Purchase Card Locked Transaction Scenarios and GL Extract in Access Online

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Locked Transactions

A transaction identified with a padlock indicator 🛠️ in the transaction detail line that prevents a cardholder from editing the transaction including re-allocation and comments (locked due to cardholder approval or AO final approval) unless the Approving Official (AO) sends the transaction back to the cardholder to make changes. In addition, the AO has permissions to make changes to a locked transaction before it’s final approved. Locked transactions by GLE cannot be changed by anyone. Please see slides 5 - 7 for details.
In the Transaction Summary, you can view the

- General Ledger Extract = Transaction has been re-allocated and PAID and will have an Extract symbol on the detail line.
- Note: The re-allocation is sent to FMMI upon notice that the original transaction has been paid by Treasury. IF the GLE date is listed, further changes to the transaction are no longer allowed in Access Online and the transaction will need to be re-allocated in FMMI.
In the Transaction Summary, you can also view the

- **Payment Extract**: The date that the transaction is first sent to FMMI for payment.

Transactions are sent to FMMI for payment on a nightly basis and will have an Extract symbol on the detail line.
Under Transaction Summary, **Client Data tab**, click to view the Client supplied **Transaction Data**.
Please Note: A transaction will have the Extract symbol next to it if there is any of the 3 Extract Date(s) available in the Summary tab – Standard Financial Extract (SFE), General Ledger Extract (GLE) and/or Payment Extract (PE).

- If there is no Extract symbol next to the transaction, then it may have invalid accounting and should be reviewed and re-allocated to the correct accounting by the cardholder immediately. The re-allocation process for invalid accounting is outlined on Slide 10.
Invalid Default Accounting Code (DAC)
If the DAC is invalid, the cardholder must correct the DAC in the Account Administration in Access Online BEFORE re-allocating the transaction(s).

- The Extract indicator should be displayed in the transaction line detail for EVERY transaction. The cardholder should review all his/her transactions in Access Online and if s/he finds a transaction that does not display the Extract indicator, then the cardholder should access the Transaction Summary tab to see if there is a PE Extract Date (as illustrated on Slide 6). If the PE Extract Date is not present, then this indicates that the default accounting code (DAC) is invalid.

- The cardholder must immediately correct the invalid DAC in Access Online by clicking on Account Administration → Maintain Cardholder Account → Default Accounting Code and updating the cardholder account with the correct DAC.

- Next, the cardholder must immediately correct the accounting on EVERY transaction with invalid accounting in the transaction detail clicking on Transaction Management → Transaction List. Change the Billing Cycle Close Date from Open to All, to view all transactions posted to the account. This correction is made via the re-allocation process. This action will push the transaction through the process and queue it for payment.

- This type of re-allocation does not produce a reallocation transaction, but it releases the original payment (P8/F8) to be sent to FMMI. In this case, after the DAC is corrected on the transaction and sent to FMMI (the next day), the cardholder is able to re-allocate accounting again (as described on Slide 15) and produce a reallocation transaction.
What initiates a Locked Transaction?

SCENARIO #1: Transaction has been approved by cardholder

- The cardholder approves the transaction and routes it to an AO for final approval. As this point, the transaction is updated as locked in the system and cardholder is unable to make any other changes to the transaction.

- If the cardholder needs to make changes to the transaction detail (including re-allocation to different accounting), and the transaction has not yet been final approved by the AO, then the cardholder can pull back the transaction and make the necessary changes (see Slide 13).

- If the AO has already final approved the transaction, then the AO can return to the Manager Approval Queue history and reject the transaction and the cardholder is now able to make the necessary changes to the transaction (see Slides 16 and 17).

- Once the transaction is pull back or rejected, the cardholder makes the necessary change to the transaction detail, re-approves the transaction and routes it back to the AO for final approval. The transaction is once again, locked in the system and the cardholder is unable to make changes to the transaction.
What initiates a Locked Transaction? (Cont.)

SCENARIO #1: Transaction has been approved by cardholder

- After the AO reviews and final approves the transaction, the transaction is updated as locked in the system.

- Please note, that payment confirmation is usually received from Treasury between 3-5 business days after the transaction is sent to FMMI. You can check the status of the payment confirmation in the Comments Tab of the Transaction Summary (see Slides 7 and 8).

- As long as the transaction has a GLE date, the transaction will remain locked and no further changes can be made in Access Online. If required, the re-allocation to the transaction will need to be performed in FMMI (via a B2).

- Per Purchase Card Policy, all cardholders must review and approve all purchase card transactions within 60 days of the purchase transaction date.
As described in SCENARIO #1: The cardholder Approved the transaction and routed it to an AO for final approval. If the AO has not Final Approved the transaction, then the cardholder can Pull Back the transaction and correct the accounting. The cardholder can Pull Back transactions anytime prior to the AO taking any action including final approval.
What initiates a Locked Transaction?
SCENARIO #2- Transaction has been re-allocated to a valid/different accounting

- The cardholder views the transaction in Access Online and decides to re-allocate the transaction detail to valid/different accounting.

- After the transaction is re-allocated to a different accounting, the cardholder approves the transaction and it is routed to the AO for final approval.

- Access Online will send the re-allocation to FMMI via the General Ledger Extract once the payment confirmation is received. This information can be viewed in the Transaction Summary tab (as illustrated on Slide 5).

- Please note that if the transaction is updated as locked in the system and there is a GLE date listed in the Transaction Summary, neither the cardholder or the AO are able to make any other changes to the transaction in Access Online. Changes can only be done in FMMI.
As described in scenario #2: A cardholder may re-allocate a transaction (with a valid DAC) to different accounting or split disbursement in Access Online as many times as they want in one day. After re-allocation, there will be a re-allocation icon next to the transaction line of accounting.
As described in scenarios #1 & #2: If a transaction has been Final Approved by the AO and the transaction has invalid accounting, then the AO can Reject the transaction and re-send to the cardholder to correct the accounting. To do so, the AO must access the Manager Approval History queue in the Transaction Management, and select the transaction to Pull Back.
As described in scenarios #1 & #2: Once the transaction has been **Pulled Back**, the AO would access the Manager Approval Queue and **Reject** the transaction and re-send to the cardholder to correct the accounting. The cardholder can make the necessary changes to the transactions and re-send to the AO to **Final Approve** again.
After the cardholder re-allocates a transaction with a valid DAC (this does not include correcting an invalid DAC), Access Online will send the most recent re-allocation to FMMI once the payment confirmation is received, the transaction is locked and no further changes can be made by anyone.

1. The cardholder re-allocates a transaction (with a valid DAC)
2. The re-allocation is sent to FMMI for processing
3. Status changes to GLE (General Ledger Extract)
4. Transaction is updated as locked
5. Cardholder is unable to make any other changes to the transaction
Additional information on the **Charge Card Service Center** including News, Notices, POC Lists, Guides & Reference Material, Training Information, etc., can be accessed at the [CCSC Web site](http://www.ccsc.gov).