



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

# Accounting Purchase Card Program

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# Overview

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# CitiDirect User Roles

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- Agency/Organization Program Coordinator (A/OPC)
- Approving Official (AO)
- Alternate Approving Official (AAO)
- Cardholder (CH)

# A/OPC Responsibilities

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- Set up and maintain CH/AO accounts in CitiDirect
- Deactivate and reinstate cards when appropriate
- Update single and monthly limits in CitiDirect
- Review Merchant Category Code (MCC)
- Monitor Declines
- Provide training and guidance
- Ensure CHs and Non-CHs training records are complete
- Conduct annual audits of purchase card transactions

# AO/AAO Responsibilities

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- Ensure funds spent wisely
- Provide written prior approval
- Verify CH transaction documentation is complete and accurately allocated and maintained for 6 years from the final payment date
- Reconcile statement in the event of CH's absence
- Submit ASC/Correction requests to ARC for processing
- Certify the destruction of cancelled purchase cards
- If statement auto closes, sends approval email to [AcctgCardProgram@fiscal.treasury.gov](mailto:AcctgCardProgram@fiscal.treasury.gov)

# CH Responsibilities

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- Keep card securely locked away when not in use
- Ensure the sole user of the card is the CH named on the card
- Make only authorized purchases in accordance with guidelines and procedures.(Approval granted prior to purchase)
- Not to exceed single or monthly limits
- Allocate statement transactions to the appropriate accounting timely.
- Submit statements online, monthly, to the AO for approval
- Maintain Purchase Card Log

# Accounting Card Team Responsibilities

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- Process interfaced invoices timely to help increase rebates
- Oversee proper processing of invoices to ensure invoices are paid within the Prompt Payment Act guidelines
- Verify proper approval of statements, corrections and ASC requests
- Reconcile statements
- Add and delete Accounting String Codes (ASC)
- Make corrections in Oracle to accounting due to incorrect reallocations
- Assist with CitiDirect statement transaction questions

# Billing Cycle

When	Status	Actions
4 <sup>th</sup> – 3 <sup>rd</sup> of the month charges are made (i.e. April 4 – May 3)	<b>Interim</b>	Cardholders (CH), Approving Officials (AO), or Alternate AO (AAO) and Statement Reviewer (SR) can reallocate and/or dispute transactions
4 <sup>th</sup> of the month (i.e. May 4; this is the MAY statement)	<b>New</b>	CH, AO or AAO continue to reallocate and/or dispute transactions. CH, AO or AAO can <b><u>submit</u></b> the statement.
After CH submits the statement	<b>Pending Approval</b>	<b>CHs no longer have access</b> to the statement. SR, AO or AAO can reallocate, reject, dispute transactions or <b><u>submit</u></b> the statement.
After SR submits the statement*	<b>Approved</b>	AOs and AAOs can <b><u>submit</u></b> the statement. <i>(When the SR submits the statement it is not complete and must be submitted by the AO to properly close.)</i>
After AO or AAO submits the statement	<b>Closed</b>	AO electronic signature of <b>Approval is attached</b> . Statement information remains available in CitiDirect but <b><u>no further changes can be made in CitiDirect.</u></b>
10 business days after the statement became new.	<b>Autoclosed</b>	Documentation of approval must be emailed to <a href="mailto:acctgcardprogram@fiscal.treasury.gov">acctgcardprogram@fiscal.treasury.gov</a> If needed, corrections must be submitted on forms.

Once the statement is marked “Closed,” it is processed by Citi and available in 2 days to be processed by ARC.

# 2017 Purchase Card Schedule

STATEMENT BECOMES NEW	CARDHOLDERS SUBMIT NEW STATEMENTS FOR AO APPROVAL NO LATER THAN	AUTO CLOSE DATE AO MUST APPROVE BY:
11/04/2016	11/09/2016	11/22/2016
12/03/2016	12/08/2016	12/16/2016
01/04/2017	01/09/2017	01/19/2017
02/04/2017	02/09/2017	02/17/2017
03/04/2017	03/09/2017	03/17/2017
04/04/2017	04/09/2017	04/18/2017
05/04/2017	05/09/2017	05/18/2017
06/03/2017	06/08/2017	06/16/2017
07/04/2017	07/09/2017	07/18/2017
08/04/2017	08/09/2017	08/18/2017
09/02/2017	09/07/2017	09/19/2017
10/04/2017	10/09/2017	10/19/2017
11/04/2017	11/09/2017	11/17/2017
12/02/2017	12/07/2017	12/15/2017
01/04/2018	01/09/2018	01/19/2018

# Accounting String Codes (ASC)

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- ASCs are defined as a set of Accounting Flex Field (AFF) values that are used to post transactions in the Oracle Financial Accounting system.
- ASC requests can only be submitted by AOs or A/OPCs.
- There are four types of ASCs.
  1. Default
  2. Alternate
  3. Template
  4. Custom

# Accounting String Codes (ASC) (con't)

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## Default ASC-

- The default ASCs is a combined set of accounting flex field (AFF) values that would should apply to most of the CH's transactions.
- CHs are required to have 1 default ASC.
- Transactions made by a CH are automatically posted to the default ASC.
- The default ASC cannot be modified by the CH.

## Default ASC Example:

FUN5445DB1619XX201761000001260101EXAMPLEXXXXXXXXXXXXXXXXXXEXAMPLE

# Accounting String Codes (ASC) (con't)

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## Alternate ASC-

- Alternate ASCs are used as a matching order tool and temporary prior year strings.
- The alternate ASC cannot be modified by the CH.

## Alternate ASC Example:

### Prior Year

FSAFSA0520DB1616XX201661000001210301FSA3500010410XXXXXXXXXXXXFSA04400300

### Matching Order

MATCHINGORDERXX201761000001XXXXXXMATCHINGXXXXXXXXXXXXXXXXXXXX

# Accounting String Codes (ASC) (con't)

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## Template ASC-

- CH can be assigned multiple template ASCs.
- Templates resemble a default ASC, but with a flexible AFF Value as #####.
- CHs cannot reallocate to templates.
- CHs use the templates that are assigned to them to create their Custom ASCs.

## Template Example:

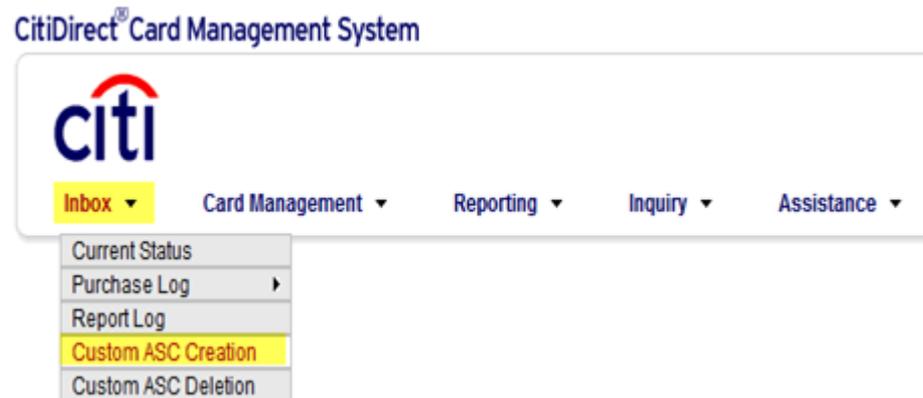
FUN5445DB1619XX201761000001#####EXAMPLEXXXXXXXXXXXXXXXXXXEXAMPLE

# Accounting String Codes (ASC) (con't)

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## Custom ASC-

- Custom ASCs are created by the CH in CitiDirect.
- CH use assigned Templates to complete a Custom ASC by selecting the flexible value from an approved dropdown list.
- Once created, custom ASCs are available for use within statements for reallocating transactions.
- Custom ASCs will remain in the dropdown list until deleted.



# Reallocating Transactions

- CHs must reallocate to use a different ASC or PO.

03/08/2017 03/07/2017 03/23/2017 09:41:58 AM CRYSTAL SPRING WAT \$ 98.00

bill acct	xxxxxxxxxxx 123456	merch addr	320 FRANKLIN ST, MARIETTA, OHIO	orig amt	\$ 98.00
ref num	25538067067104005805188	MCC	45750 US	settlement	\$ 98.00
tran code	3001	MCC description	DURABLE GOODS	conv rate	0
tax amt	\$ 0.00	supplied by	N/A	conv date	N/A
		Obligation num			
TDI	<input type="text" value="0001703077360001"/>	TDD	<input type="text"/>		
CRI	<input type="text" value="0001703077360001"/>				

line item	discount	total tax	total vat	total
GENERAL TRANSACTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 98.00

select	allocation description	total	allocation
<input type="radio"/>	FY 17 Safety & Health 30220/252004	\$ 98.00	FSA0520DB1717XX201761000001252004FSA3500 030220XXXXXXXXXXXXFSA051001000XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX

# Reallocating Transactions (con't)

- If a transaction needs to be paid to more than one ASC or PO it will need to be split.

**Reallocate**

TRANSACTION ITEM    FY 17 Safety & Health 30220/252004  
AMOUNT                \$ 98.00

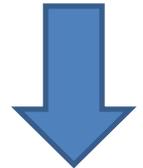
Enter the number of splits  
should be between (1-100) :





# Verifying Transactions

- AOs review statements and verify the accounting and transaction is valid.
- AOs can checkmark the “app ind” (Approval Indicator) in the statement. This indicates that they have reviewed and approved the transactions.



post date	tran date	merchant	amount	status	note	type	rec ind	app ind
12/18/2003	12/15/2003	PKG OFFICE SUPL	\$ 44.88				<input checked="" type="checkbox"/>	<input type="checkbox"/>

bill acct	xxxxxxxxxxxx000648	merch addr	P O BOX 344, PARKERSBURG, West Virginia 26102 USA		orig amt	\$ 44.88
ref num	67430593349980238348841	MCC	5943		settlement	\$ 44.88
tran code	3001	expense type	Stationery, Office, and School Supply Stores		conv rate	0
tax amt	\$ 0.00	supplied by	N/A		conv date	N/A

# Approving Statements

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## When All Transactions are Correct

the AO clicks the **Submit Statement** Button.



- This opens a window in which the AO can add comments, up to 255 characters, click **OK**.
- The system displays a message that the statement has been submitted.
- The Statement Status changes to **Closed**.
- No further changes can be made to the statement in CitiDirect.

# Rejecting Statements

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Under Transactions

dispute

reject

submit Statement

print Statement

close

Click the **radio button** to the left of the incorrect **transaction**.

Click on the **reject button** at the bottom of the screen. A Reject Transaction window will appear so AO may enter comments related to the transaction for the CH to view.

Click **OK**, a Reject Item confirmation window will appear.

Click **Yes** to confirm.

Click Reject Statement.

You may need to scroll to the bottom to get to this reject “statement” button.

A submit statement window will appear and the AO may add additional comments.

Click **OK** ***You must reject the transaction then reject the statement*** with the reject statement button to complete the rejection process and return control for edit back to the CH.



# CitiDirect Discoverer Report

- The **SAR AP CitiDirect** Discoverer Report shows where transactions are posted in the Oracle Financial System.
- Use this report to verify transactions

## SAR AP CitiDirect - Transaction Detail

**Actions**

[Printable page](#)  
[Export](#)  
[Send as e-mail](#)  
[Work sheet options](#)

**Worksheets**

[Transaction Detail](#)  
[By Invoice Number](#)  
[By Cardholder](#)  
[By Certifying Officer - AO](#)  
[By Merchant](#)  
[By Cardholder & By Certifying Officer - AO &](#)  
[Merchant Statements with Paid Date](#)  
[Unvalidated Invoices](#)

**Parameters**

Select values for the following parameters .  
 \* indicates required field

Enter Beginning Creation Date

Enter Ending Creation Date

Operating Unit Name

Operating Unit Name

**Table**

[Tools](#) [Layout](#) [Format](#) [Spotlight](#) [Sort](#) [Rows and Columns](#)

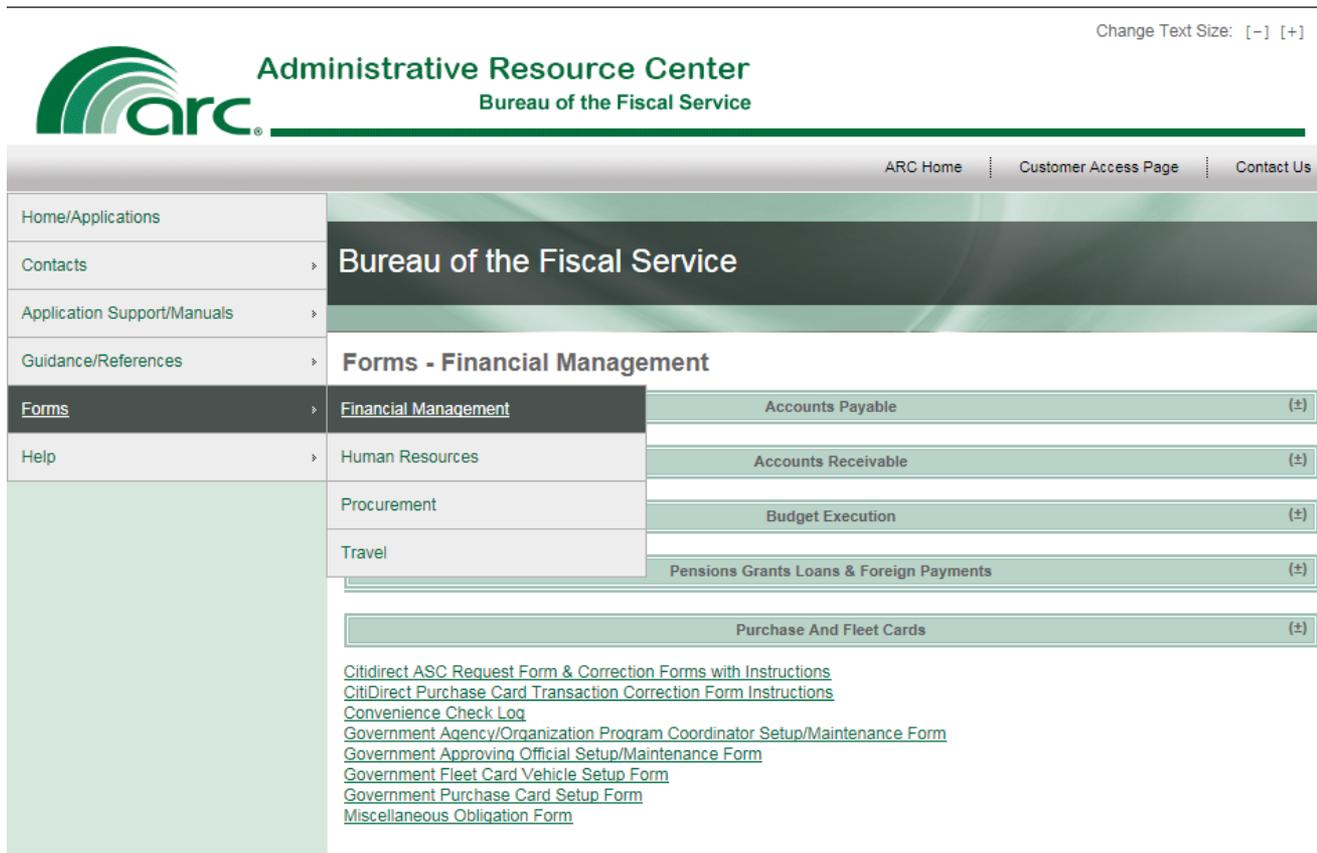
Page 1 of 1

Page Items  Vendor Site Code

Invoice Number	Cardholder	Merchant	Certifying Officer / AO	Statement Date	Certification Date	Amount	Fund	BFY	USSGL	BOC	Internal Org	Cost Pt
FUN 56870000123456 123456ADJ	JUSTIN\EXAMPLE	TRAINING CENTER	ADAMS	03/03/2017	03/13/2017	2100.00	FUN5445DB1718XX 2017	61000001	260101		FUN123456789	XXXXXXXX
FUN 56870000123456 123456ADJ	JUSTIN\EXAMPLE	TRAINING CENTER	ADAMS	03/03/2017	03/13/2017	-2100.00	FUN5445DB1718XX 2017	61000001	251007		FUN123456789	XXXXXXXX
FUN 56870000123456 654321	JUSTIN\EXAMPLE	GSA ADVANTAGE	ADAMS	03/03/2017	03/13/2017	350.00	FUN5445DB1718XX 2017	61000001	260101		FUN123456789	XXXXXXXX

# Request Forms

Located on the ARC Customer Access Page, under Forms-Financial Management, is Purchase and Fleet Cards. Listed in this section is the most up-to-date request forms.



The screenshot shows the Administrative Resource Center (ARC) website interface. At the top right, there is a link for "Change Text Size: [-] [+]". The main header features the ARC logo and the text "Administrative Resource Center Bureau of the Fiscal Service". Below the header is a navigation bar with links for "ARC Home", "Customer Access Page", and "Contact Us". A left-hand navigation menu includes "Home/Applications", "Contacts", "Application Support/Manuals", "Guidance/References", "Forms", and "Help". The "Forms" menu is expanded, showing "Financial Management" (selected), "Human Resources", "Procurement", and "Travel". Under "Financial Management", there are several sub-links: "Accounts Payable", "Accounts Receivable", "Budget Execution", "Pensions Grants Loans & Foreign Payments", and "Purchase And Fleet Cards". Below these links, there is a list of various request forms with their respective instructions, such as "Citidirect ASC Request Form & Correction Forms with Instructions" and "Government Fleet Card Vehicle Setup Form".

# CitiDirect ASC Request Form & Correction Forms

## Correction Form

- Copy from SAR AP CitiDirect Discoverer Report and paste in “From” line.
- In “To” line make appropriate corrections.

1	CitiDirect Correction Form - Request to Move a Transaction from where currently posted to a new post (Email to AcctgCardProgram@fiscal.treasury.gov from the Approving Official of this form with												
2	MOVE (From is where currently posted)	Invoice Number <small>This is available in Discoverer if the invoice has already processed. (This is not the obligation#)</small>	Card Holder's First & Last name	Merchant	Card Holder's Approving Official (AO)	Statement Date	Certification Date	Amount From: Original transaction amount To: Amount you are moving	FUND <small>15 characters (ctrs)</small>	BUDGET FISCAL YEAR	USSGL <small>8 CTRs</small>	BUDGET OBJECT CLASS CODE (BOC) <small>6 ctrs</small>	INTERNAL OR CODE <small>13 characters</small>
3	From	XXX 123456789012345678	JUSTAN/EXAMPLE	SAMPLES OFFICE SUPPLY	JONES	#####	11/05/2016	25.00	XXX5445DB1721XX	2017	61000001	260103	EXAMPLEXX
4	To	"	"	"	"	"	"	25.00	"	"	"	260101	"
5	From	XXX 123456789012345678	JUSTAN/EXAMPLE	STAMPS.COM	JONES	#####	11/05/2016	20.00	XXX5445DB1721XX	2017	61000001	260103	EXAMPLEXX
6	To	"	"	"	"	"	"	20.00	"	"	"	"	"

Note: Complete the Obligation number in column V when applicable. When using an obligation you do not need to complete the ASC columns I-U)

ASC Request INSTRUCTIONS | CITIDIRECT ASC Request FORM | Reject-Correction Instructions | Rejection -- Correction Form

Correct forms can only be submitted by the AO/AOPC or someone on the Agency's Delegation of Authority.

# CitiDirect ASC Request Form & Correction Forms

## ASC requests

- Cardholder's ID is last six digits of CHs account number.
- Type- D is Default, T is Template and A is Alternate.
- Flexible AFF values must be #.

CitiDirect Accounting String Code Change / Set-up Request Form																	(Email to <a href="mailto:AcctgCardProgram@fiscal.treasury.gov">AcctgCardProgram@fiscal.treasury.gov</a> from the Approving Official of this form will serve as an electronic signature)
<b>IMPORTANT</b>		Specify if you want this list added or deleted: <b>Add</b> Columns B - R are required. All ORACLE Accounting Flex field (AFF) Values must be complete with the correct number of characters, even the default Xs.															
Card Holder's ID (six digits)	Card Holder's First name	Card Holders Last Name	TYPE (D, T, A) D=Default T=Template A= PO Matching tool	FUND 15 characters	BUDGET FISCAL YEAR	USSGL 8 characters	BUDGET OBJECT CLASS (BOC) 6 characters	INTERNAL ORG CODE 13 characters	COST POOL 10 characters	CAM1 12 characters	APPORT CAT B 7 characters	PROGRAM 9 characters	CAM2 12 characters	CAM3 12 characters	PROJECT 13 characters	TASK 6 characters	
123456	JUSTAN	EXAMPLE	D	XXX5445DB1721XX	2017	61000001	260101	EXAMPLEXXXXXX	XXXXXXXXXX	EXAMPLEXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXX
123457	JUSTAN	EXAMPLE	T	XXX5445DB1721XX	2017	61000001	#####	EXAMPLEXXXXXX	XXXXXXXXXX	EXAMPLEXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXX
456789	Albea	Smart	A	MATCHINGORDERXX	2017	61000001	XXXXXX	MATCHINGXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXX

**ALL ASC REQUESTS MUST BE SUBMITTED BY THE AO OR AOPC.**

# Questions?

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Contact the **Accounting Card Program Team** regarding any of the information in this presentation at **304-480-8000 option 6**.

**Fiscal Service Citi Accounting Card Program Team:** [AcctgCardProgram@fiscal.treasury.gov](mailto:AcctgCardProgram@fiscal.treasury.gov)

Technicians:

- Angela Rickwartz
- Lisa Huck

- Elizabeth Stovall
- Teresa Law
- Tonya Johnson

Lead Technician: Amy Worl

Supervisor: Gavin Jones

Accountant: Joyce Deem

Manager: Anda Coiner

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**AOPC Questions: (Card set up, Declines, MCC Codes)** [CardProgram@fiscal.treasury.gov](mailto:CardProgram@fiscal.treasury.gov)

Password resets or issues logging into CitiDirect contact: **Citi Help desk 1-800-790-7206**.