



# USDA Purchase Card Program Cardholder Refresher Training

FY2018

# AgLearn Disclaimer: Section 508 Compliance

This purchase card policy training course complies with **Section 508 of the Rehabilitation Act**, which requires that federal agencies purchase electronic and information technology that is accessible to people with disabilities.

Visit [Section508.gov](https://www.section508.gov) for more information.



# Cardholder Refresher Training Topics

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- **Introduction**
- **Oversight & Operations: Transaction Approval**
- **Oversight & Operations: Account Reconciliation**
- **Resources**



# Cardholder Refresher Training Requirements

- List of AgLearn-based training is located at [www.dm.usda.gov/procurement/ccsc/pc\\_training.htm](http://www.dm.usda.gov/procurement/ccsc/pc_training.htm).
- Effective January 1, 2016, guidance was revised in Section 18, Departmental Regulation (DR) 5013-6, Use of the Purchase Card and Related Alternative Payment Methods.
- Changes to the DR requires purchase card program participants to complete the mandatory Refresher Training annually instead of every two years.
- Cardholders, Approving Officials (AOs), Local Agency Program Coordinators (LAPCs) and Agency Program Coordinators (APCs) must complete the annual refresher training by **March 31<sup>st</sup>** of each fiscal year, to maintain participation in the USDA Purchase Card Program.
- **30 business days** after the March 31<sup>st</sup> deadline CCSC will suspend all non-compliant cardholder accounts if refresher training has not been completed.



# Cardholder Refresher Training Requirements (Cont.)

- CCSC will provide the agencies' Head of Contracting Activities Designees (HCADs) and USDA senior leadership with the list of Coordinators, Approving Officials and Cardholders not complying with the Refresher Training policy **45 business days** after March 31<sup>st</sup> of each fiscal year.
- Purchase card program participants who are still not in compliance by **June 30<sup>th</sup>** of each fiscal year will be required to successfully retake all of the initial required Purchase Card training to continue participating in the purchase card program.
- All of the initial training required is listed in the Purchase Card Program Guide.
- All warranted coordinators and cardholders who complete the mandatory refresher training will receive **one** credit towards their training maintenance requirements based upon the duration of time spent receiving official training.



# Introduction

Welcome to the **USDA Purchase Card Program Cardholder Refresher Training**. This training program reinforces the cardholders' knowledge of purchase card program policy and responsibilities.



**Interactive quizzes appear throughout the training.**



# Oversight & Operations: Transaction Approval

## Acceptance of Products and Services

### ▪ Acceptance of Products

- Cardholders should inspect items to verify the following:
  - Items are in good condition, with no visible damage or defects
  - Items meet the requirements of the purchase (e.g., color, size, quantity).
- Cardholders should verify the following:
  - The purchase documentation (e.g., receipts, packing lists, shipping documents) matches what is provided by the merchant.
  - Ensure all purchase requirements are fulfilled.

### ▪ Acceptance of Services

- Cardholders should verify that goods and services are acceptable.
- If all the terms of the order (as described above) are fulfilled, services may then be accepted.



# Oversight & Operations: Transaction Approval (Cont.)

## Defective Items

- Attempt to resolve any defective item—including damaged items and any item not complying with cardholder's order—directly with merchant as soon as possible.

## Deficient or Unsatisfactory Items

- Address any unsatisfactory provided services immediately and directly with the merchant prior to using purchase card for payment.



# Oversight & Operations: Transaction Approval (Cont.)

## Performing Account Reconciliation

- Cardholders are responsible for reconciling their transactions in Access Online within 30 days of transaction posting date.
  - Complete all mandatory fields.
  - Make any default accounting code, or budget object class (BOC) changes.
- Cardholders with transactions not Final Approved within 60 days of the transaction posting date will have their card suspended for the greater of 15 days or until all transactions in the review period are in Final Approved status.



# Oversight & Operations: Account Reconciliation

## Performing Account Reconciliation (cont.)

- Review [Cardholder Guidelines for Approving and Re-allocating Transactions in Access Online](#) for a more detailed account reconciliation training.
- Select Transaction Management and then Transaction List from the left-side navigation bar.
- Select the Pending transaction by clicking Trans Date from the Access Online

**Please note:** You can change the Billing Cycle Close Date to see all transactions that have not been approved /re-allocated by using the drop-down menu and selecting All.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail
<input type="checkbox"/>	Pending		12/27	12/08	UPS*0000892468	800-811-1848, GA	\$583.47	
<input type="checkbox"/>	Pending		12/25	12/08	UPS*000089246811292008	800-811-1848, GA	\$226.01	
<input type="checkbox"/>	Pending		12/26	12/08	FEDEX 887358899990	800-4633339, TN	\$5.17	
<input type="checkbox"/>	Pending		12/28	12/08	FEDEX 851110395370	800-4633339, TN	\$20.29	

# Oversight & Operations: Account Reconciliation (Cont.)

- Select the Transaction Line Items tab to see merchant-provided transaction details.

Summary | Matched Order | Allocations | **Transaction Line Items** | User Line Items | Tax Data | Comments | Approval History

The Transaction Line Items tab shows the details provided by the merchant of all line items with the transaction. This tab will only appear if the merchant has passed the level 3 data about the transaction.

Records 1 - 3 of 3

<u>Product Code</u>	<u>Item Description</u>	<u>Qty</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>	<u>Line Item Tax Amount</u>	<u>Line Item Total</u>	<u>% of Trans Amount</u>	<u>Item Commodity Code</u>
0156556	SHEETPROTECTOR, NONSTCK, H	5.0000	NMB	5.9900	\$0.00	29.95	51.40%	0156556
0679824	CDRW, OD, 12X, 25-PK, SPINDL	2.0000	NMB	8.0000	\$0.00	16.00	27.46%	0679824
0933531	INDEX, INSERT, 11X8.5, CLEA	4.0000	NMB	2.1900	\$0.00	8.76	15.03%	0933531

Records 1 - 3 of 3

US Bank Access Online screenshot



# Oversight & Operations: Account Reconciliation (Cont.)

- Select the Comments tab.
- Enter required information in the Comments tab. ALL transactions MUST include documentation in the **Goods Recvd Date** (mm/dd/yyyy) and **Item Description** fields. Be sure to click Save Comments before returning to the Transaction List.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail
	09/20	09/23	EMTEC FEDERAL, INC.	800-8008905, NJ	402.50	ⓘ

Disputed  Trans Detail Level  Reallocated  Valid Accounting Code

Summary | Allocations | Transaction Line Items | **Comments** | Approval History | Client Data

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf / Waiver#

Goods Recvd Date

Item Description



# Oversight & Operations: Account Reconciliation (Cont.)

## Item Description Field requirements

- Enter specific, concise, and clear information for reviewers (APC, LAPC, AO, and analysts/auditors) to understand what was purchased.
- Generic, general descriptions such as “miscellaneous” or “on file” are not acceptable documentation for this field.
- Special instructions for this field include the following:
  - For training - include the name of the employee and title of the training course.
  - For FedEx - enter the air bill or invoice number.



# Oversight & Operations: Account Reconciliation (Cont.)

- The **Approval Status** will show one of the four statuses: Pending, Rejected, Approved or Final Approved. To reallocate and/or approve a transaction, click the **Select** box on the transaction line you want to change and then click either the **Reallocate** or the **Approve** 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.

The screenshot displays the 'Card Account Summary' for account number 8881, belonging to John Smith. It shows a billing cycle close date of 'All' and a search button. Summary statistics include 56.42 total transactions, 56.42 reallocated transactions (100%), and \$0.00 in final approved transactions. Below this is a 'Transaction List' with columns for Select, Status, Approval Status, Trans Date, Posting Date, Merchant, City/State, Amount, Detail, Purchase ID, and Accounting Code. Three pending transactions are listed, all from CMS COMMUNICATIONS INC. in Chesterfield, MO. The Accounting Code for the first two is CE09.87.01.001.A001.CCC.PC|0101, and for the third is CE09.87.01.001.0000.CCC.PC|AAAAA12345. At the bottom, there are buttons for 'Reallocate', 'Mass Reallocate', 'Approve', and 'Pull Back'. A yellow callout box points to the 'Accounting Code' column, stating: 'From Transaction Management "Transaction List" The user can reallocate the transaction by Selecting the "Accounting Code" Link'. Red dotted arrows point from the text in the top list to the 'Approval Status' column, the 'Select' checkboxes, and the 'Reallocate' button.

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
<input type="checkbox"/>	Pending	Pending	06/06	06/11	CMS COMMUNICATIONS INC.	CHESTERFIELD, MO	\$3.21	D	4Z00000000046406	CE09.87.01.001.A001.CCC.PC 0101
<input type="checkbox"/>	Pending	Pending	06/08	06/11	CMS COMMUNICATIONS INC.	CHESTERFIELD, MO	\$2.14	D	4Z00000000046406	CE09.87.01.001.A001.CCC.PC 0101
<input type="checkbox"/>	Pending	Pending	06/08	06/11	CMS COMMUNICATIONS INC.	CHESTERFIELD, MO	\$1.07	D	4Z00000000046406	CE09.87.01.001.0000.CCC.PC AAAAA12345

# Oversight & Operations: Account Reconciliation (Cont.)

- Re-allocate a transaction from the “Transaction Detail” screen.
- Click the spy glass icon in between the Line of Accounting and the BOC segment lines to search for other valid accounting codes or BOCs.

### Transaction Management

★ Log Out

Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*0861, John Smith [Switch Products](#)  
[Switch Accounts](#)

[Trans List](#)

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#### 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** User Line Items Comments Approval History Cert 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.

\* is required Allocation Source: User Last Changed By:

Remove	Amount	Percent	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Length)	BOC (s)	DOB/FAS (USE ONLY) (s)	Favorite
			Current Name		LINE OF ACCOUNTING (s)			
<input type="checkbox"/>	\$ 3.21	or 100.00 %		--Change Current Value--	CE09 87 01001 A001 CCCPC	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
				--Change Current Value--	Card Account Default Accounting Code			<input type="checkbox"/>
					PLGA FAVORITE			<input type="checkbox"/>

Search

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

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

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

[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

# Oversight & Operations: Account Reconciliation (Cont.)

- Select the Send Request button to complete the request

**Cardholder Accounts**  
Maintain Default Accounting Code

Client Relationship:  
Card Account Number: \*\*\*\*\* 6861, John Smith

Maintain default accounting code, then send the request.

**Product:** Purchasing      **Bank:** 3059  
**Name:** John Smith      **Agent:** 0995  
**Status:** "" -OPEN      **Company:** 10041

\* = required

Segment Name (Length)	BOC (4)	DCN (FAS USE ONLY) (6)
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"

# Oversight & Operations: Account Reconciliation (Cont.)

- Click the Save Allocations button to complete the request and to display confirmation message.

**Transaction Management** ★ Log Out

Transaction Detail

Product: Purchasing Card Switch Products  
Card Account Number: \*\*\*\*\*0001, John Smith Switch Account

[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		4200000000046406	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 Current Name	Change to:	Accounting Code - Segment Name (Length) LINE OF ACCOUNTING (1)	DOC (1)	DCN (FAS USE ONLY) (1)	Favorite
<input type="checkbox"/>	\$ 3.21	or 100.00 %		-Change Current Value-	11 0102 94603309 0102	Q	0101 Q	<a href="#">Add as Favorite</a>

Q Search

[Remove](#)

Total Allocated: \$ 3.21 100.00 % Apply Accounting Code:  [Apply](#)  
Amount Remaining: \$ 0.00 0.00 % Additional Allocation(s):  [Add](#)

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

[Save Allocations](#)

[Back to Transaction List](#)

# Resources



Visit [www.dm.usda.gov/procurement/ccsc/purchase\\_card.htm](http://www.dm.usda.gov/procurement/ccsc/purchase_card.htm) for the consolidated USDA Purchase Card Program Guide, Convenience Checks Training resources, Handling Frauds & Disputes Training; Access Online Comments Tab; and many other resources.