



Access Online General Ledger Extract upon Final Approval

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Outline

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Overview of GL Extract in Access Online

- **General Ledger (GL) Extract overview (process and purpose):**
 - GL Extract's purpose is to transfer accounting reallocation information from Access Online to FMFI.
 - The GL Extract only applies to reallocated transactions.
 - As is, Cardholder reallocates a transaction in Access Online and once the transaction is marked paid then the GL Extract file is sent to FMFI with the reallocation data.
- **Current process and limitations:**
 - Currently the GL Extract file is sent to FMFI when a cardholder reallocates a transaction and the transaction is marked as paid.
 - Cardholders can only reallocate a transaction they are editing in a single business day. Once accounting is changed on a transaction (reallocation) that transaction becomes locked at COB.
 - If the AO rejects the transaction (for example, additional reallocation was needed on a transaction) then it is usually too late for the cardholder to reallocate in Access Online.
 - Once the GL Extract date is listed in the cardholder's transaction summary the transaction cannot be changed in Access Online, the transaction has to be reallocated in FMFI.



Benefits of New GL Extract Parameters

- **New process and available functionalities:**
 - Going forward, a Cardholder can reallocate their transactions as many times as they wish before it is final approved by the AO.
 - The GL Extract files are sent to FMMI only when the AO final approves a cardholder's reallocated transaction and the transaction is marked as paid.
 - Biggest takeaway is there can now be multiple reallocations (by cardholder) in Access Online before the GL Extract.



Benefits of New GL Extract Parameters

- **Timelines surrounding the GL Extract process:**
 - Posting (date transaction posts in Access Online).
 - Deadlines (date transaction should be final approved by).
 - Approval (when a cardholder should send transaction for approval to AO).
 - Final Approval (timeline by which the AO should final approve transactions).
 - Paid (Transaction is paid, GL Extract Occurs)
- **Roles/Responsibilities of Cardholders and Approving Officials:**
 - APCs can leverage this new function to engage cardholders and AOs to complete their comments tab data or other transactional data elements before final approving transactions.



FAQs

- **What if I (cardholder) need to make additional changes to accounting after the GL Extract file is delivered to the accounting system?**
 - Additional updates to shorthand codes must be made in FMMI once the reallocation is delivered to FMMI from Access Online.
- **How many times can I (cardholder) reallocate a transaction?**
 - Changes to accounting allocation can be made multiple times up until the transaction in Final Approved by the AO. Once the transaction is GL Extracted, any additional changes to allocation must be made in FMMI.
- **How long does an AO have to reject transactions before the GL Extract takes place?**
 - The AO can reject the transaction at any point prior to Final Approving the transaction. Keep in mind that cardholder and AO's are still held to the 60 day's for Final Approval which is part of the Suspension Process.
- **Does the GL Extract impact my agency's payments and refund eligibility?**
 - Payments and refunds are part of the original transaction posting to FMMI as part of the Payment Extract process. The GL Extract does not impact payments or refunds.

