

AIM Application v. 1.8 Account Migration User Manual

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Abstract This guide describes how to use the Account Migration process within the AIM system, which provides for managing Purchase Card Online System (PCOLS) accounts.

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Document History

Document Version	Date	Description
1.0	May 2009	Development
1.1	June 2009	Added prerequisite of EMMA provisioning
1.2	September 2009	Updated to include instructional updates for the Agency/Organization Program Coordinator to initiate Account Migration.
1.3	November 2009	Updated to include all changes for AIM v1.7 and the Navy implementation.
1.4	January 2010	Updated to include new PCOLS help desk information.
1.4.1	March 2010	AIM Application 1.7 Account Migration User Manual updated to include instructions on changeover dates for new workflow usage.
1.5	March 2010	Updated to include new Managing and Cardholder Account workflow processes.

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1.0 Introduction

1.1 Purpose

The purpose of the Authorization, Issuance, and Maintenance (AIM) Application Account Migration User Manual is to assist authorized users of the application by providing a concise, accessible instruction guide that details the Account Migration process.

1.2 Overview of the Account Migration Process

The account migration capability allows users to migrate accounts existing in the bank systems to AIM. This functionality is in addition to requesting new Managing and Cardholder Accounts in AIM. In addition, this process can be followed for any accounts that are initiated through the bank.

The process to migrate accounts must be initiated by the A/OPC and is done to migrate accounts that fall under a specific TBR Hierarchy and/or Agent number. Prior to initiation, the A/OPC must ensure that all users associated with the accounts have been provision in the Enterprise Monitoring and Management of Accounts (EMMA) application. Once triggered, the A/OPC will receive tasks to start the account migration workflow. This could take up to five business days.

Note: Once the workflow has been started, the process cannot be cancelled.

The Account Migration workflow process was changed in version 1.8 of the AIM application to reduce the number of users required to approve each migrated account. However, all accounts that were in workflow prior to the 13 March release date of AIM 1.8 will be required to follow the workflow process in place for AIM 1.7. All accounts that begin the workflow process on or after 14 March will use the new workflow, as outlined in this user manual.

1.3 Screen Captures and Prints

Due to Privacy Act considerations, protected information such as addresses, phone numbers, and email addresses have either been fabricated or erased in the examples used throughout the manual.

1.4 Emails

By default, Microsoft Outlook alters your settings to remove extra line breaks from emails. If you use Microsoft Outlook, it is recommended that you change your settings so that the emails are left unchanged. To change this setting:

1. Click **Tools>Options** from the top menu.
2. On the **Preferences** tab, click **Email Options...**
3. Uncheck the **Remove extra line breaks in plain text messages** box in the **Message Handling** section.

1.5 Support Contact Information

The Purchase Card Online System (PCOLS) help desk provides Tier One support with escalation capability to Tiers Two and Three.

If you need help or support, please contact the PCOLS help desk at the following phone numbers or by email at dlacontactcenter@dla.mil.

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

You will need to provide the help desk with your **Organization ID**, which can be found on the **Profile** screen (see sections 6.1, **Completing Your Profile – A/OPC** and 6.2, **Completing Your Profile – Other Users** of the AIM User Manual for additional information). This ID is assigned according to your **Organization** in EMMA and cannot be changed.

2.0 Managing Account Migration

The Account Migration workflow process was changed in version 1.8 of the AIM application to reduce the number of users required to approve each migrated account. However, all accounts that were in workflow **prior** to the 13 March release date of AIM 1.8 will be required to follow the workflow process in place for AIM 1.7. All accounts that begin the workflow process **on or after** 14 March will use the new workflow, as outlined in this user manual.

Note: This includes Cardholder Accounts that have not begun the workflow process, even if the associated Managing Account was activated through the AIM 1.7 workflow.

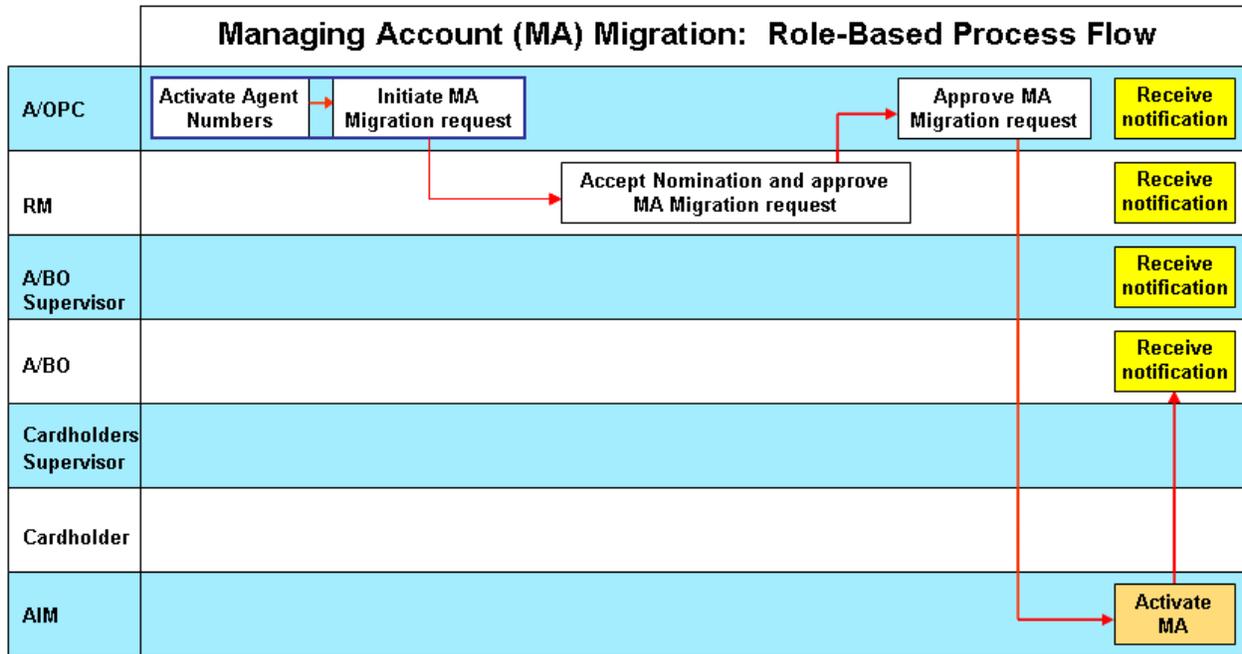
The AIM 1.7 Account Migration user manual provides instructions for the previous workflow and is included below.



AIM 1.7 Application
Account Migration

2.1 Managing Account Migration Workflow

The Managing Account Migration workflow must be initiated by the A/OPC. Once the workflow is initiated, the Resource Manager (RM) must accept their token and the A/OPC associated with the account must approve the migration. The image below depicts the Managing Account Migration workflow process.



2.2 A/OPC

2.2.1 Initiating Managing Account Migration

Warning: The following instructions apply only to accounts that begin workflow **after** the 13 March release date of AIM 1.8. All accounts that were in workflow **prior** to the AIM 1.8 release will follow the workflow outlined in the AIM 1.7 Account Migration user manual. See section 2.0, **Managing Account Migration**, for instructions.

To initiate the Account Migration process:

1. Click the **Account Migration** tab.
2. Select the Agent Number(s) and/or TBR Hierarchy(ies) that are ready to begin the Account Migration process.
 - a. **Army, Air Force, and Defense Agency customers** – Select the appropriate Agent Number(s).

Agent Number and TBR Hierarchies

Select the Agent Number(s) that are ready to begin the Account Migration process and click Initiate Account Migration. This will mark the Agent Number as ready for migration. Any accounts received from the bank with the selected Agent Number(s) that have not already been set up in AIM will now be added to AIM to begin the Account Migration workflow process.

Agent #	Level 1	Level 2	Level 3	Level 4	Status
<input checked="" type="checkbox"/> 0000	00000	00000	00000	00000	Initiated on 03/18/2009 09:54:23 PDT
<input checked="" type="checkbox"/> 0001	11111	01111	00111	00011	
<input type="checkbox"/> 0002	22222	02222	00222	00022	
<input checked="" type="checkbox"/> 0003	33333	03333	00333	00033	Initiated on 03/18/2009 09:54:23 PDT
<input type="checkbox"/> 0004	44444	04444	00444	00044	

[Initiate Account Migration](#)

b. Navy customers – Select the appropriate value(s) (Levels 1-5) for the TBR Hierarchy.

TBR Hierarchies

Select the TBR Hierarchy that is ready to begin the Account Migration process and click Initiate Account Migration. This will mark the TBR Hierarchy as ready for migration. Any accounts received from the bank with the selected TBR Hierarchy that have not already been set up in AIM will now be added to AIM to begin the Account Migration workflow process.

Level 1	Level 2	Level 3	Level 4	Level 5	Status
<input checked="" type="checkbox"/> 00000	00000	00000	00000	00000	Initiated on 03/18/2009 09:54:23 PDT
<input checked="" type="checkbox"/> 00001	11111	01111	00111	00011	
<input type="checkbox"/> 00002	22222	02222	00222	00022	
<input checked="" type="checkbox"/> 00003	33333	03333	00333	00033	Initiated on 03/18/2009 09:54:23 PDT
<input type="checkbox"/> 00004	44444	04444	00444	00044	

[Initiate Account Migration](#)

Note: Follow instructions according to the agency or service for which you are performing this action.

3. Click **Initiate Account Migration**.

Note: Selecting the Agent Number(s) and/or TBR Hierarchy(ies) will initiate the workflow on all Managing Accounts assigned to the Agent Number(s) and/or TBR Hierarchy(ies) selected. This could take up to five business days. Once the workflow has been initiated, it cannot be cancelled.

The bottom of the screen displays the accounts that have been received from the bank for account migration as well as the status of the accounts. Click **Select** next to any account or double-click on a row to view account information. The **Account Holder** name displayed for all accounts in a **Pending** status will be the name provided by the bank. Once the account has been activated, the name associated with the account in AIM will be displayed.

The following accounts were received from the bank for the Account Migration process. Click Select next to any account or double-click on a row to view account information. The Account Holder name displayed for all accounts in a Pending status will be the name provided by the bank. Once the account has been activated, the name associated with the account in AIM will be displayed.

Displaying 1 - 8 of 8							# To Display 10
	Account Type	Agent #	Account Holder	Account Number	Office Name	Status	
Select	Managing Account	0001	Primary A/BO Name	*****1005		Pending A/OPC Initiation	
Select	Managing Account	0001	Primary A/BO Name	*****1006		Pending A/OPC Initiation	
Select	Cardholder Account	0001	Cardholder Name	*****1004		Pending Managing Account Activation	
Select	Managing Account	0058	Primary A/BO Name	*****3456	Office Name1	Pending Workflow Initiator's Revision	
Select	Managing Account	0058	Primary A/BO Name	*****3456	Office Name1	Active - Pending Updates	
Select	Cardholder Account	0058	Cardholder Name	*****1111	Office Name2	Active	
Select	Cardholder Account	0058	Cardholder Name	*****7890	Office Name2	Active	
Select	Cardholder Account	0058	Cardholder Name	*****1234	Office Name2	Active	

2.2.2 Completing Managing Account Migration Initiation

A task email will be sent to all A/OPCs that are associated with the selected Agent Number(s) and/or TBR Hierarchy(ies) for each Managing Account.

Note: This could take up to five business days.

To view the task and complete the Managing Account Migration initiation, ensure that the role that you select on the “Role Selection” screen has the corresponding Agent Number and/or TBR Hierarchy associated with it for the tasks to display in your AIM Task Inbox. This information can be found in your A/OPC profile. See section 6.1, **Completing Your Profile – A/OPC**, of the AIM user manual for additional information.

When you log in to AIM, your **Task Inbox** will display the details of your new task – status of the task, the date the task was acquired, the request type, the name of the account holder (the **Account Holder** name displayed for all accounts in a **Pending** status will be the name provided by the bank), and a description of what you are required to do.

1. Click **Select** next to the task with the description “Initiate the Managing Account Migration process.”

The “Managing Account Migration Initiation” screen is displayed. Appendix B contains detailed views of individual screens. Click [here](#) for an expanded view of the screen.

Note: The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

2. **Managing Account Information** – Enter the Office Name and Justification for this Managing Account. These fields are both free text fields. Where possible, the Office Name for each account should be unique. For example, you can add the last four digits of the Account Number at the end of the Office Name.

Managing Account Information

Enter your Office Name and briefly describe the reason for this Managing Account in the Justification field. (Click [here](#) for more information.)

*Office Name:

*Justification:

Managing Account Number:

Account Holder:

3. **Resource Manager Nomination** – Enter the email address of the RM assigned to this account.

Resource Manager Nomination

*Enter the email address of the Resource Manager responsible for ensuring that funds are available for this account:

Note: The RM that you assign to the Managing Account will also be assigned to all Cardholder Accounts created beneath it.

Tip: Prior to approving this task, it is recommended that you confirm that the nominated RM is provisioned in EMMA.

4. **Agency/Organization Program Coordinator Organization** – If you are associated with more than one organization, select the A/OPC organization to which you want this account associated. Your A/OPC profile for the selected organization must contain the TBR

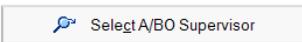
Hierarchy information provided by the bank to continue. Once the Migration request is approved, the Managing Account will be assigned to the organization that you selected.

Note: To complete all follow up tasks, you must select the appropriate role for the associated organization on the “Role Selection” screen.

Agency/Organization Program Coordinator Organization

* If you are in multiple Organizations, use the drop-down list to select the A/OPC Organization to which you want this account associated. Your A/OPC profile for the selected Organization must contain the TBR Hierarchy information provided by the bank to continue. Once the Migration request is approved, the Managing Account will be assigned to the Organization that you selected. The list provided will be based on the Organization selected.

Organization 1 ▾



5. Click **Select A/BO Supervisor**. The “Select Approving/Billing Officials Supervisor” screen is displayed.
6. **Approving/Billing Official Supervisor**
 - a. **Approving/Billing Official Supervisor Organization** – Select the Organization for the A/BO Supervisor. The A/BO Supervisors shown are based on the Organization that you selected.

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Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Select Approving/Billing Officials Supervisor

Select the A/BO Supervisor's Organization. The below list of A/BO Supervisors will be populated based on the Organization selected. If the individual that you intend to nominate is not listed, click Cancel to return to the previous screen. Click on the EMMA link to provision them in the system. This task will remain in your Task Inbox until submitted.

Organization: A/BO Supv Organization ▾

⏪ ⏩ ⏴ ⏵
Displaying 1 - 2 of 2
To Display 10 ▾

	Full Name	Email Address	Phone
	A/BO Supervisor 1	abo.supv1@email.mil	1234567890
	A/BO Supervisor 2	abo.supv2@email.mil	1234567890

 Cancel

- b. Click **Select** next to the name of the A/BO Supervisor that should be assigned to this account. The “Select Approving/Billing Officials” screen is displayed.

Note: Clicking **Cancel** will return you to the “Managing Account Migration Initiation” screen.

7. **Approving/Billing Official(s)**
 - a. **A/BO Organization** – Select the appropriate Organization for the Primary Approving/Billing Official (A/BO). A list of A/BOs that are associated with the selected Organization will be displayed in the table below.

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Task Inbox **Managing Accounts** Cardholder Accounts Accounts In Progress Profile Account Migration Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Select Approving/Billing Officials

Managing Account Information

Managing Account Number: [XXXXXXXXXXXX2501]
 Office Name: []
 Justification: []
 Account Holder: Primary A/BO Name (provided by bank)

Approving/Billing Official(s)

A/BO Organization

Select the appropriate Organization for the A/BO(s) that you intend to nominate. A list of A/BOs that are associated with the selected Organization will be displayed below.

Organization 1 ▾

* Select one (1) Primary Approving/Billing Official. Additionally, you may select up to four (4) Alternate Approving/Billing Officials. The Primary A/BO assigned to this account in the bank's system is listed in the Account Holder field in the "Managing Account Information" box above. If the assigned Primary A/BO or the appropriate Alternate A/BO(s) is not listed, click on the EMMA link, provision them in the system, and then reopen this task.

Primary	Alternate	Name	Email Address
<input type="radio"/>	<input type="checkbox"/>	A/BO User 1	abo.user.1@email.mil
<input type="radio"/>	<input type="checkbox"/>	A/BO User 2	abo.user.2@email.mil
<input type="radio"/>	<input type="checkbox"/>	A/BO User 3	abo.user.3@email.mil
<input type="radio"/>	<input type="checkbox"/>	A/BO User 4	abo.user.4@email.mil

Submit Cancel

- b. Select one Primary A/BO. Additionally, you may select up to four Alternate A/BOs. The Primary A/BO assigned to this account in the bank's system is listed in the **Account Holder** field in the "Managing Account Information" box above. If the assigned Primary A/BO or the appropriate Alternate A/BO(s) is not listed in the table, click on the EMMA link, provision them in the system, and then reopen this task.

- c. Click **Submit**. The "Managing Account Migration Initiation" screen is displayed.

Note: Clicking **Cancel** will return you to the "Select Approving/Billing Officials Supervisor" screen.

- 8. After selecting the A/BO Supervisor and the A/BO(s), the "Acknowledgement of Required Training" box will be come available. If the A/BO has completed all of their training and you have been provided with the appropriate documentation, click the check box certifying that you have received the documents and enter the date that the training was completed.

Note: During the Managing Account Migration Initiation step, this is optional; however, the fields will be required in the Managing Account Migration Approval step.

Acknowledgement of Required Training

I certify that all training required for account set-up has been completed by the **Approving/Billing Officials**. I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	<input type="text"/> (YYYYMMDD e.g.: 20070131)

- After selecting the A/BO Supervisor and the A/BO(s), the “Required Appointments and Review” box will be come available. Click the check box verifying that all required appointments have been prepared and processed. Enter a date by which you will complete a review of the Managing Account.

Note: During the Managing Account Migration Initiation step, this is optional; however, the fields will be required in the Managing Account Migration Approval step.

Required Appointments and Review

I certify that all required appointments have been prepared and processed.

A review of the Managing Account is required no later than: (YYYYMMDD e.g.: 20070131)

- Click **Approve**.

Note: If you receive an error that the TBR is not included in your hierarchy, you must select a different A/OPC Organization or go to the “Profile” tab and add the appropriate hierarchy to the organization that you selected.

2.2.3 Approving Managing Account Migration

Once the RM accepts the nomination for the Managing Account, you will receive an email requesting that you approve the Managing Account Migration request.

When you log in to AIM, your **Task Inbox** will display the details of your new task – status of the task, the date the task was acquired, the request type, the name of the account holder (the **Account Holder** name displayed for all accounts in a **Pending** status will be the name provided by the bank), the office name, and a description of what you are required to do.

- Click **Select** next to the task with the description “Approve the activation of the bank-initiated Managing Account.”

The screenshot shows the DMDC (Department of Defense Management and Decision Making) interface. The main header is "Purchase Card Authorization, Issuance and Maintenance". Below the header is a navigation menu with tabs: Task Inbox, Managing Accounts, Cardholder Accounts, Accounts In Progress, Profile, Account Migration, and Training Dates. The "Task Inbox" tab is active. A welcome message reads: "Welcome User. You are logged in as the Agency/Organization Program Coordinator." Below this, the "Task Inbox" section shows "User, you have 1 task(s). To choose a task, please click on the Select button next to the desired task. You can also double click on the task row." A table displays one task:

Task Status	Acquired	Request Type	Account Holder	Office Name	Task Description	Comments
<input type="button" value="Select"/>	New	03/14/2010	MA - Migration	Primary A/BO Name (provided by bank)	Office Name	Approve the activation of the bank-initiated Managing Account.

The “Managing Account Migration Approval” screen is displayed. Appendix B contains detailed views of individual screens. Click [here](#) for an expanded view of the screen.

2. **Office Name and Justification** – You have the option to change the Office Name and the Justification.
3. **Agency/Organization Program Coordinator Organization** – You have the option to change the A/OPC Organization.

Warning: If you change the A/OPC Organization, you must follow the below steps to change the assigned A/BO Supervisor and the A/BO(s).

- a. **Approving/Billing Official Supervisor Organization** – Select the Organization for the A/BO Supervisor from the drop down box. The A/BO Supervisors shown are based on the Organization that you selected.

The screenshot shows the DMDC Purchase Card system interface. The header includes the DMDC logo and the text 'Information and Technology for Better Decision Making'. The main title is 'Purchase Card Authorization, Issuance and Maintenance'. The navigation bar has tabs for 'Task Inbox', 'Managing Accounts', 'Cardholder Accounts', 'Accounts In Progress', 'Profile', 'Account Migration', and 'Training Dates'. The 'Managing Accounts' tab is active. Below the navigation bar, there is a welcome message: 'Welcome User. You are logged in as the Agency/Organization Program Coordinator.' The main heading is 'Select Approving/Billing Officials Supervisor'. Below this heading, there is a text box for 'Organization:' with a dropdown menu set to 'A/BO Supv Organization'. Below the text box, there is a table with the following columns: 'Full Name', 'Email Address', and 'Phone'. The table contains two rows of data. Each row has a 'Select' button to its left. Below the table, there is a 'Cancel' button.

	Full Name	Email Address	Phone
Select	A/BO Supervisor 1	abo.supv1@email.mil	1234567890
Select	A/BO Supervisor 2	abo.supv2@email.mil	1234567890

- b. Click **Select** next to the name of the A/BO Supervisor that should be assigned to this account. The “Select Approving/Billing Officials for Managing Account” screen is displayed.

Note: Clicking **Cancel** will return you to the “Managing Account Migration Approval” screen.

- c. **A/BO Organization** – Select the appropriate Organization for the Primary A/BO from the drop down box. A list of A/BOs that are associated with the selected Organization will be displayed in the table below.

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | **Managing Accounts** | Cardholder Accounts | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Select Approving/Billing Officials

Managing Account Information

Managing Account Number:

Office Name:

Justification:

Account Holder:

Approving/Billing Official(s)

A/BO Organization

Select the appropriate Organization for the A/BO(s) that you intend to nominate. A list of A/BOs that are associated with the selected Organization will be displayed below.

Organization 1 ▾

* Select one (1) Primary Approving/Billing Official. Additionally, you may select up to four (4) Alternate Approving/Billing Officials. The Primary A/BO assigned to this account in the bank's system is listed in the Account Holder field in the "Managing Account Information" box above. If the assigned Primary A/BO or the appropriate Alternate A/BO(s) is not listed, click on the EMMA link, provision them in the system, and then reopen this task.

Primary	Alternate	Name	Email Address
<input type="radio"/>	<input type="checkbox"/>	A/BO User 1	abo.user.1@email.mil
<input type="radio"/>	<input type="checkbox"/>	A/BO User 2	abo.user.2@email.mil
<input type="radio"/>	<input type="checkbox"/>	A/BO User 3	abo.user.3@email.mil
<input type="radio"/>	<input type="checkbox"/>	A/BO User 4	abo.user.4@email.mil

- d. Select one Primary Approving/Billing Official. Additionally, you may select up to four Alternate Approving/Billing Officials. The Primary A/BO assigned to this account in the bank's system is listed in the Account Holder field in the "Managing Account Information" box above. If the assigned Primary A/BO or the appropriate Alternate A/BO(s) is not listed in the table, click on the EMMA link, provision them in the system, and then reopen this task.
- e. Click **Submit**. The "Managing Account Migration Approval" screen is displayed.

Note: Clicking **Cancel** will return you to the "Select Approving/Billing Officials Supervisor" screen.

4. **Approving/Billing Official Supervisor** – You have the option to change the A/BO Supervisor. Click **Select A/BO Supervisor**. Follow steps 3a through 3e above.

Warning: If you change the A/BO Supervisor, you must follow the above steps to change the assigned A/BO(s).

5. **Approving/Billing Officials** – You have the option to change the primary and/or alternate A/BO(s). To change the A/BO(s) assigned to the account, follow steps 3a through 3e above.
6. **Acknowledgement of Required Training** – If you did not enter this information during the Managing Account Migration Initiation step, this information is required to proceed. If you

entered this information during the Managing Account Migration Initiation step, you have the option to change the training date(s) for the assigned A/BO(s).

Acknowledgement of Required Training

*I certify that all training required for account set-up has been completed by the **Approving/Billing Officials**. I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

* The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	<input type="text"/> (YYYYMMDD e.g.: 20070131)

- 7. Required Appointments and Review** – If you did not enter this information during the Managing Account Migration Initiation step, this information is required to proceed. If you entered this information during the Managing Account Migration Initiation step, you have the option to change the date by which you will complete a review of the Managing Account.

Required Appointments and Review

* I certify that all required appointments have been prepared and processed.

* A review of the Managing Account is required no later than: (YYYYMMDD e.g.: 20070131)

- 8. Click Approve.**

Note: Clicking **Approve** indicates that you have verified or appropriately updated all of the information. The account status will be changed to Active in AIM. This will also initiate the Account Migration workflow process for any Cardholder Account(s) associated with this Managing Account. Clicking **Nominate New RM** will restart this workflow at the initial step and create a task for you to select a new Resource Manager. You can choose this option if the Resource Manager assigned to this account is incorrect and needs to be reassigned.

2.3 Resource Manager

Once the A/OPC has submitted the Managing Account Migration request, you will receive an email nominating you as the RM for the Managing Account. The email will provide you with the Office Name, the account justification, and a token to redeem connecting you to the RM role for this Managing Account.

- Follow the instructions in Section 4.1 of the AIM User manual, to redeem your token and log in. The “Role Acceptance: Resource Manager” screen is displayed. Appendix B contains detailed views of individual screens. Click [here](#) for an expanded view of the screen.

Note: The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

- User Organization Information** – If you are associated with more than one organization, select the Resource Manager’s organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.

User Organization Information

Select the Resource Manager's organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.

Resource Manager's organization: Organization 1



- a. If the Organization listed is not the correct organization, click **Change Organization**.
- b. Click **Select** next to the name of the correct organization.



DMDC Information and Technology for Better Decision Making Help | Contact | Select Role | Logoff | EMMA

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox **Managing Accounts** Cardholder Accounts Accounts in Progress Profile

Welcome User. You are logged in as the Purchase Card Resource Manager .

Organization Selection

Please select an organization for the managing account.
To select an organization, click on the Select button next to the desired organization name. You can also double click on the row.

Displaying 1 - 2 of 2 # To Display 10

	Role Name	Organization
	Resource Manager	Organization 1
	Resource Manager Pool	Organization 2

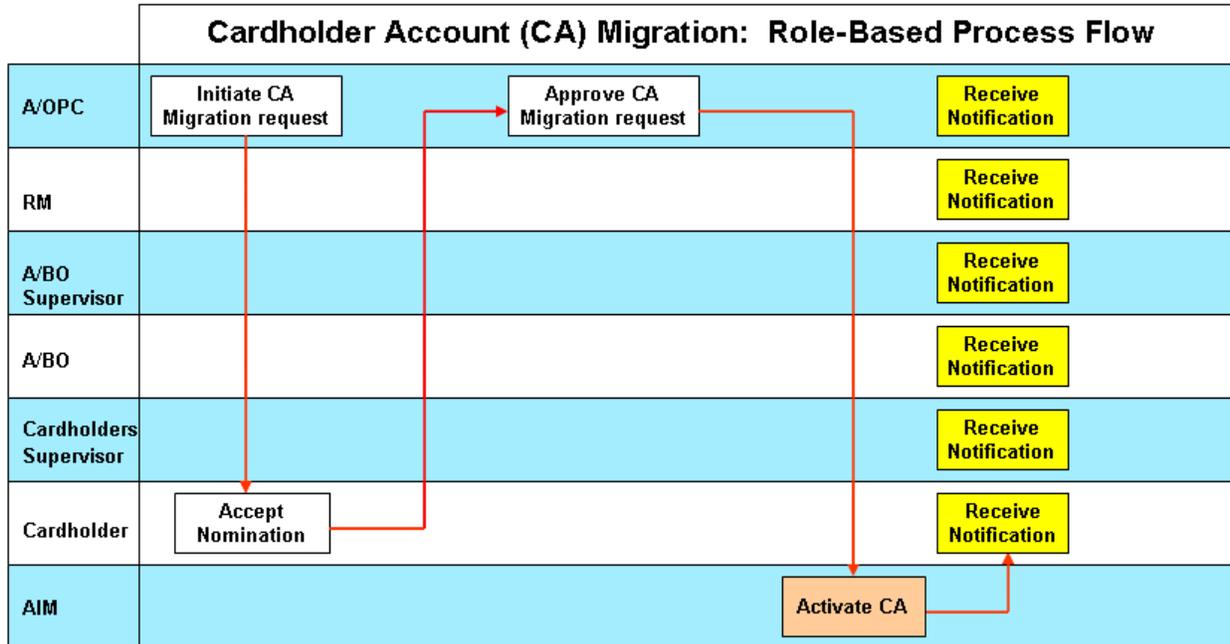
3. Click **Accept**.

Note: Clicking **Reject** indicates that you are not the correct Resource Manager for this account. Provide all additional details in the “Rejection Feedback” section. Rejections will be returned to the A/OPC so that issues can be appropriately updated in the request.

3.0 Cardholder Account Migration

3.1 Cardholder Account Migration Workflow

A task email is automatically sent to the A/OPC for Cardholder Account Migration initiation when the A/OPC performs the final Managing Account Migration approval. Once the workflow is initiated, the Cardholder must accept their token and the A/OPC associated with the account must approve the migration. The image below depicts the Cardholder Account Migration workflow process.



3.2 A/OPC

3.2.1 Initiating Cardholder Account Migration

Warning: The following instructions apply only to accounts that begin workflow **after** the 13 March release date of AIM 1.8. All accounts that were in workflow **prior** to the AIM 1.8 release will follow the workflow outlined in the AIM 1.7 Account Migration user manual. See section 2.0, **Managing Account Migration**, for instructions.

Once you approve the Managing Account Migration request, you will receive an email requesting you to initiate the Cardholder Account Migration process.

When you log in to AIM, your **Task Inbox** will display the details of your new task – status of the task, the date the task was acquired, the request type, the name of the account holder (the **Account Holder** name displayed for all accounts in a **Pending** status will be the name provided by the bank), and a description of what you are required to do.

1. Click **Select** next to the task with the description “Complete setup and nominate a Cardholder for this Cardholder Account migration.”

The “Cardholder Account Migration Initiation” screen is displayed. Appendix B contains detailed views of individual screens. Click [here](#) for an expanded view of the screen.

Note: The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

2. **Cardholder Account Information** – Enter the Office Name and Justification for the Cardholder Account.

Cardholder Account Information
 Enter your Office Name and briefly describe the reason for this Cardholder Account in the Justification field. (Click [here](#) for more information.)

* Office Name:

* Justification:

Cardholder Account Number:

Account Holder:

3. **Cardholders Supervisor Information**

- a. Click **Select Cardholders Supervisor** to choose the Cardholders Supervisor from a list.

*** Cardholders Supervisor Information**
 Click Select Cardholders Supervisor to choose the Cardholders Supervisor from a list. If the individual that you intend to appoint is not listed, contact the Approving/Billing Official to have the user provisioned in EMMA. You can return to this task from your AIM Task Inbox. Any changes that you have made will not be saved.

Name:

Work Address:

Work Phone:

Fax Number:

Email Address:

- b. Click **Select** next to the name of the Cardholders Supervisor that should be assigned to this account.

Note: If the individual that you intend to appoint is not listed, contact the Approving/Billing Official to have the user provisioned in EMMA. You can return to this task from your AIM Task Inbox. Any changes that you have made will not be saved.

DMDC Information and Technology for Better Decision Making Help | Contact | Select Role | Logoff | EMMA

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | **Cardholder Accounts** | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > [Cardholder Account Migration Initiation](#) > Select Cardholder Supervisor

Select Cardholder's Supervisor

If the individual you intend to appoint is not listed, click the Cancel button to return to the previous screen. Click on the EMMA link to provision the new Cardholder Supervisor. Once you have completed the provisioning process you may then update the Cardholder Supervisor on this account.

Displaying 1 - 4 of 4 # To Display 10

	Full Name	Email Address
Select	Cardholders Supervisor 1	cardholders.supervisor.1@email.mil
Select	Cardholders Supervisor 2	cardholders.supervisor.2@email.mil
Select	Cardholders Supervisor 3	cardholders.supervisor.3@email.mil
Select	Cardholders Supervisor 4	cardholders.supervisor.4@email.mil

Cancel

4. **Cardholder Nomination** – Enter the email address of the Cardholder that you wish to nominate.

Cardholder Nomination

* Enter the email address of the Cardholder you wish to nominate:

5. Click **Submit**.

3.2.2 Approving Cardholder Account Migration

Once the Cardholder accepts their nomination, you will receive an email requesting that you approve the account.

When you log in to AIM, your **Task Inbox** will display the details of your new task – status of the task, the date the task was acquired, the request type, the name of the account holder (the **Account Holder** name displayed for all accounts in a **Pending** status will be the name provided by the bank), the Office Name, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve the activation of the bank-initiated Cardholder Account.”

DMDC Information and Technology for Better Decision Making Help | Contact | Select Role | Logoff | EMMA

Purchase Card
Authorization, Issuance and Maintenance

Task Inbox | Managing Accounts | Cardholder Accounts | Accounts In Progress | Profile | Account Migration | Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Task Inbox

User, you have 1 task(s).
To choose a task, please click on the Select button next to the desired task. You can also double click on the task row.

Displaying 1 - 1 of 1 # To Display 10

	Task Status	Acquired	Request Type	Account Holder	Office Name	Task Description	Comments
Select	New	03/14/2010	CA - Migration	Cardholder Name (provided by bank)	Office Name	Approve the activation of the bank-initiated Cardholder Account.	

The “Cardholder Account Migration Approval” screen is displayed. Appendix B contains detailed views of individual screens. Click [here](#) for an expanded view of the screen.

2. **Office Name and Justification** – You have the option to change the Office Name and the Justification.
3. **Cardholders Supervisor Information** – You have the option to change the Cardholders Supervisor. To change the Cardholders Supervisor assigned to the account, click **Select Cardholders Supervisor** and select the appropriate individual for this role.
4. **Verification of Completed Training** – Click the check box certifying that all training required for account setup has been completed by the Cardholder and that you received and will retain a copy of the training certificate for use in Card Program reviews. Enter the date that the training was completed.

Verification of Completed Training

* I certify that all training required for account setup has been completed by the **Cardholder** and I have received and will retain a copy of the training certificate for use in Card Program reviews. (Click [here](#) for more information.)

The DAU training was completed on: (YYYYMMDD eg: 20010131)

5. **Required Appointments and Review** – Click the check box certifying that all required appointments have been prepared and processed. Enter the date by which you will conduct a review of the Cardholder Account.

Required Appointments and Review

* I certify that all required delegations and appointments have been prepared and processed.

* A review of the Cardholder Account is required no later than: (YYYYMMDD e.g.: 20070131)

6. **Cardholder Account Special Designations** – You have the option of choosing one or more Special Designation to assign to the account, if applicable for this account.

Cardholder Account Special Designations

The Cardholder is a warranted Contracting Officer. If checked please enter dollar value of warrant (can be any dollar value or "unlimited") \$

The Cardholder is designated as a Contingency and Humanitarian Aid Operations Cardholder. (Click [here](#) for more information.)

The purchase card account to be issued to this Cardholder will be used exclusively as a method of payment. (Click [here](#) for more information.)

7. Click **Submit**.

Note: Clicking **Submit** indicates that you have verified or appropriately updated all of the information. The account status will be changed to Active in AIM. Clicking **Nominate New Cardholder** will restart this workflow at the initial step and create a task for you to select a new Cardholder. You can choose this option if the Cardholder assigned to this account is incorrect and needs to be reassigned.

3.3 Cardholder

Once you have been nominated as a Cardholder, you will receive an email with a token string. Follow the instructions in Section 4.1 of the AIM User Manual, to redeem your token.

1. Review the information on the “Role Acceptance: Cardholder” screen. Appendix B contains detailed views of individual screens. Click [here](#) for an expanded view of the screen.
2. Verify your **User Information**. If you need to update your information, click the **click here to update the address** link within the text.

Note: Your **User Information** is populated from your Defense Enrollment Eligibility Reporting System (DEERS) profile. The **click here to update the address** link will direct you to the DEERS Address Update site, which is a DMDC application. Any changes that are made could take up to 24 hours to be reflected in your AIM profile. If you have any problems logging in or updating your address, contact the help desk.

3. Click the **Acknowledgement of Required Training** check box. If you have already completed the training, enter the date.

Acknowledgement of Required Training

* I understand that I must complete all training required for Cardholder Account setup and forward a copy of the training certificate(s) to the Purchase Card Agency/Organization Program Coordinator. (Click [here](#) for more information.)

If you have completed the DAU training, enter the date here: (YYYYMMDD eg: 20010131)

4. Click the check box acknowledging responsibility for fulfilling all cardholder duties and responsibilities.
5. Click **Accept**. AIM will automatically log you off of the system and display a green text box at the top of the screen letting you know that your action was successful.

Note: If you are not the correct Cardholder for this account, click **Reject**.

4.0 Accounts in Progress Functions

4.1 Viewing an Account in Progress

To view an Account in Progress:

1. Click the **Accounts in Progress** tab.
2. Click **Select** next to the Account that you want to view. The Account status will display, listing the request type and the request status.

4.2 Resending a Token

4.2.1 Resending a Resource Manager Token

A/OPCs have the authority to resend a token to the nominated RM during the Managing Account Migration process. To resend a token:

1. Click the **Accounts in Progress** tab.
2. Click **Select** next to the workflow that needs the RM token resent. The “Managing Account Workflow Maintenance” screen is displayed.

DMDC Information and Technology for Better Decision Making

Purchase Card Authorization, Issuance and Maintenance

Task Inbox Managing Accounts Cardholder Accounts **Accounts in Progress** Profile Account Migration Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Accounts In Progress [Search for Account](#)

This table is a list of Account Requests that you currently have in progress. Click on the Select button next to any account or double click on its row to view its information.

Displaying 1 - 1 of 1 # To Display 10

Account Type	Request Description	Account Holder	Office Name	Request Status
Managing Account	Managing Account Migration	Primary A/BO Name (provided by bank)	Office Name	Pending Nominated Resource Manager Acceptance

- In the **Resend Resource Manager Token** box, verify that the RM’s email address is correct. If it is not, correct the address in the text box.

Resend Resource Manager Token

*Please verify the email address of the nominated Resource Manager and click Resend Token to resend the token email:

- Click **Resend Token**.

4.2.2 Resending a Cardholder Token

A/OPCs have the authority to resend a token to the nominated Cardholder during the Cardholder Account Migration process. To resend a token:

- Click the **Accounts in Progress** tab.
- Click **Select** next to the workflow that needs the Cardholder token resent. The “Cardholder Account Workflow Maintenance” screen is displayed.

DMDC Information and Technology for Better Decision Making

Purchase Card Authorization, Issuance and Maintenance

Task Inbox Managing Accounts Cardholder Accounts **Accounts in Progress** Profile Account Migration Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.

Accounts In Progress [Search for Account](#)

This table is a list of Account Requests that you currently have in progress. Click on the Select button next to any account or double click on its row to view its information.

Displaying 1 - 1 of 1 # To Display 10

Account Type	Request Description	Account Holder	Office Name	Request Status
Cardholder Account	Cardholder Account Migration	Cardholder Name (provided by bank)	Office Name	Pending Nominated Cardholder Acceptance

- In the **Resend Cardholder Token** box, verify that the Cardholder’s email address is correct. If it is not, correct the address in the text box.

Resend Cardholder Token

*Please verify the email address of the nominated Cardholder and click Resend Token to resend the token email:

- Click **Resend Token**.

Appendix A: Acronyms and Abbreviations

The following abbreviations and acronyms aid in the understanding of this document.

Abbreviations and Acronyms	Description
A/BO	Approving/Billing Official
A/OPC	Agency/Organization Program Coordinator
AIM	Authorization, Issuance, and Maintenance
DMDC	Defense Manpower Data Center
DEERS	Defense Enrollment Eligibility Reporting System
EMMA	Enterprise Monitoring and Management of Accounts
PCOLS	Purchase Card Online System
RM	Resource Manager

Appendix B: Expanded Screen Views

Section 2.2.2

DMDC Information and Technology for Better Decision Making
Help | Contact | Select Role | Logoff | EMMA

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > View Task

Managing Account Migration Initiation

The Managing Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: Initiating A/OPC Name

Managing Account Information

Enter your Office Name and briefly describe the reason for this Managing Account in the Justification field. (Click [here](#) for more information.)

*Office Name:

*Justification:

Managing Account Number:

Account Holder:

Resource Manager Nomination

Enter the email address of the Resource Manager responsible for ensuring that funds are available for this account.

* Email Address:

TBR Hierarchy

The following hierarchy is associated with this Managing Account.

Agent #	Level 1	Level 2	Level 3	Level 4
0000	00000	00000	00000	00000

ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS

TBR Hierarchy

The following hierarchy is associated with this Managing Account.

Agent #	Level 1	Level 2	Level 3	Level 4	Level 5
	01171	02171	03171	00024	01234

NAVY OPTIONS

EDI Payment Routing Information

EDI payment

Non-EDI payment

Line of Accounting

Reallocation Method

No Reallocation

By Accounting Validation Control

By Alternate Accounting Code

Accounting Validation Code

AVC Code Name:

ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD ONLY

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									
WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI		
IFS	TT	FMS	TAC	MDC	TLOA	TDC						

Alternate Accounting Code (AAC)

Figure 1 - Managing Account Migration Initiation screen (part 1)

Purchase Limits

Credit Limit: <input style="width: 80%;" type="text" value="0,000"/>	Cycle Purchase Limit: <input style="width: 80%;" type="text" value="0,000"/>	Single Purchase Limit: <input style="width: 80%;" type="text" value="0,000"/>
Quarterly Purchase Limit: <input style="width: 80%;" type="text"/>	Annual Purchase Limit: <input style="width: 80%;" type="text"/>	

ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS

Purchase Limits

Cycle Purchase Limit:

NAVY OPTIONS

UIC OPTI

UIC: OPTI:

NAVY FIELD ONLY

Organization Name

Organization Name:

Agency/Organization Program Coordinator Organization

* If you are in multiple Organizations, use the drop-down list to select the A/OPC Organization to which you want this account associated. Your A/OPC profile for the selected Organization must contain the TBR Hierarchy information provided by the bank to continue. Once the Migration request is approved, the Managing Account will be assigned to the Organization that you selected. The list provided will be based on the Organization selected.

Organization 1

Selected Approving/Billing Officials Supervisor

Name:

Work Address:

Work Phone:

Fax Number:

Email Address:

Acknowledgement of Required Training

I certify that all training required for account set-up has been completed by the **Approving/Billing Officials**. I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	<input style="width: 80%;" type="text" value="YYYYMMDD e.g.: 20070131"/>

Required Appointments and Review

I certify that all required appointments have been prepared and processed.

A review of the Managing Account is required no later than:

Clicking Approve indicates that you have entered all necessary information for the Managing Account Migration request and would like to begin processing the request. Once the Migration request is approved, the Managing Account will be assigned to the organization that you selected. To complete all follow up tasks, you must select the appropriate role for the associated organization on the Role Selection screen.

Figure 2 - Managing Account Migration Initiation screen (part 2)

Click [here](#) to return to the previous section.

Section 2.2.3

DMDC
Information and Technology for Better Decision Making

[Help](#) | [Contact](#) | [Select Role](#) | [Logout](#) | [EMMA](#)

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > View Task

Managing Account Migration Approval

The Managing Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: Resource Manager Name

Managing Account Information

Enter your Office Name and briefly describe the reason for this Managing Account in the Justification field. (Click [here](#) for more information.)

*Office Name:

*Justification:

Managing Account Number:

Account Holder:

Agent #	Level 1	Level 2	Level 3	Level 4
0000	00000	00000	00000	00000

ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD

Agent #	Level 1	Level 2	Level 3	Level 4	Level 5
	01171	02171	03171	00024	01234

NAVY FIELD

Primary Approving/Billing Official

Name:

Work Address:

Work Phone:

Fax Number:

Email Address:

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv@email.mil	1234567890
Resource Manager:	RM Name	rm.name@email.mil	1234567890
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890

Agency/Organization Program Coordinator Organization

* If you are in multiple Organizations, use the drop-down list to select the A/OPC Organization to which you want this account associated. Your A/OPC profile for the selected Organization must contain the TBR Hierarchy information provided by the bank to continue. Once the Migration request is approved, the Managing Account will be assigned to the Organization that you selected. The list provided will be based on the Organization selected.

A/OPC Organization:

Figure 3 - Managing Account Migration Approval screen (part 1)

Acknowledgement of Required Training

* I certify that all training required for account set-up has been completed by the **Approving/Billing Officials**. I have received and will retain copies of the training certificates for use in Card Program reviews. (Click [here](#) for more information.)

* The required training for the Approving/Billing Officials was completed on:

Role	Name	Training Completion Date
Primary Approving/Billing Official:	Primary A/BO Name	20070131 (YYYYMMDD e.g.: 20070131)

Required Appointments and Review

* I certify that all required appointments have been prepared and processed.

* A review of the Managing Account is required no later than: (YYYYMMDD e.g.: 20070131)

EDI Payment Routing Information

EDI payment

Non-EDI payment

Line of Accounting

Reallocation Method

No Reallocation

By Accounting Validation Control

By Alternate Accounting Code

Accounting Validation Code

AVC Code Name: *ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD ONLY*

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
<input type="text"/>												
WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI		
<input type="text"/>												
IFS	TT	FMS	TAC	MDC	TLOA	TDC						
<input type="text"/>												

Alternate Accounting Code (AAC)

UIC OPTI

UIC: OPTI: *NAVY FIELD ONLY*

Purchase Limits

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit: *ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS*

Purchase Limits

Cycle Purchase Limit: *NAVY OPTIONS*

Organization Name

Organization Name: (provided by bank)

Clicking Approve indicates that you have verified or appropriately updated all of the information. The account status will be changed to Active in AIM. This will also initiate the Account Migration workflow process for any Cardholder Account(s) associated with this Managing Account.

Clicking Nominate New RM will restart this workflow at the initial step and create a task for you to nominate a new Resource Manager. Choose this option if the Resource Manager assigned to this account is incorrect and needs to be reassigned.

Approve

Nominate New RM

Figure 4 - Managing Account Migration Approval screen (part 2)

Click [here](#) to return to the previous section.

Section 2.3

DMDC
Information and Technology for Better Decision Making

Purchase Card

Authorization, Issuance and Maintenance

[Help](#) | [Contact](#) | [Select Role](#) | [Logout](#) | [EMMA](#)

Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile

Welcome User. You are logged in as the Purchase Card Resource Manager
[Task Inbox](#) > View Task

Role Acceptance: Resource Manager

Your acceptance to this role will bind you and all Resource Managers in your pool to this account.
 The Managing Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed.
 Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: A/OPC Name

User Organization Information

Select the Resource Manager's organization to be associated with this Managing Account. The Organization that you select will determine the appropriate RM Pool users.

Resource Manager's organization: Organization 1

Change Organization

Managing Account Information

Managing Account Number:

Office Name:

Justification:

Account Holder:

Primary Approving/Billing Official

Name: User Name

Work Address: BIG MILITARY BASE
SMALLTOWN, USA 12345

Work Phone: 1234567890

Fax Number:

Email Address: user.name@email.mil

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv@email.mil	1234567890
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890

EDI Payment Routing Information

EDI payment

Non-EDI payment

Figure 5 - Role Acceptance: Resource Manager screen (part 1)

Line of Accounting

Reallocation Method

No Reallocation

By Accounting Validation Control

By Alternate Accounting Code

Accounting Validation Code

AVC Code Name: *ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD ONLY*

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									
WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI		
IFS		TT	FMS	TAC	MDC	TLOA	TDC					

Alternate Accounting Code (AAG)

UIC OPTI

UIC: OPTI: *NAVY FIELD ONLY*

Purchase Limits

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit: *ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS*

Purchase Limits

Cycle Purchase Limit: *NAVY OPTIONS*

Rejection Feedback

If you reject this request, provide a reason for the rejection in the Comments box below and click Reject.

Comments:

Clicking Accept indicates that you have selected the appropriate Resource Manager organization for the Managing Account Migration request and would like to begin processing the request.

Clicking Reject indicates that there are issues with the request that must be detailed in the Rejection Feedback section above. Rejections will be returned to the Agency/Organization Program Coordinator so that issues can be worked offline and appropriately updated in the request.

Figure 6 - Role Acceptance: Resource Manager screen (part 2)

Click [here](#) to return to the previous section.

Section 3.2.1

DMDC
Help | Contact | Select Role | Logoff | EMMA

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > View Task

Cardholder Account Migration Initiation

The Cardholder Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: A/OPC Name

Cardholder Account Information

Enter your Office Name and briefly describe the reason for this Cardholder Account in the Justification field. (Click [here](#) for more information.)

* Office Name:

* Justification:

Cardholder Account Number:

Account Holder:

Managing Account Information

Office Name: Managing Account Number:

Justification: Company Number:

Client ID: Bank ID:

Level 5:

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone
Primary Approving/Billing Official:	Primary A/BO Name	primary.abo.name@email.mil	1234567890
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv.name@email.mil	1234567890
Resource Manager:	RM Name	rm.name@email.mil	1234567890
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890

*** Cardholders Supervisor Information**

Click Select Cardholders Supervisor to choose the Cardholders Supervisor from a list. If the individual that you intend to appoint is not listed, contact the Approving/Billing Official to have the user provisioned in EMMA. You can return to this task from your AIM Task Inbox. Any changes that you have made will not be saved.

Select Cardholders Supervisor

Name:

Work Address:

Work Phone:

Fax Number:

Email Address:

Cardholder Nomination

* Enter the email address of the Cardholder you wish to nominate:

Card Embossing Options

Agency Name:

Organization Name:

Card/Convenience Checks Issuance Options

Issue Card

Issue Convenience Checks

Figure 7 - Cardholder Account Migration Initiation screen (part 1)

Card/Convenience Checks Issuance Options

Issue Card
 Issue Convenience Checks

UIC OPTI

UIC: OPTI: *NAVY FIELD ONLY*

Line of Accounting

Reallocation Method

No Reallocation
 By Accounting Validation Control
 By Alternate Accounting Code

Accounting Validation Code

AVC Code Name: *ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD ONLY*

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
<input type="text" value="00"/>	<input type="text" value="00000000"/>	<input type="text" value="0000"/>	<input type="text" value="0000"/>	<input type="text"/>								
WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
IFS	TT	FMS	TAC	MDC	TLOA	TDC						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:
 Quarterly Purchase Limit: Annual Purchase Limit: *ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS*

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Cycle Purchase Limit: Single Purchase Limit: *NAVY OPTIONS*

Merchant Category Codes

A : Airlines, Airports	K : Misc. & Specialty Retail Stores
B : Vehicle Rental, Dealers	L : Contractors
C : Hotel, Motel	M : Camps, Recreational disabled
D : Misc. Transportation	N : Misc. Personal Services
E : Telephone, Cable	O : Misc. Business Services
F : Tele. Travel Services	P : Medical Services
G : Mail Order, Phone Order	Q : Schools, Educational Services and Day Care
H : Food/Daily/Drug/Liquor Stores	R : Membership/Social/Charitable Organizations
I : Caterers, Restaurants, Bars	S : Fuel
J : Discount/Dept. Stores, Duty Free Stores	U : Government to Government

Included MCC Groups (w/ Template Name)

Excluded MCC Groups (w/ Template Name)
 NAVY FIELD ONLY

Clicking Submit indicates that you have entered all necessary information for the Cardholder Account Migration request and would like to begin processing the request.

Figure 8 - Cardholder Account Migration Initiation screen (part 2)

Click [here](#) to return to the previous section.

Section 3.2.2

DMDC
Help | Contact | Select Role | Logout | EMMA

Purchase Card

Authorization, Issuance and Maintenance

Task Inbox
Managing Accounts
Cardholder Accounts
Accounts In Progress
Profile
Account Migration
Training Dates

Welcome User. You are logged in as the Agency/Organization Program Coordinator.
[Task Inbox](#) > View Task

Cardholder Account Migration Approval

The Cardholder Account Migration workflow has been started. The information in the read-only fields was provided by the bank and cannot be changed. Once the approval process has been completed, this account will be active in AIM. Necessary changes to the account information can be initiated through the bank prior to Account Migration approval or by performing account maintenance in AIM after the account is active.

Assigned By: Cardholder Name

Cardholder Account Information

Enter your Office Name and briefly describe the reason for this Cardholder Account in the Justification field. (Click [here](#) for more information.)

* Office Name:

* Justification:

Cardholder Account Number:

Account Holder:

Managing Account Information

Office Name: Managing Account Number:

Justification: Company Number:

Client ID: Bank ID:

Level 5:

Agent #	Level 1	Level 2	Level 3	Level 4
0000	00000	00000	00000	00000

ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD

Agent #	Level 1	Level 2	Level 3	Level 4	Level 5
	01171	02171	03171	00024	01234

NAVY FIELD

Cardholder Information

Name: User Name

Work Address: BIG MILITARY BASE
SMALLTOWN, USA 12345

Work Phone: 1234567890

Fax Number:

Email Address: user.name@email.mil

POCs

Here are the points of contact for this account.

Role	Name	Email	Phone
Primary Approving/Billing Official:	Primary A/BO Name	primary.abo.name@email.mil	1234567890
Cardholder's Supervisor:	CH Supv Name	ch.supv.name@email.mil	1234567890
Approving/Billing Official's Supervisor:	A/BO Supv Name	abo.supv.name@email.mil	1234567890
Resource Manager:	RM Name	rm.name@email.mil	1234567890
Agency/Organization Program Coordinator:	A/OPC Name	aopc.name@email.mil	1234567890

Figure 9 - Cardholder Account Migration Approval screen (part 1)

*** Cardholders Supervisor Information**

Click Select Cardholders Supervisor to choose the Cardholders Supervisor from a list. If the individual that you intend to appoint is not listed, contact the Approving/Billing Official to have the user provisioned in EMMA. You can return to this task from your AIM Task Inbox. Any changes that you have made will not be saved.

Select Cardholders Supervisor

Name: User Name
 Work Address: BIG MILITARY BASE
 SMALLTOWN, USA 12345
 Work Phone: 1234567890
 Fax Number:
 Email Address: user.name@email.mil

Verification of Completed Training

* I certify that all training required for account setup has been completed by the **Cardholder** and I have received and will retain a copy of the training certificate for use in Card Program reviews. (Click [here](#) for more information.)

* The DAU training was completed on: 20100103 (YYYYMMDD eg: 20010131)

Required Appointments and Review

* I certify that all required appointments have been prepared and processed.

* A review of the Cardholder Account is required no later than: (YYYYMMDD e.g.: 20070131)

Card Embossing Options

Agency Name:
 Organization Name: Organization Name (provided by bank)

Card/Convenience Checks Issuance Options

Issue Card
 Issue Convenience Checks

Cardholder Account Special Designations

The Cardholder is a warranted Contracting Officer. If checked please enter dollar value of warrant (can be any dollar value or "unlimited") \$

The Cardholder is designated as a Contingency and Humanitarian Aid Operations Cardholder. (Click [here](#) for more information.)

The purchase card account to be issued to this Cardholder will be used exclusively as a method of payment. (Click [here](#) for more information.)

Line of Accounting

Reallocation Method

No Reallocation
 By Accounting Validation Control
 By Alternate Accounting Code

Accounting Validation Code

AVC Code Name: AVC Code Name

ARMY, AIR FORCE, AND DEFENSE AGENCY FIELD ONLY

Default Accounting Code

DEPT	FY	BS	SCL	FC	OAC	ASN	UIC	PEC	ORG	MFP	JO	SAR
00	00000000	0000	0000									
WCR	RBC	RSC	CI	OC	GPS	SIPC	DBSH	SDN	ACRN	AI		
IFS	TT	FMS	TAC	MDC	TLOA	TDC						

Figure 10 - Cardholder Account Migration Approval screen (part 2)

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit: ***ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS***

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Cycle Purchase Limit: Single Purchase Limit: ***NAVY OPTIONS***

UIC OPTI

UIC: OPTI: ***NAVY FIELD ONLY***

Identity verification

Verification: ***NAVY FIELD ONLY***

Merchant Category Codes

A : Airlines, Airports	K : Misc. & Specialty Retail Stores
B : Vehicle Rental, Dealers	L : Contractors
C : Hotel, Motel	M : Camps, Recreational disabled
D : Misc. Transportation	N : Misc. Personal Services
E : Telephone, Cable	O : Misc. Business Services
F : Tele. Travel Services	P : Medical Services
G : Mail Order, Phone Order	Q : Schools, Educational Services and Day Care
H : Food/Daily/Drug/Liquor Stores	R : Membership/Social/Charitable Organizations
I : Caterers, Restaurants, Bars	S : Fuel
J : Discount/Dept. Stores, Duty Free Stores	U : Government to Government

Included MCC Groups (w/ Template Name) <input type="text" value="XX - (0000, 0000)"/>	Excluded MCC Groups (w/ Template Name) <input type="text" value="BCDGHKMN - (NAVYEXC)"/>	*NAVY FIELD ONLY*
--	---	--------------------------

Clicking Submit indicates that you have verified or appropriately updated all of the information. The account status will be changed to Active in AIM. This will also initiate the Account Migration workflow process for any Cardholder Account(s) associated with this Managing Account.

Clicking Nominate New Cardholder will restart this workflow at the initial step and create a task for you to nominate a new Cardholder. Choose this option if the Cardholder assigned to this account is incorrect and needs to be reassigned.

Figure 11 - Cardholder Account Migration Approval screen (part 3)

Click [here](#) to return to the previous section.

Section 3.3

DMDC
Information and Technology for Better Decision Making

Purchase Card

Authorization, Issuance and Maintenance

[Help](#) | [Contact](#) | [Logoff](#) | [EMMA](#)

Task Inbox
Profile

Welcome User.

Role Acceptance: Cardholder

You have been nominated for the following account. Please verify or update the following information. Required fields are indicated by a red star (*) next to the field name.

Assigned By: A/OPC Name

Your User Information

If any of the information associated with your CAC is incorrect, please [click here to update the address](#) below. Any changes made to the address will take up to 24 hours to process and will automatically be reflected below once complete.

Name: User Name

Work Address: BIG MILITARY BASE
SMALLTOWN, USA 12345

Work Phone: 1234567890

Fax Number:

Email Address: user.name@email.mil

Organization ID:

Cardholder Account Information

Office Name:

Justification:

Cardholder Account Number:

Account Holder:

Card/Convenience Checks Issuance Options

Issue Card

Issue Convenience Checks

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Credit Limit: Cycle Purchase Limit: Single Purchase Limit:

Quarterly Purchase Limit: Annual Purchase Limit:

ARMY, AIR FORCE, AND DEFENSE AGENCY OPTIONS

Purchase Limits

The following limits were provided by the bank for this Cardholder Account.

Cycle Purchase Limit: Single Purchase Limit:

NAVY OPTIONS

Figure 12 - Role Acceptance: Cardholder screen (part 1)

UIC OPTI		*NAVY FIELD ONLY*
UIC: U12345	OPTI: T	
Identity verification		*NAVY FIELD ONLY*
Verification: Verification		
Merchant Category Codes		
A : Airlines, Airports	K : Misc. & Specialty Retail Stores	
B : Vehicle Rental, Dealers	L : Contractors	
C : Hotel, Motel	M : Camps, Recreational disabled	
D : Misc. Transportation	N : Misc. Personal Services	
E : Telephone, Cable	O : Misc. Business Services	
F : Tele. Travel Services	P : Medical Services	
G : Mail Order, Phone Order	Q : Schools, Educational Services and Day Care	
H : Food/Daily/Drug/Liquor Stores	R : Membership/Social/Charitable Organizations	
I : Caterers, Restaurants, Bars	S : Fuel	
J : Discount/Dept. Stores, Duty Free Stores	U : Government to Government	
Included MCC Groups (w/ Template Name)	Excluded MCC Groups (w/ Template Name)	*NAVY FIELD ONLY*
XX - (0000, 0000)	BCDGHKMNO - (NAVYEXC)	
Acknowledgement of Required Training		
<input type="checkbox"/> * I understand that I must complete all training required for Cardholder Account setup and forward a copy of the training certificate(s) to the Purchase Card Agency/Organization Program Coordinator. (Click here for more information.)		
If you have completed the DAU training, enter the date here: <input type="text"/> (YYYYMMDD eg: 20010131)		
<input type="checkbox"/> By clicking Accept below, you are acknowledging that you are responsible for fulfilling all Cardholder duties and responsibilities described in DoD, Service/Agency and Installation required training; including pecuniary liability for all transactions that you make and approve in the Bank's Electronic Access System.		
Clicking Reject indicates that you are not the correct Cardholder for this account.		
<input type="button" value="Accept"/> <input type="button" value="Reject"/>		

Figure 13 - Role Acceptance: Cardholder screen (part 2)

Click [here](#) to return to the previous section.