USDA Purchase Card Program Coordinator 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 for more information.

Coordinator Refresher Training Topics

- Introduction
- Monitoring & Oversight
- Operations
- Resources

Introduction

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

Interactive quizzes appear throughout the training.

Monitoring & Oversight

CCSC Routine Reporting

- CCSC creates USDA Management and Oversight reports and provides the reports to the Agency Program Coordinators.

Report Name	Description	APC Action	Distribution Date
Annual Receipt Sampling	Ensures the implementation and the compliance with CCSC's document retention requirements.	Provide CCSC requested data before due date.	Annually, Q2 & Q3
Semi-Annual Joint Purchase and Integrated Violations Report	Summarizes confirmed violations of purchase card misuse; adverse personnel actions in response to the violations; and the status of violations.	Provide CCSC requested data before due date.	Bi-Annually, Q1, Q3

Monitoring & Oversight (Cont.)

Report Name	Description	APC Action	Distribution Date
Invalid DACs	Identifies cardholders with invalid Default Accounting.	APCs need to update Default Accounting with a valid shorthand code as soon as possible.	As needed
Unextracted Payments	Identifies transactions not sent to FMMI for payment due to invalid Default Accounting.	CCSC provides specific instructions to APCs. Lack of action results in non-payment of transactions and potential suspension of cardholder managing account.	As needed
Suspensions, Lifts and Potential Suspensions	Identifies affected cardholders during the suspension reporting process.	APCs distribute the specific suspension information to each identified cardholders.	See Suspension Calendar. (https://www.dm.usda.gov/procurement/ccsc/Purchase_Suspension_Calendar_FY18.pptx)

Monitoring & Oversight (Cont.)

Report Name	Description	APC Action	Distribution Date
Statement of Fraud	Identifies cardholders who have not yet returned their Statement of Fraud to U.S. Bank.	APCs notify cardholders of consequences related to transaction chargebacks and cardholder responsibilities in the fraud process.	Every Other Friday
Agency Hierarchy	Combines data relating to Coordinators, AOs and cardholders from both the TSYS and AXOL hierarchy assignments.	APCs and LAPCs use this information to verify cardholder and AO assignments. Items to look for include • AOs with their own purchase card assigned to the same hierarchy • Cardholder with no AO assigned • AO assigned to the level 5 • AO or Coordinator who has left the program	15th of Month

Monitoring & Oversight (Cont.)

Report Name	Description	APC Action	Distribution Date
Purchase Card Exception	Identifies errors in the set up of purchase cards. • New Purchase Card Errors • Single Purchase Limits raised over Micro Purchase Limit • Mismatched hierarchies • Accounts not assigned down to the level 6 or 7 • Multiple cards in the same level 3 held by the same cardholder • Dormant Cards	Review all noted items; make necessary changes; and respond to CCSC by the designated due date.	15th of Month

Monitoring & Oversight (Cont.)

Report Name	Description	APC Action	Distribution Date
Separation of Service	Identifies program participants who have • Terminated • Placed on leave • Do not have a LincPass or IPAC • Are not USDA employees	Take action on purchase cards and User IDs as necessary. Respond to CCSC by the designated date.	25th of Month

Questionable Transaction Review	Identifies transactions with the following attributes:
	• Questionable MCCs
	• Blocked MCC
	• Split Transactions
	• Convenience Checks
	  • < $2500
	  • > $2500
	  • Written To
	  • Individuals
	  • Cash
	  • Illegible Payee
		Review identified transactions; provide a response to CCSC by the designated date.	29th of Month

Monitoring & Oversight (Cont.)

Report Name	Description	APC Action	Distribution Date
Accounts Purged from TSYS	Purchase card accounts that are purged from TSYS due to lack of activity.	APC reviews the list.	15th of Month
Coordinators/AO Exception Report	Identifies Coordinators or AOs whose purchase card is in the same hierarchy under the Coordinators' or AOs' control. Identifies the potential for Coordinators or AOs to "Final Approval" their own transactions.	APC does the following: • Moves the card to a different hierarchy. • Updates the AO/Coordinator User ID. • Reviews all transactions within the timeframe in question to certify Final Approval was done by someone else. • Responds back to CCSC by the due date.	20th of Month

Monitoring & Oversight (Cont.)

Report Name	Description	APC Action	Distribution Date
User List Exception Report	Identifies the following exceptions: • AO/Coordinator User IDs with missing emails • AO/Coordinator User IDs with invalid or non-government emails • AO not assigned to a level 6 • Individuals with multiple FEGs assigned to their User ID • Cardholder User IDs with reporting/processing hierarchy assigned • AO/Coordinator with purchase/travel card linked to their AO/Coordinator User ID • AO/Coordinator not logged in for the past 12 months	Make corrective action and respond to CCSC by the assigned date.	22nd of Month

Monitoring & Oversight (Cont.)

Coordinator Routine Reporting

- Comprehensive reporting is vital for effective overall management and oversight of USDA's Purchase Card Program.
- Standard queries are available in AXOL to assist APCs, LAPCs and AOs in the areas of purchase card program management, financial management, supplier management and compliance management.
- Coordinators use standard queries in Access Online to create reports to improve agency-level management and oversight of the USDA Purchase Card Program.
  - Some standard queries can be scheduled to run automatically at regular intervals (i.e., weekly, monthly) with the report delivered to the Coordinator's Data Exchange mailbox in Access Online.
  - Training for Access Online reports can be found on the CCSC website "Access Online Reporting for the Purchase Card Program" and is included in the U.S. Bank web-based training application.

Monitoring & Oversight (Cont.)

User ID Account Maintenance

Why is it important to monitor User IDs in AXOL?

- A-123 controls require that the purchase card program only provide access to those individuals needing access to purchase card data.
  - AOs and LAPCs have access to full account numbers and expiration dates.
  - Terminated employees MUST have their User IDs removed in a timely manner.
  - Users who have not logged in the AXOL for an extended period of time should be evaluated as to their need for access.
- A-123 controls require that individuals are assigned with the appropriate access level and not more than is required to perform their duties.
  - Individuals who are not Approving Officials should not have Transaction Approval marked as Yes.
  - Individuals who are not Approving Officials should not be assigned the PAGC_AO4 entitlement group.

Operations

Why should users have a valid USDA email address in their User ID?

- Both U.S. Bank and the CCSC use email addresses to communicate to users. Invalid addresses do not allow us to contact the user when necessary.
- All U.S. Bank data is available for FOIA requests. Both purchase card and User ID emails fall under this umbrella. Email addresses must be valid government addresses so that personal email addresses are not presented as part of FOIA request results.

Operations (Cont.)

Functional Entitlement Group (FEG) establish what users can do in the system. The following FEGs are available to the USDA program.

USDA Functional Entitlement Group (FEG) to be Utilized in User Profile	User Type	Description
PAGC_APC-LAPC	USDA specific APC FEG	Account Setup and Maintenance, Transaction Management and Allocation
PAGC_AO4	USDA specific AO FEG	No Account Setup and Maintenance, No Allocation and Limited Reporting
PAGC_RPT	Reporting only FEG	Standard Reporting
PAGC_AO2	View only APC FEG	View only: Account Administration, Transaction Management and Standard reporting

Operations (Cont.)

Cardholders

- Best practice: Cardholders self register their purchase card and create their own User ID and password.
  - Please remind cardholders of requirement to use a valid government email address in their profile. The email address must be the same address included on their cardholder application.
- Never assign processing or reporting hierarchies to cardholder User IDs.
  - Assigned hierarchies give cardholders reporting access to all other cardholders in their hierarchy.
- Cardholders should have separate IDs for travel card and purchase card access. If cardholders attach their travel cards to their User IDs (thus making maintenance difficult), then submit a User ID Maintenance worksheet to U.S. Bank Account Coordinator to process the removal of either the travel or purchase card.

Operations (Cont.)

Cardholders (cont.)

- Cardholder User IDs should be removed when cardholder's card is closed.
  - If travel card is attached, please submit a User ID Maintenance form to remove the purchase card from the User ID, thus removing the User ID from the purchase program account list.
  - To find active cardholder User IDs with closed accounts, run the System User List with Account Details report in AXOL>Reporting>Administration.
    - Select Active User IDs, the USDA_CH entitlement group.

Operations (Cont.)

Approving Officials (AOs)

- AOs require the PAGC_A04 entitlement group.
- Transaction Approval Manager should be checked *Yes*.
- AOs should only have one entitlement group assigned.
  - AOs should not be assigned the PAG_AO2 entitlement group.
- AOs are assigned at the Division/Department and Level 6/Level 7 hierarchy.
  - AOs must be assigned to the **exact** same hierarchy as their cardholders.
- ONLY actual individuals fulfilling the AO role are given this entitlement group assignment.
- AOs are not allowed to attach any purchase or travel card to their AO User ID as required by an A-123 segregation of duties.
  - CCSC removes attached cards; repeat offenders will be escalated to management.
- AOs cannot be assigned to the same hierarchy or higher where AOs have a purchase card in their name. Users must have a separate profile for each role.
  - This assignment violates A-123 segregation of duties.
  - Important Note: Watch hierarchy assignment when the AO was a cardholder prior to becoming an AO.

Operations (Cont.)

Local Agency Program Coordinators (LAPCs)

- LAPCs are assigned the PAGC_APC-LAPC entitlement group.
- LAPCs should only have one entitlement group assigned.
- LAPCs should be assigned at the appropriate level of hierarchy for their span of responsibility.
  - Processing and Reporting hierarchy should match.
- LAPCs are not allowed to attach their own purchase or travel card to their LAPC User ID.
- LAPCs are also not allowed to attach any other cards to their LAPC User ID.
  - Attaching any card to an AO User ID violates an A-123 segregation of duties.
  - The CCSC removes attached cards.
  - Repeat offenders will be escalated to management.
- LAPCs cannot be assigned to the same hierarchy or higher hierarchy where LAPCs have a purchase card.
  - It is a violation of A-123 segregation of duties to assign LAPCs to the same or higher hierarchy.
  - Important: APCs need to watch the hierarchy assignment when the LAPC was a cardholder prior to becoming an LAPC.

Operations (Cont.)

Cardholder account maintenance includes the following:

- LAPCs are Purchase Card Account Holder
- Demographic Information
- Account Information
- Default Accounting Code
- Account Authorization Limits

Operations (Cont.)

Defining a Purchase Card Account Holder

- Remember that **only USDA employees** are allowed to have purchase cards.
  - Assign only active USDA employees a purchase card.
  - Must have LincPass or IPAC credentials.
  - Do not assign to contractors, retirees or volunteers.

  NOTE: CCSC Separation of Service Report now monitors employment status of all USDA Purchase cardholders and presents this status information to APCs monthly.

- Update address and other contact information.
  - **Address Information:** The information must be accurate as U.S. Bank sends replacement cards and Statement of Fraud to the cardholder's address on file.
  - **Email Address:** The email must be up to date as U.S. Bank and program management communicates with cardholders by email. The email must be a federal email address for FOIA purposes.
  - **Identification (ID) Number:** The ID Number is populated with the Employee ID.
    - CCSC uses the Employee ID for separation reporting and assignment of refresher training.
    - DO NOT update the ID Number.

Operations (Cont.)

- Update Account Status
  - **V9** (Temporary Closed) – Status must be placed on account when cardholder goes on leave.
    - Card must be placed in T9 status if employee does not return from leave.
  - **T9** (Permanently Closed) – Account is closed when employee leaves the purchase card program or terminates employment.
  - **S1** (Suspended) – Account is suspended for untimely reconciliation.

  NOTE: After 12 months of inactivity, cards are deemed dormant. Accounts purge from U.S. Bank after 22 months of inactivity. Closed accounts with no activity within past 12 months are also purged.

  ***IMPORTANT**: Coordinators do **NOT** have the authority to remove an account from T9 or S1 status.*

- Update Account Hierarchy Information
  - Processing and Reporting hierarchies MUST match. Transactions do not transfer to FMMI if hierarchies do not match.
  - Hierarchy transfers between agent or company are effective on the first day of the new cycle (7th of month).
  - Inputting the Default Accounting Code is essential.
    - **NOTE: ALWAYS** use the **search functionality** to assign a new Default Accounting Code. A typed-in Default Accounting Code will create invalid accounting and transactions will not transfer to FMMI for payment.

Operations (Cont.)

Default Accounting Code

- A typed-in Default Accounting Code will create invalid accounting and transactions will not transfer to FMMI for payment.
  - **ALWAYS** use the **search functionality** to assign a new Default Accounting Code.
- The default Budget Object Class (BOC) is 2670.
  - Actual transaction BOCs are assigned based upon the merchant category code for the transaction.

Account Authorization Limits

- Single Purchase Limit
  - Micro purchase limit is $3,500. Changing a cardholder to a limit above $3,500 requires a warrant.
- Changing Authorization Limits to $0
  - Reducing authorization limits to $0 will result in the account appearing as open in the Separation of Service Report and in CCSC instructing Coordinators to change the account status to V9.
  - **NOTE:** *Change the Account Status to V9 instead of reducing authorization limits. Account can be re-opened when necessary.*

Resources

Visit www.dm.usda.gov/procurement/ccsc/purchase_card.htm

for the consolidated USDA Purchase Card Program Guide.