health Inspection Service (APHIS), Office of Chief Information Officer (OCIO) and Office of Chief Financial Officer (OCFO)—began entering information for Purchase Card Account Setups directly into AXOL. CCSC final approves the three agencies' submissions, as well as help agencies with achieving the goal of 80 percent of all submissions error free.

Prior to entering the first card, the APCs received US Bank-led training on the new process, as well as CCSC-updated user guide reflecting the new process and feedback from APHIS' beta testing.

Upon the agencies meeting the 80 percent goal, then APCs will begin final approving all transactions, with CCSC performing monitoring and oversight. Until then, CCSC will work with the agencies on achieving and maintaining the 80 percent goal, including additional training for APCs serving as final reviewers.

### *Schedule and Guidelines for Rollout*

By now, all APCs should have the AXOL training details for entering and final approving purchase card requests, including dates for the mandatory training for APCs/LAPCs involved in this process. The training and rollout dates for each agency are listed below

(Remember: If APC or LAPC misses the training, then CCSC must reschedule the rollout to a later date.)

CCSC has followed and will continue to follow the below steps before each rollout phase identified in the training and rollout schedule.

- CCSC meets with agency's APC within 10 days prior to the rollout to finalize details.
- CCSC, in conjunction with US Bank, provides mandatory training (i.e., AXOL, purchase card entry and final approvals) to APCs/LAPCs representing agencies in the next rollout group.
- The agencies' APCs/LAPCs enter purchase account setups, with CCSC final approving.
- The agencies' APCs in Step 1 final approve the pertinent agency's purchase card account setups, with CCSC providing monitoring and oversight.
- CCSC roll outs, incrementally, the new AXOL purchase card account set-up to the remaining USDA agencies.

(Continued on Pg. 4) -->

# Coming Soon!

More details in FY15 Q3.

## Schedule and Guidelines for Rollout (Continued)

APCs can help propel the schedule's forward movement with a few simple steps.

- Ensure all APCs/LAPCs entering and final approving agencies' purchase card account setups attend the mandatory U.S. Bank-led training on entering and final approving request on the agency's prescribed training date.
- Before rollout, identify the APCs/LAPCs entering purchase card account setups and APCs final approving the setups.

If APCs have any questions regarding the rollout, including the schedule, please contact the CCSC ([ccsc@dm.usda.gov](mailto:ccsc@dm.usda.gov)).

CCSC thanks the APCs/LAPCs in advance for their support and patience.

2015 Training Date	2015 Rollout Start and Finish Dates*	Agencies
May 26	May 28 – July 8	DM OIG NRCS ARS ERS NASS NIFA
June 30	July 9 – August 19	OGC FSIS RMA FAS FSA-FA FSA-CE
July 28	August 20 – September 30	FNS RD RUS RBS
September 29	October 1 – November 11	FS

## CCSC Purchase Card Tip

The most common reason for a Purchase Card application rejection is a mismatched hierarchy. In the first half of FY15, more than 30 percent of the submitted purchase card applications had incorrect hierarchies. *Please pay close attention to the hierarchy!*

The Approving Official (AO) on purchase card request must **always** match the listed AO in the TSYS report for the chosen hierarchy. If the AO does not correspond to the information in TSYS, then the hierarchy is mismatched, thus resulting in a rejected purchase card request.

Prior to submitting a purchase card request, always remember to check the AO names in the TSYS report. If the hierarchy matches the TSYS report but the AO name differs, then submit a Point of Contact maintenance form to correct the listed AO's name prior to submitting a purchase card request.

For more information on AOs, hierarchies and Point of Contact Maintenance Form, please see [the Coordinator's Purchase Card Program Guide](#).

Now available on CCSC website: [revised Cardholder Request for Purchase Card](#)