

Fleet Program Coordinator Guidelines for searching for accounting codes in the new LINE OF ACCOUNTING segment using the “Contains” option in Access Online



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To accommodate the phased conversion from FFIS to FMMI, as of August 7, 2009, the Accounting Code displayed in Access Online will change.

The existing Accounting Code displayed in Access Online will be restructured from 16 segments to 3 segments. The first 14 segments will be combined into one new segment called **LINE OF ACCOUNTING**. No changes will be made to segments 15 – **BOC** and 16 – **DCN** as part of the new Accounting Code. This change is necessary to ensure Access Online compatibility with FMMI.



The Accounting Code segments changes are applicable to the following links of the Navigation Bar in the top left blue box of the screen, once logged into Access Online:

- Account Administration:
 - Maintain Cardholder Account → Maintain Default Accounting Code
 - Create New Cardholder Accounting → Setup Default Accounting Code
- Transaction Management:
 - Transaction List
- My Personal Information:
 - Manage Account Code Favorites



All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Fleet Program Coordinators will be able to save new 'Favorites' on August 10th.

The Line of Accounting can be found in **Account Administration, Transaction Management, and My Personal Information.**

You will use the **Navigation Bar** in the left blue box to access each of these links within Access Online.

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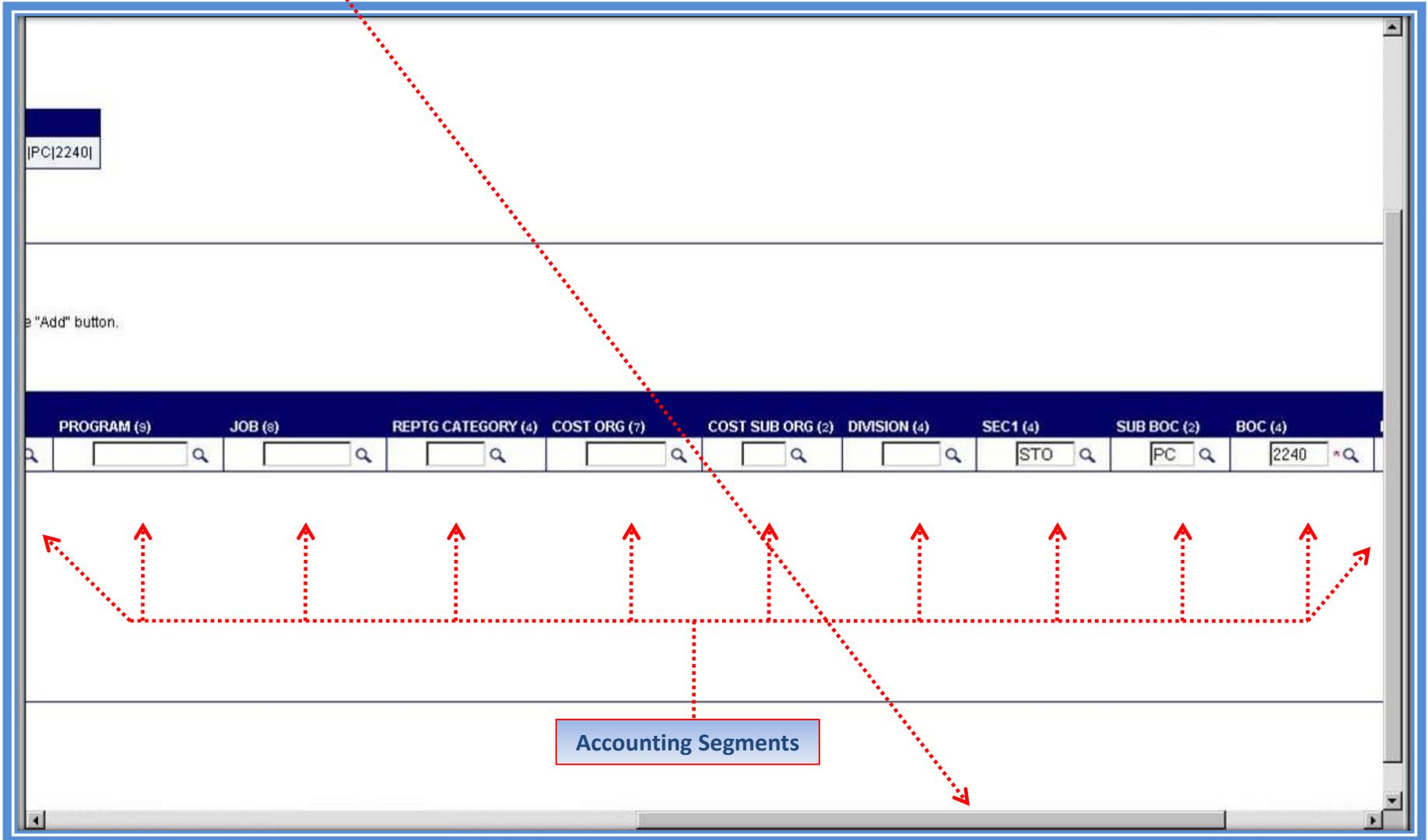
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This page continues to show the OLD accounting code string view, prior to August 7th. Usage of the **scroll bar** was necessary to scroll left or right, in order to view the entire accounting screen. This is the right-side view of the screen.



This page shows the NEW accounting code string view in **Account Administration – Maintain Default Accounting Code**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting, BOC and DCN (FAS USE ONLY)**.

Once the value has been selected by the user, they are returned to the “**Cardholder Accounts Maintain Default Accounting Code**” screen with the new selected segment value

Cardholder Accounts Maintain Default Accounting Code

Client Relationship: Account admin test for 8201
Card Account Number: *****6470, HIAWATHA 1

Maintain default accounting code, then send the request.

Product: Fleet **Bank:** 8201
Name: HIAWATHA 1 **Agent:** 0995
Status: "" - OPEN **Company:** 10041

* = required

Segment Name (Length)

LINE OF ACCOUNTING (61)

BOC (4)

DCN (FAS USE ONLY) (6)

CE09 87 01001 A001 CCCPC -a

0101 -a

111111

Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

<< [Back to Summary and Tasks](#)

To complete the maintenance, the user selects “**Send Request**”

This page shows the NEW accounting string view for your 'Favorites', stored in **My Personal Information**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting**, **BOC** and **DCN (FAS USE ONLY)**.

All 'Favorites' saved in Access Online prior to August 7th, will be deleted from the system. Fleet Program Coordinators will be able to save new 'Favorites' on August 10th.

From "Manage Accounting Code Favorites" the user is able to Add Favorite Lines of Accounting. The user can search for a segment value by selecting the "Spyglass" icon next to the segment they want to add the value to.

The Segment Value Search works the same as outlined in the slides for the "Cardholder Account Maintain Default Accounting Code" Search

Manage Accounting Code Favorites

Manage Accounting Code Favorites

Client Relationship: Account admin test for 8201
Card Account Number: *****6470

You can activate 10 or fewer and create 25 or fewer favorites. Enter a number of additional favorites to add. After clicking the "Add" button to add favorites. After adding, modifying or selecting favorites to delete, click the "Save" button to save changes.

Delete	Favorite Name	Status	Accounting Code - Segment Name(Length)			BOC (4)	DCN (FAS USE ONLY) (6)
			LINE OF ACCOUNTING (61)				
<input type="checkbox"/>	LOA Favorite	Active	CE09 87 01001	A001	CCC PC	<input type="text" value="0101"/>	<input type="text"/>

Search for valid value

Add Additional Favorites

Save

[<< Back to My Personal Information](#)

This page shows the left-side view of the NEW accounting string view in **Transaction Management – Transaction Detail**, after August 7th. The new accounting code will be comprised of 3 segments: **Line of Accounting, BOC** and **DCN (FAS USE ONLY)**. Fleet Program Coordinators can view and select their ‘Favorites’ to reallocate a transaction from the **Change to:** drop down box.

Transaction Management
Transaction Detail

Product: Fleet
Card Account Number: *****3211, A310000

Switch Products
Switch Accounts

Trans List

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed (D) | II | III | Trans Detail Level | Reallocated (A)

Summary | Allocations | Transaction Line Items | Comments | Client Data

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required
Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	BOC (s)	DCN (FAS USE ONLY) (s)	Favorite
<input type="checkbox"/>	\$ 3.21	or 100.00 %	Current Name	--Change Current Value-- --Change Current Value-- Card Account Default Accounting Code #LOA FAVORITE	CE09 87 01001 A001 CCC PC	<input type="text" value="0113"/>	<input type="text" value="12345"/>	<input type="button" value="Add as Favorite"/>

Q Search
Remove

Total Allocated: \$ 3.21 100.00 %
Amount Remaining: \$ 0.00 0.00 %

Apply Accounting Code: [dropdown] Apply
Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

<< Back to Transaction List

TIP: The user can select their "Favorite" to reallocate the transaction, which requires no searching on segments for values

This page shows the right side view of the NEW accounting string view in **Transaction Management – Transaction Detail**, after August 7th.

Cardholders may save a new Accounting Code to their ‘Favorites’ by clicking the **Add as Favorite** link.

ESTERFIELD, MO \$3.21 ⓘ 4Z00000000046406 ⓘ CE09 87 01001 A001 CCC PC|0113|12345

Changing the accounting information to one or to multiple accounting codes.
Allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.
Allocation Source: User Last Changed By: TEST, USDACH

Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)			BOC (4)	DCN (FAS USE ONLY) (6)	Favorite
LINE OF ACCOUNTING (64)							
	--Change Current Value--	CE09 87 01001	A001	CCC PC	0113	12345	Add as Favorite

Primary Accounting Code:

Additional Allocation(s):

Amount Remaining values.

The Transaction Management – Card Account Summary with Transaction List screen will list all of your transactions.

To reallocate a transaction, click the **Select** box on the transaction line you want to change and then click the **Reallocate** button.

PLEASE NOTE:
Only the current Billing Cycle transactions appear. Use the arrow to display other options.

To see all your pending transactions, select the option "All".

Card Account Summary

Account Number: 3211
Account Name: A310000
Billing Cycle Close Date: All Search
Total Transactions: \$6.42 3
Reallocated Transactions: \$6.42 3
% Reallocated Transactions: 100.0% 100%

Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records: 1 - 3 of 3

Check All Shown | Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>		06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21	Ⓜ	4Z00000000046406	CE09 87 01001 A001 CCC PCI0101
<input type="checkbox"/>		06/08	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$2.14	Ⓜ	4Z00000000046406	CE09 87 01001 A001 CCC PCI0101
<input type="checkbox"/>		06/08	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$1.07	Ⓜ	4Z00000000046406	CE09 87 01001 0000 CCC PCIAAAA12345

Ⓜ Disputed Ⓜ Reallocated Ⓜ Trans Detail Level

Reallocate Mass Reallocate

From Transaction Management "Transaction List" The user can reallocate the transaction by Selecting the "Accounting Code" Link

This page shows the accounting string. You can re-allocate a transaction on this screen. Click the “**spy glass**” next to the **Line of Accounting** or the **BOC** segment lines. Clicking the “spy glass” allows you to search for other valid accounting codes or BOCs.

Transaction Management

★ Log Out

Transaction Detail

Product: Fleet
Card Account Number: *****3211, A310000

[Switch Products](#)
[Switch Accounts](#)

[Trans List](#)

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	CE09 87 01001 A001 CCC PC 0101

Disputed Trans Detail Level Reallocated

Summary Allocations Transaction Line Items Comments Client Data

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (length)	BOC (4)	DCN (FAS USE ONLY) (6)	Favorite
<input type="checkbox"/>	\$ 3.21 or 100.00 %		Current Name	Change to:	LINE OF ACCOUNTING (6-1)			
				<input type="text" value="--Change Current Value--"/> <input type="text" value="--Change Current Value--"/> Card Account Default Accounting Code #LOA FAVORITE	CE09 87 01001 A001 CCC PC	<input type="text" value="Q"/>	<input type="text" value="Q"/>	<input type="text" value="12345"/>

Q Search

Remove

Total Allocated: \$ 3.21 100.00 % Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

[Back to Transaction List](#)

The user can reallocate the transaction segment value by selecting the “**Spyglass**” icon next to the segment value they want to change.

The Segment Value **Search** works the same as outlined in the slides for the “Cardholder Account Maintain Default Accounting Code” **Search**

TIP: The user can select their “Favorite” to reallocate the transaction, which requires no searching on segments for values

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on a single code value

To perform a search, from the “Allocations” tab, the Fleet Program Coordinator clicks the “Spyglass” next to the LINE OF ACCOUNTING segment to navigate to the “Transaction Detail Search & Select Valid Value” screen.



To search for the Accounting Code, it is suggested that you enter a unique segment value for your agency, such as the PROGRAM (9) code or JOB (8) code in the Line of Accounting field. Enter the full or partial segment value in the LINE OF ACCOUNTING.



You do not need to enter in the trailing space positions if your code value length is less than the maximum number of positions allowed.



NOTE: The “Search & Select Valid Value” search feature will work the same way for Cardholder Account Setup & Maintenance “Default Account Code” and My Personal Information “Accounting Code Favorites” (shown on slides 6 & 7).

Below is an example of a Search criteria using the **Contains** option on a single (unique) code value, such as the PROGRAM code.

Enter the full or partial segment value in the **LINE OF ACCOUNTING** segment. Select Search Type: **Contains** and click **Search**.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship:

Enter full or partial segment values, segment value descriptions, or leave blank to view all values. When ready, click the "Search" button.

LINE OF ACCOUNTING (61)	
Value:	A001
Description:	
Search Type:	Contains

Display 25 Values per page

Search

Select a valid value from the results list.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select	CE09 87 01001 A001 CCC PC

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects Search Type: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the Fleet Program Coordinator's hierarchy. Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

Search

Cardholder Accounts Search & Select Valid Value

Client Relationship:

Enter full or partial segment values, segment value descriptions, or leave blank to view all values. When you click the "Search" button,

LINE OF ACCOUNTING (61)	
Value:	A001
Description:	
Search Type:	Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select	CE09 87 01001 A001 CCC PC

Records 1 - 1 of 1

[<< Back to Maintain Default Accounting Code](#)

The "Spyglass" icon will bring the user to the "Cardholder Accounts Search & Select Valid Value" screen.

To Search for a Value, the user keys in the value and Selects **Search Type**: "Contains" and then Selects the "Search" button

Tip: Search on the part of the value that is unique within the Line of Accounting

The list of value(s) that meet the search criteria are available for the user to "Select" the value

Click the **Send Request** button to complete the request.

Cardholder Accounts

Maintain Default Accounting Code

Client Relationship: Account admin test for 8201
Card Account Number: *****6470, HIAWATHA 1

Maintain default accounting code, then send the request.

Product: Fleet **Bank:** 8201
Name: HIAWATHA 1 **Agent:** 0995
Status: "" -OPEN **Company:** 10041

* = required

Segment Name (Length)							
LINE OF ACCOUNTING (61)							
	CE09 87 01001	A001	CCCPC	* 🔍		0101	* 🔍
							111111

🔍 Search for valid value

Default Accounting Code Comments:

Note: the maximum amount of characters allowed is 254.
Character count = 0

Send Request

[<< Back to Summary and Tasks](#)

Once the value has been selected by the user, they are returned to the **“Cardholder Accounts Maintain Default Accounting Code”** screen with the new selected segment value

To complete the maintenance, the user selects **“Send Request”**

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on multiple code values

To perform a search, from the “Allocations” tab, the Fleet Program Coordinator clicks the “Spyglass” next to the LINE OF ACCOUNTING segment to navigate to the “Transaction Detail Search & Select Valid Value” screen.



To search for multiple code values, the Fleet Program Coordinator will be required to leave the appropriate number of spaces in between each value.



The LINE OF ACCOUNTING segment has a total of 61 positions, comprised of:
AGENCY (2), BBFY (2), EBFY (2), FUND (6), ORG (7), SUB ORG (2), PROGRAM (9), JOB (8), REPTG CATEGORY (4), COST ORG (7), COST SUB ORG (2), DIVISION (4), SEC1 (4), and SUB BOC (2)



For example, in order to search for the ORG code and JOB code combination, the Fleet Program Coordinator would need to know the order of the codes and the total number of space positions between the codes. Position 13 – 38 are made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8). Therefore, the data would be entered as: “1234567_____12345678”, which includes the 23 space positions between the ORG and JOB codes.

Performing a Search on the **LINE OF ACCOUNTING** segment using the Search Type: **Contains** option – searching on multiple code values (Continued)

You must enter in the trailing space positions for the first code IF your first code value length is less than the maximum number of positions allowed. You will also need to account for the remaining space positions in the spaces you leave between the codes.



Position 13 – 38 is made up of ORG (7), SUB ORG (2), PROGRAM (9) and JOB (8).

If your ORG code was only 4 positions long, the data would be entered as: “1234_____12345678”, which includes the 14 space positions between the ORG and JOB codes (i.e., 3 trailing space positions for the ORG code + 11 space positions between the ORG and JOB codes).

The trailing space positions for the last code does not matter. Therefore, if your JOB code was only 5 positions long, the data would be entered as: “1234_____12345” (shown on slide 18 & 19).



NOTE: The “Search & Select Valid Value” search feature will work the same way for Cardholder Account Setup & Maintenance “Default Account Code” and My Personal Information “Accounting Code Favorites” (shown on slides 6 & 7).

Below is an example of a Search criteria using the **Contains** option on multiple code values, such as the ORG code and the JOB code, entered in the **LINE OF ACCOUNTING** segment.

The Fleet Program Coordinator must account for all the necessary **spaces** between each code value. Otherwise, no valid values would be returned in the search results list.

Select Search Type **Contains** and click **Search**.

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★ Log Out

Transaction Detail
Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)

Value: 0102 94603309

Description:

Search Type: Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select 11 0102 94603309 0102	

Records 1 - 1 of 1

<< Back to TM Allocations

Upon clicking the **Search** button, Access Online will list the value(s) that meet the search criteria, based on the Fleet Program Coordinator's hierarchy. Click **Select** to populate the **LINE OF ACCOUNTING** segment with the desired accounting value.

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Transaction Detail

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

LINE OF ACCOUNTING (61)	
Value:	0102 94603309
Description:	
Search Type:	<input type="text"/>
	Contains
	Begins with
	Contains

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 1 of 1

LINE OF ACCOUNTING	Value Description
Select	11 0102 94603309 0102

Records 1 - 1 of 1

[<< Back to TM Allocations](#)

Click the **Save Allocations** button to complete the request.
 The **“Request has been successfully completed.”** message will be displayed.

Transaction Management ★ Log Out

Transaction Detail

[Trans List](#)

Request has been successfully completed.

Transaction Summary

Status	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	06/06	06/11	CMS COMMUNICATIONS INC	CHESTERFIELD, MO	\$3.21		4Z00000000046406	11 0102 94603309 0101 0101

Disputed
 Trans Detail Level
 Reallocated

[Summary](#)
 [Allocations](#)
 [Transaction Line Items](#)
 [User Line Items](#)
 [Comments](#)
 [Approval History](#)
 [Client Data](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

*= required Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	Favorite
			Current Name		LINE OF ACCOUNTING (s):	
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value--	11 0102 94603309 0102	<input type="checkbox"/> Add as Favorite

Q Search

Total Allocated: \$ Apply Accounting Code:

Amount Remaining: \$ Additional Allocation(s):

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

[← Back to Transaction List](#)

You have successfully searched on an accounting code in the new **LINE OF ACCOUNTING** segment, using the 'Contains' option.

Additional information on the *Charge Card Service Center* including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc... can be accessed at <http://www.da.usda.gov/procurement/ccsc/>.



Please contact the ccsc@da.usda.gov with questions or concerns.