

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

PCOLS/US Bank Segment Value Job Aid





PCOLS Segment Value Job Aid

Objective: How to add a Segment Value submitted from PCOLS/AIM to a Valid Value List (VVL) in Access On Line Job Aid

This job aid is intended to assist Agency/Organization Program Coordinators (A/OPCs) and more specifically Resource Managers (RMs) resolve Bank Submission Failures when submitting new account requests or Line of Accounting (LOA) changes from AIM to US Bank. The RM role will need to complete these actions in Access On Line.

If the RM needs assistance with this process they should contact US Bank IT Support at 1-800-254-9885, press 2 and then 2 again.



PCOLS Segment Value Job Aid

After the A/OPC completes their final approval of a new account setup workflow in AIM it is sent to US Bank for account creation. If the request fails to process, due to a segment value issue, the below Bank Submission Failure email is sent out. This email shows the reason for failure to be the Segment Values entered in the AIM Default Accounting Code (DAC) section is not within the Access Online AVCs Valid Value List.

Original Message

From: PCOLS_noreply@dmdc.osd.mil [mailto:PCOLS_noreply@dmdc.osd.mil]
Sent: Tuesday, January 20, 2015 10:14 AM
To: A/OPC.civ@mail.mil; A/OPC #2.civ@mail.mil; A/BO.civ@mail.mil; CH Supervisor.civ@mail.mil;
Subject: [PCOLS Notice] **Bank submission failure:** Cardholder account request (John Doe)

A cardholder account request was rejected by the bank due to errors at the time of submission:

Request Type: Creation

Cardholder's Name: John Doe

Account Number: Not Available

Office Name: 123 Squadron

Justification: new CH John Doe for training requirements

***Note – There are multiple error messages that can be returned relating to the AVC and the segment values. This job aid should assist with resolving each of them.**

The errors that occurred are as follows:

Error # 01: 520117: The segment values provided are either individually not valid and/or the combination of these values are not valid.

For account-related inquiries, please contact your designated Agency/Organization Program Coordinator. For PCOLS technical support, including system access, please contact the PCOLS help desk at the below phone numbers or by email at <mailto:dlacontactcenter@dla.mil>.

- . US (CONUS) - Commercial (toll-free): 1-800-376-7783
- . OCONUS - DSN: 661-7307
- . Direct dial: 269-961-7307

AIM Logon: <https://pki.dmdc.osd.mil/appj/pcols-web/index.jsp>



PCOLS Segment Value Job Aid

Below is an example of a new account request that received the error on AVC 6159OSANO&M. Next steps will be for the RM to check, in Access Online, all of these segments and validate that each value listed below is within one of the already created Valid Value Lists (VVL).

Line of Accounting shown are from the Managing Account in AIM, new Cardholder request lists the same DAC values

Line of Accounting

*Reallocation Method

Choose a Reallocation Method.

- No Reallocation
- By Accounting Validation Control
- By Alternate Accounting Code

***Note - The RM should ensure the entered AVC and DAC values are input correctly and broken out into the correct fields prior to proceeding to Access Online.**

*Accounting Validation Code

Select an Accounting Validation Code (AVC) from your list of stored AVCs or enter a new AVC in the text box below.

AVC code name:

Enter AVC: Check this box if you would like this AVC stored for future use.

*Default Accounting Code

Select a Default Accounting Code (DAC) from your list of stored DACs or enter a new DAC in the fields below. If you select a stored DAC, the first five segments of the DAC will be filled out below. You must enter any additional required information in the corresponding fields.

Lines of Accounting must be established in the bank system prior to submission through PCOLS.

Stored DACs:

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20132013	3400		30	46	03	AFPC06	31011F		04		

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI
42Z500				26ER						041134

IFS	TT	FMS	TAC	MDC	TLOA	TDC

Check this box if you would like the first five segments of this DAC stored for future use.



PCOLS Segment Value Job Aid

The following slides will take you through the process to investigate and add any missing DAC/Segment values submitted from AIM on the account request that are not present in AXOL.

Go to System Administration > Accounting Code Management

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usbank. System Administration

Request Status Queue
Active Work Queue

System Administration

- Financial Institutions
- User Profiles
- Process Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine
- Global Affiliate Groups
- System Tax Tables
- Customer Tax Tables

Account Administration
Order Management
Transaction Management
Travel Expense Management
Enhanced Supplier Management
Account Information Reporting
Dashboard
Data Exchange
My Personal Information

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Client Relationship: United States Army
Financial Institution: U.S. Bank

Financial Institutions
View the details associated to a particular financial institution, such as associated client relationships and contact information.

User Profiles
Create or modify existing user ID/login information and establish account and hierarchy access.

Process Controls
Create, view or modify Process Controls.

Accounting Code Management
Manage Accounting Code Structures, Accounting Validation Controls, Valid Values List, Accounting Codes.

Merchant Groups
Modify the default Merchant Category Code (MCC) Groups to create custom groups or rearrange existing groups. These groups are used for establishing MCC based transaction allocation rules.

Merchant Allocation Rules
Establish automated rules that control how incoming transactions are allocated to particular accounting codes, based on the Merchant Category Code (MCC) associated to a transaction.

Customer Tax Tables
View or modify customer tax tables for Canada that compute the National and Regional Tax on incoming transactions based on the Merchant Category Code (MCC) associated to a transaction.

System Tax Tables
View or modify tax tables for the system. These tables are used if a customer tax table is not defined for the MCC code found in a transaction.

Allocation Rules Engine
Establish automated rules that control how incoming transactions are allocated to particular accounting codes.

Global Affiliate Groups
Create or modify groups of existing global affiliates.

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PCOLS Segment Value Job Aid

Select Create/Modify/Delete Child Accounting Validation Control

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usbank. Accounting Code Management

Client Relationship: United States Army [Switch Relationships](#)
Financial Institution: U.S. Bank

[Accounting Code Structure](#)
Create or modify structures for viewing, entering, and changing accounting codes throughout the system.

Accounting Validation Controls
Create, view, modify and delete the rules for accounting code validation.

- [Create New Accounting Validation Control](#)
- **[Create / Modify / Delete Child Accounting Validation Control](#)**
- [Modify / Delete Accounting Validation Control](#)

Note: The management of custom and subset valid values lists is done through the "Create / Modify / Delete Child Accounting Validation Control" link or "Modify / Delete Accounting Validation Control" link

Valid Values Lists
Create, view and delete lists of valid accounting code values. Also add, replace or delete values within a list.

- [Create New Valid Values List](#)
- [Modify / Delete Valid Values List](#)

[Alternate Accounting Codes](#)
Create, view, modify and delete the full lines of accounting that can be used for reallocation.

Request Status Queue
Active Work Queue
System Administration

- Financial Institutions
- User Profiles
- Process Controls
- Accounting Code Mgmt
- Merchant Groups
- Merchant Allocation Rules
- Allocation Rules Engine
- Global Affiliate Groups
- System Tax Tables
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PCOLS Segment Value Job Aid

Enter your Child AVC name or do a search for the bank and agent.

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Our Payment Products Logout

usbank Accounting Validation Controls
Search & Select Accounting Validation Control

Client Relationship: United States Army [Switch Relationships](#)
Financial Institution: U.S. Bank

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#). Please use the list below if you wish to create a Child AVC.

Account Validation Control (AVC) Name:

Accounting Code Structure Name: [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:
Hierarchy Type: Bank: Agent: Company: Division: Department: [Select Position](#)

Records 1 - 25 of 7347
Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [13](#) | [14](#) | [15](#) | [16](#) | [17](#) | [18](#) | [19](#) | [20](#) | [>>](#) | [Last](#)

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position				Segment(s)	
						Bank	Agent	Company	Division	Department	
		FA2	Child	SOMARDS	0	3058	0763				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	"GFEBS.MCHQ.A74SS"	FA2	Child	GFEBS	0	3058	5355				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	aberdeen child	FA2	Child	Aberdeen5560	0	3058	0904				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	arm pec access online loans	FA2	Child	GFEBS	14	3058	5220				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	a3-gfebs-EEO-GIPSON	FA2	Child	GFEBS	0	3058	9751				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	a3-GFEBS-AIRFIELD-THOMAS-RODR	FA2	Child	GFEBS	0	3058	9751				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	csiftc	FA2	Child	Stanfins	0	3058					APPROPRIATION DATA , OAC , ASN/GFEBS FUND:
	dss	FA2	Child	IAPS-GAFS O&M	0	3058	3058				APPROPRIATION DATA , OAC , ASN/GFEBS FUND:

Local intranet 100%



PCOLS Segment Value Job Aid

Select the AVC Name

- Request Status Queue
- Active Work Queue
- System Administration
 - Financial Institutions
 - User Profiles
 - Process Controls
 - Accounting Code Mgmt
 - Merchant Groups
 - Merchant Allocation Rules
 - Allocation Rules Engine
 - Global Affiliate Groups
 - System Tax Tables
 - Customer Tax Tables
- Account Administration
- Order Management
- Transaction Management
- Travel Expense Management
- Enhanced Supplier Management
- Account Information Reporting
- Dashboard
- Data Exchange
- My Personal Information

- Home
- Contact Us
- Training

Client Relationship: United States Army [Switch Relationships](#)
 Financial Institution: U.S. Bank

To search for an Accounting Validation Control (AVC), type a full or partial name in the Accounting Code Structure name and/or Processing Hierarchy Position text boxes. Leave both blank to return all AVCs. Click the "Search" button, then select an Accounting Validation Control from the list below.

You can also [create an Accounting Validation Control](#). Please use the list below if you wish to create a Child AVC.

Account Validation Control (AVC) Name:

Accounting Code Structure Name:
 [Select Accounting Code Structure](#)

AVC Type:

Processing Hierarchy Position:
 Hierarchy Type: Bank: Agent: Company: Division: Department: [Select Position](#)

[Search](#)

Records 1 - 7 of 7

Select	AVC Name	Accounting Code Structure	AVC Type	Parent AVC	# Alternate Accounting Codes	Processing Hierarchy Position					Segment(s)
						Bank	Agent	Company	Division	Department	
6159QSANHOUSING		FA2	Child	IAPS-GAFS FAMILY HOUSING	0	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI
6159QSANMEDO&M		FA2	Child	IAPS-GAFS MEDICAL O&M	0	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI
6159QSANO&M		FA2	Child	IAPS-GAFS O&M	2	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI
6159QSANO&M OC		FA2	Child	IAPS-GAFS O&M	0	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI
6159QSANRDT&ESUPP		FA2	Child	IAPS-GAFS OTHER	0	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI
6159QSAN51SVSSIK		FA2	Child	IAPS-GAFS MIL PERSONNEL	0	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI
6159QSAN8BSTOCK		FA2	Child	IAPS/GAFS-WCF	0	3058	6159				APPROPRIATION DATA , OAC , ASN/GFEBS FUNDS CI

Records 1 - 7 of 7

[Create Child AVC](#)



Below are the Validation Settings for AVC "6159OSANO&M." The RM will need to check all Subset & Custom VVLs and validate all values entered within the AIM DAC (1) are also located within the segment VVLs (2). For the sake of this training aid, we are following the premise that all VVLs were checked and the PEC "31011F" DAC/segment (1), from AIM, is not listed on the custom VVL (3). The following slides finish the process for adding a missing segment to a VVL.

Enter the Default Accounting Code (DAC) segments below.

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
57	20132013	3400		30	46	03	AFPC06	31011F		04		

WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SON	ACKN	AI
422500				26ER						041134

IPS	TT	FMS	PAC	MDC	TLOA

Check this box if you will use in future use.

[-] Validation Settings [Return to Top](#) [Go to Save](#)

Current Validation Method: Access Online [Switch to Client System Validation](#)

Validation Rules
The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION DATA	OAC	ASNGFEBS FUNDS CNTR	UIC/GFEBS PO WBS(1)	PEC-GFEBS FUNCT AREA	ORG/GFEBS PO CST CTR1	MFP/GFEBS PO CST CTR2	JO/GFEBS PO INT ORDR	SARG
No Validation									
Validate Numeric									
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VVL	<input checked="" type="checkbox"/>	Custom VVL	Custom VVL	Custom VVL	C
Validate Against a VVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>				
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>				
Entry Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Valid Values List Name: PEC 6159OSANO&M
Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

PEC-GFEBS FUNCT AREA (12)

Value:

Description:

Search Type: Begins with

Display 25 Values per page

To add new Valid Value(s), select the number of new values you wish to create and click the "Add" button.
To delete Valid Value(s), check the "Delete" checkbox on the corresponding row you wish to delete.
To complete management of Valid Value(s) (add, modify, delete), click the "Save" button.

Add 1 New Valid Value(s)

Records 1 - 25 of 28
Page 1 of 2

Delete	Segment Value	Segment Description
<input type="checkbox"/>	PEC-GFEBS FUNCT AREA	PEC-GFEBS FUNCT AREA
<input type="checkbox"/>	22178F	
<input type="checkbox"/>	27131F	
<input type="checkbox"/>	27133F	
<input type="checkbox"/>	27236F	

2

Select	VVL Name (#)	APPROPRIATION DATA	OAC	ASNGFEBS FUNDS CNTR	UIC/GFEBS PO WBS(1)
<input checked="" type="checkbox"/>	Custom: WCR 6159OSANO&M (384)				
<input checked="" type="checkbox"/>	Custom: UIC 6159OSANO&M (1)				
<input checked="" type="checkbox"/>	Custom: PEC 6159OSANO&M (11)				
<input type="checkbox"/>	OAC IAPS-GAFS O&M (63) Subset: OAC 6159OSANO&M (9)				
<input type="checkbox"/>	APPR IAPS-GAFS O&M (16) Subset: APPR 6159OSANO&M (3)				
<input type="checkbox"/>	AI IAPS-GAFS O&M (10) Subset: AI 6159OSANO&M (2)				
<input type="checkbox"/>	Custom: ASN 6159OSANO&M (5)				
<input type="checkbox"/>	Custom: OC 6159OSANO&M (5)				

No Error - OK

3

Delete	Segment Value	Segment Description
<input type="checkbox"/>	PEC-GFEBS FUNCT AREA	PEC-GFEBS FUNCT AREA
<input type="checkbox"/>	22178F	
<input type="checkbox"/>	27131F	
<input type="checkbox"/>	27133F	
<input type="checkbox"/>	27236F	



PCOLS Segment Value Job Aid

Click on the VVL name that corresponds to the value that needs to be added

The following controls allow you to set rules on how the segments listed below are validated. To validate a segment using a Custom Valid Value List, click the "Custom VVL" link below.

	APPROPRIATION DATA	OAC	ASN/GFEBS FUNDS CNTR	UIC/GFEBS PO WBS(1)	PEC-GFEBS FUNCT AREA	ORG/GFEB PO CST CTR1	MFP/GFEB PO CST CTR2	JO/GFEBS PO INT ORDR	SAR/G
No Validation				<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Validate Numeric				<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Valid Value Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Custom VVL	<input checked="" type="checkbox"/>	Custom VVL	Custom VVL	Custom VVL	C
Validate Against a VVL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>				
Enter or Select from List without Validation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>				
Entry Required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Current VVLs Used for Validation Within This AVC

To remove a VVL, click the checkbox next to the appropriate VVL and click the "Delete VVL" button. The value next to the VVL is the number of VVL values in the VVL.

Select	VVL Name (#)	APPROPRIATION DATA	OAC	ASN/GFEBS FUNDS CNTR	UIC/GFEBS PO WBS(1)	PEC-GFEBS FUNCT AREA	ORG/GFEB PO CST CTR1	MFP/GFEB PO CST CTR2	JO/G
<input type="checkbox"/>	Custom: WCR 6159OSANO&M (384)								
<input type="checkbox"/>	Custom: UIC 6159OSANO&M (1)				<input checked="" type="checkbox"/>				
<input type="checkbox"/>	Custom: PEC 6159OSANO&M (11)					<input checked="" type="checkbox"/>			
<input type="checkbox"/>	OAC IAPS-GAFS O&M (63) Subset: OAC 6159OSANO&M (9)		<input checked="" type="checkbox"/>						
<input type="checkbox"/>	APPR IAPS-GAFS O&M (16) Subset: APPR 6159OSANO&M (3)	<input checked="" type="checkbox"/>							
<input type="checkbox"/>	AI IAPS-GAFS O&M (10) Subset: AI 6159OSANO&M (2)								
<input type="checkbox"/>	Custom: ASN 6159OSANO&M (5)			<input checked="" type="checkbox"/>					
<input type="checkbox"/>	Custom: OC 6159OSANO&M (5)								

No Error - OK

[Delete VVL](#)

[Save AVC](#)

[Delete AVC](#)

[<< Back to Search & Select Accounting Validation Control](#)



PCOLS Segment Value Job Aid

Click on the Typing Values link

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usbank Valid Values Lists
Manage a Custom Valid Values List

Client Relationship: United States Army [Switch Relationships](#)
Financial Institution: U.S. Bank

To change the name of a Custom Valid Values List (VVL), type a unique VVL Name for this Accounting Validation Control (AVC) and click the "Save" button.

To delete the Custom VVL, click the "Delete VVL" button.

You can manage the values of this Custom VVL by **typing values** or [uploading a file](#).

* = required

Accounting Code Structure Name: FA2
Accounting Validation Control Name: 6159OSANO&M

Custom Valid Values List Name	Segment (Length)
PEC 6159OSANO&M *	APPROPRIATION DATA (20) OAC (2) ASN/GFEBF FUNDS CNTR (5) UIC/GFEBF PO WBS(1) (6) PEC-GFEBF FUNCT AREA (12) ORG/GFEB PO CST CTR1 (8) MFP/GFEB PO CST CT

[Save](#) [Export VVL](#) [Delete VVL](#)

[<< Back to Modify a Child Access Online Validated Accounting Validation Control](#)

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Click Add – a new blank box will appear and type in 31011F and hit save below the list.

Client Relationship: United States Army [Switch Relationships](#)
Financial Institution: U.S. Bank

Valid Values List Name: PEC 6159OSANO&M

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

PEC-GFEBS FUNCT AREA (12)

Value:

Description:

Search Type:

Display Values per page

Search

To **add** new Valid Value(s), select the number of new values you wish to create and click the "Add" button.

To **delete** Valid Value(s), check the "Delete" checkbox on the corresponding row you wish to delete.

To complete management of Valid Value(s) (add, modify, delete), click the "Save" button.

Add New Valid Value(s)

Records 1 - 25 of 29

Page: **1** | [2](#)

Delete	Segment Value	Segment Description
	PEC-GFEBS FUNCT AREA	PEC-GFEBS FUNCT AREA
<input type="checkbox"/>	<input type="text" value="31011F"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="22178F"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="27131F"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="27133F"/>	<input type="text"/>



PCOLS Segment Value Job Aid

Once all segment values, present in AIM, are confirmed to be on a Valid Value List within Access Online, the account request workflow must be completed to resubmit the request.

Additional AIM workflow information:

- New account requests submitted through AIM, that reject at the bank, will go back to the A/BO role to start the workflow approval process again.
- If there are required changes to the request in AIM these will likely be accomplished by the A/OPC or the RM role.
- The A/BO and whichever Supervisor (A/BO or Cardholder) role being tasked to approve can simply log into AIM and reapprove the account request without additional action.
- This will keep the workflow moving through the approval process in order to get it back to the A/OPC for a final approval and resubmission to the bank.