

AXOL ACCOUNTING CODE SEARCH TIPS



This quick guide provides tips on searching for accounting codes in Access Online (AXOL). Accounting codes consists of three segments, as shown in Figure 1 below:

- Line of Accounting: 61 characters
- Budget Object Code (BOC): 4 characters
- DCN (FSA Use Only): 6 characters

Segment Name (Length)		
LINE OF ACCOUNTING (61)	BOC (4)	DCN (6)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 1: Accounting Code Segments

Using the correct accounting code is critical to ensure that payments are made from the correct account to US Bank. Finding the correct value for each segment may be tricky. The following tips should help you to narrow your search and to locate the correct one.



TIP 1: Understand the Line of Accounting breakdown

The Line of Accounting is made up of 61 characters that are broken down into 14 segments. Figure 2 shows the breakdown. Each segment has a specific number of characters (e.g., Agency has 2, Org has 7, Program has 9). This is important to know when searching in AXOL for a certain code.

Agency (2)	BBFY (2)	EBFY (2)	Fund (6)	Org (7)	Sub Org (2)	Program (9)	Job (8)	Rptg Cat (4)	Cost Org (7)	Cost Sub Org (2)	Division (4)	Sec1 (4)	Sub BOC (2)
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Figure 2: Line of Accounting Breakdown



TIP 2: Search for the Line of Accounting instead of typing it in

When entering a Line of Accounting, it is vital that all 61 characters be represented in the string, whether they are actual characters (alpha or numeric) or spaces. To eliminate errors and numerous headaches, use the Search feature in AXOL to locate and select the desired code. (Click on the Magnifying Glass to access the Search function in AXOL.)



TIP 3: Use at least one segment from the Line of Accounting to narrow your search

When you use the Search feature, you should use at least one segment from the Line of Accounting you are looking for to narrow the codes that are returned. If you do not, you will get all the codes you have access to in the system. This could potentially be thousands of codes.

Once the Search window appears, enter the Line of Accounting segment for which you want to search. For example, if the Org code is 1234567:

1. Enter "1234567" into the Value field,
2. Select "Contains" from the drop-down list, and



3. Click on the "Search" button. Figure 3 provides an example of this.

LINE OF ACCOUNTING (61)	
Value:	<input style="width: 90%;" type="text" value="1234567"/>
Description:	<input style="width: 90%;" type="text"/>
Search Type:	<input style="width: 90%;" type="text"/>
	Contains ▼

Figure 3: One Segment Code Search



TIP 3: Use multiple segments to narrow your search even further

To narrow your search results even more, you may search for multiple segments within the Line of Accounting. The character spacing between codes is essential in producing the desired output; therefore, you **MUST** factor in the total number of allowable characters for each code. See the two examples below.

Example 1: Org and Job Segment Search with all Allowable Characters

This is an example of a search using the Org and Job segments where the codes equal the total allowable characters.

1. Enter all seven Org characters "1234567."
2. Enter the 11 spaces for the Sub Org (2) and the Program (9) segments because those segments fall between the Org and Job segments. Without these spaces, AXOL will not recognize this as an Org and Job search. Note: There are NO spaces between codes.
3. Then enter the Job segment "12345678."
4. Select "Contains" from the drop-down list, and
4. Click on the "Search" button. See Figure 4 for the breakdown of codes and their allowable characters and spaces. Figure 5 illustrates the way this search looks in AXOL.

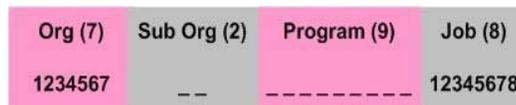


Figure 4: Example 1: Breakdown of Org and Job Search

LINE OF ACCOUNTING (61)	
Value:	<input style="width: 90%;" type="text" value="1234567 12345678"/>
Description:	<input style="width: 90%;" type="text"/>
Search Type:	<input style="width: 90%;" type="text"/>
	Contains ▼

Figure 5: Example 1: Org and Job Search in AXOL

Example 2: Org and Job Segment Search with Partial Characters

This is an example of a search user using the Org and Job segments, where the Org segment is less than the total allowable characters, so spaces are used to fill the remaining slots.

1. Enter the Org segment "1234" and 3 spaces (_ _ _) to equal 7 for the allowable characters.
2. Enter the 11 spaces for the Sub Org (2) and the Program (9) segments because those segments fall between the Org and Job segments. Without these spaces, AXOL will not recognize this as an Org and Job search. Note: There are NO spaces between codes.



3. Then enter the Job segment "12345678."
4. Select "Contains" from the drop-down list, and
5. Click on the "Search" button. See Figure 6 for the breakdown of codes and their allowable characters and spaces. Figure 7 illustrates the way this search looks in AXOL.

Org (7)	Sub Org (2)	Program (9)	Job (8)
1234_ _ _	_ _	_ _ _ _ _ _ _ _ _	12345678

Figure 6: Example 2: Breakdown of the Org and Job Search

LINE OF ACCOUNTING (61)	
Value:	1234 12345678
Description:	<input type="text"/>
Search Type:	<input type="text"/>
	Contains ▼

Figure 7: Example 2: Org and Job Search in AXOL



TIP 4: Use the Search feature to locate the right BOC

AXOL provides a Search feature for you to use to select the appropriate BOC. (Please refer to the BOC Guide to assist you in selecting the appropriate BOC.) To access the Search feature, click on the Magnifying Glass next to the BOC field.

1. Enter the Value(s) the Code begins with (e.g., 26)
2. Select "Begins with" in the dropdown list, and
3. Click the Search button. See Figure 8 below.
4. Click on "Select" next to the code you want.

BOC (4)	
Value:	26
Description:	<input type="text"/>
Search Type:	<input type="text"/>
	Begins with ▼

Figure 8: BOC Search