

# AIM Application v. 1.4 User Manual

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

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## Document History

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## **1.0 Introduction**

### **1.1 Purpose**

The purpose of the Authorization, Issuance, and Maintenance (AIM) Application User Manual is to assist authorized users of the application by providing a concise, accessible instruction guide that explains the functionality of the application as well as key business rules behind Managing Account and Cardholder Account maintenance.

### **1.2 Overview of the AIM System**

The AIM application is a workflow tool used to perform various Purchase Card Program account authorization and maintenance functions.

AIM draws from hierarchies recorded in the Enterprise Monitoring and Management of Accounts (EMMA) system and determines who has responsibility and permission to initiate and approve requests for purchase card issuance and maintenance, such as:

- Updating card transaction/spending limits
- Changing Merchant Category Code (MCC) status
- Ensuring that ongoing training requirements are met
- Ensuring that lines of accounting (LOAs) are current

When card issuance or maintenance requests are processed through all necessary approvals in AIM, they are sent automatically to the bank for implementation.

### **1.3 System Requirements**

The following components are required on your workstation in order to use AIM:

- PC/SC Smart Card Reader and Driver
- GSC IS 2.1 Middleware or equivalent
- Internet Browser (Microsoft Internet Explorer 6.0 recommended)

### **1.4 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.

### **1.5 Support Contact Information**

The eBusiness Policy Support Center (eBPSC) provides Tier One support with escalation capability to Tiers Two and Three.

If you need help or support, please contact the eBPSC:

- Web site: [http://www.acq.osd.mil/dpap/pdi/eb/ebusiness\\_policy\\_support\\_center.html](http://www.acq.osd.mil/dpap/pdi/eb/ebusiness_policy_support_center.html)
- Toll-free Telephone: 1-877-376-5787 (1-877-ePOLSUPPORT)
- Email: [defensepolicysupport@ebpsc.org](mailto:defensepolicysupport@ebpsc.org)

## 2.0 AIM Users

The following sections define the Purchase Card Online System (PCOLS) user roles in AIM as well as application business rules for each role. The sections will clearly delineate what functions you are allowed to perform within AIM.

### 2.1 Resource Manager and Resource Manager Pool

Within the Managing Account process, the Resource Manager (RM) is responsible for entering all financial information and approving the Managing Account. The RM has the authority to approve or reject the Managing Account request. In addition to the RM's involvement in Managing Account creation, an RM or a member of the RM Pool can also view, update, or reject a Managing Account.

Within the Cardholder Account, the RM or a member of the RM Pool is responsible for reviewing all financial information and approving the Cardholder Account. In addition to their involvement in Cardholder Account creation, the RM or a member of the RM Pool can also view, update, or reject a Cardholder Account.

### 2.2 A/OPC

Within the Managing Account process, it is the responsibility of the Agency/Organization Program Coordinator (A/OPC), once the RM has approved a Managing Account, to approve the request, verify that the A/BO has completed all training, and set a requirement date for verification of required Delegations and Appointments. The A/OPC has the authority to approve or reject the Managing Account request. It is the A/OPC's responsibility to approve all transactions before they are sent to the bank. In addition to the A/OPC's involvement in Managing Account creation, the A/OPC can also view or update Managing Accounts.

Within the Cardholder Account process, it is the responsibility of the A/OPC, once the RM has approved a Cardholder Account, to approve the request. In addition to the A/OPC's involvement in Cardholder Account Creation, the A/OPC can also view or update Cardholder Accounts and modify Defense Acquisition University (DAU) training dates as well as Delegations and Appointments.

The A/OPC has the authority to terminate a request in the workflow process at any time. In addition, they will conduct periodic reviews to ensure the appropriateness of the assigned values.

## 2.3 A/BO Supervisor

Within the Managing Account process, the Approving/Billing Official (A/BO) Supervisor is responsible for initiating a Managing Account request. Once the A/BO has completed their steps in the process, the A/BO Supervisor is required to approve the request prior to it proceeding to the RM. The A/BO Supervisor has the authority to approve or modify the Managing Account request. In addition to the A/BO Supervisor's involvement in Managing Account creation, the A/BO Supervisor can also view, update, or reject a Managing Account during account maintenance.

Within the Cardholder Account process, the A/BO Supervisor is responsible for approving a Cardholder's request for a cardholder account only if the Cardholders Supervisor role is filled by the same person that fills the role of the requesting A/BO.

## 2.4 A/BO

Within the Managing Account process, the A/BO is responsible for the creation of a Managing Account to include providing the office name and justification, assigning an RM, and setting the Purchase Limits.

Within the Cardholder Account process, the A/BO is responsible for initiating a request for a Cardholder Account.

## 2.5 Cardholders Supervisor

The Cardholders Supervisor has no responsibility within the Managing Account process.

Within the Cardholder Account process, once the Cardholder has accepted their nomination, the Cardholders Supervisor is responsible for approving the request and sending to the RM, only if the Cardholders Supervisor is not the issuing A/BO. The Cardholders Supervisor also has the option to reject the request for a Cardholder Account. The Cardholders Supervisor is responsible for approving or updating the Cardholder MCC and spending limits.

## 2.6 Cardholder

The Cardholder has no responsibility within the Managing Account process.

Within the Cardholder Account process, the Cardholder is responsible only for accepting the A/BO's nomination for them to obtain a Purchase Card.

## 3.0 Navigating Through AIM

The AIM application is set up in a tab-based format. The following list describes each tab and their functions.

**Task Inbox** – Serves as your AIM home page. When you have a task(s) pending action, it will be listed here with the status of the task, the date that you were assigned the task, a description of the task, and comments, if necessary.

**Managing Accounts** – Lists all of the Managing Accounts that you are associated with that have gone through the activation process with the bank. From this tab, you can create or request maintenance on a Managing Account, depending on your provisioned role.

**Cardholder Accounts** – Lists all of the Cardholder Accounts that you are associated with and have gone through the activation process with the bank. From this tab, you can create or request maintenance on a Cardholder Account, depending on your provisioned role.

**Accounts in Progress** – Lists all of your associated accounts that currently are in progress and details the type and status of the request.

**Profile** – Allows you to view and update your profile.

The screenshot shows the AIM application interface. At the top, there is a navigation bar with the DMDC logo and the text 'Information and Technology for Better Decision Making'. Below this is a header for 'Purchase Card Authorization, Issuance and Maintenance'. A navigation menu contains tabs for 'Task Inbox', 'Managing Accounts', 'Cardholder Accounts', 'Accounts in Progress', and 'Profile'. The 'Task Inbox' tab is selected. Below the tabs, it says 'Welcome User.' and 'Task Inbox'. A message states: 'User, you have 0 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.' Below this is a table with columns for 'Status', 'Acquired', 'Description', and 'Comments'. The table is currently empty, displaying 'No Items'.

The following links are contained at the top of each page.

**Help** – This link takes you to the online Help system.

**Contact** – This link directs you to the contact information for the Help Desk.

**Select Role** – This link takes you back to the “Role Selection” page. If you have multiple roles or one role in multiple organizations, this link allows you to change that role without the need to log off and log back into the application.

**Logoff** – You should always log out of AIM before closing the window.

**EMMA** – This link takes you to EMMA if you need to provision additional users.

## 4.0 Logon Functions

### 4.1 Redeeming Your Token and Logging In

To redeem your token and log into AIM:

#### Option 1 – Via Email Link

In the email, there is the following text:

“Please login to Purchase Card: Authorization, Issuance and Maintenance via the following link to complete the nomination:  
<https://pki.dmdc.osd.mil/appj/aim/TokenHandlerAction.do?newSession=true&redeemToken=123456789>”

1. Insert your Common Access Card (CAC) into the card reader.
2. Click the provided link. This opens a new browser window.
3. Select your Identity Certificate (this certificate is NOT listed as an Email Certificate).
4. Enter the PIN for your CAC and click **OK**.

**Note:** RMs will be taken directly to the “Role Acceptance” page.

### Option 2 – Via Token on Screen

1. Insert your CAC into the card reader.
2. Open Internet Explorer and enter the following Web address:  
<https://pki.dmdc.osd.mil/appj/aim/>.
3. Select your Identity Certificate (this certificate is NOT listed as an Email Certificate).
4. Enter the PIN for your CAC and click **OK**. The "Log In" page is displayed.
5. Enter your token in the provided text box.
6. Click **Redeem Token**.

**Note:** RMs will be taken directly to the “Role Acceptance” page.

## 4.2 Logging In

To log into AIM:

1. Insert your CAC into the card reader.
2. Open Internet Explorer and enter the following Web address:  
<https://pki.dmdc.osd.mil/appj/aim/>.
3. Select your Identity Certificate (this certificate is NOT listed as an Email Certificate).
4. Enter the PIN for your CAC and click **OK**. The "Log On" page is displayed.
5. Click **CAC Logon**.
6. Click **Logon to AIM**.

## 4.3 Selecting Your Role

When selecting a role, be sure to note the Organization in the far right column. PCOLS allows individuals to have duplicate roles in different organizations. To select the role of the organization that you want to modify, click **Select Role** next to your provisioned role.

## 5.0 Task Inbox Functions

Once you select your role, you will be directed to the Task Inbox tab. The Task Inbox lists all tasks that are pending action from you. In addition to a list of tasks, the Task Inbox also specifies the status of the task, the date that you were assigned the task, a description of the task, and comments, if necessary.

To complete a task, click **Select** next to the name of the task for which you would like to perform an action. Follow the appropriate steps to complete the action.

## 6.0 Profile Functions

### 6.1 Completing Your Profile – A/OPC

The first time that you log into AIM, you will be required to complete your profile. Until this task has been completed, your A/BO Supervisor is unable to initiate a request for a Managing Account. When you select your role as an A/OPC, AIM will automatically direct you to your profile page.

To complete your profile:

1. Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority). You are only required to enter one DoDAAC, but can provide up to five, if necessary.

**DoDAACs**  
 Enter the DoDAAC for the organization that issued your letter of delegation (i.e., provided you with procurement authority). [More info](#)

\*DoDAAC 1:  DoDAAC 2:  DoDAAC 3:   
 DoDAAC 4:  DoDAAC 5:

**Note:** If you need assistance finding your DoDAAC, please visit the following web site: <https://dodaac.wpafb.af.mil/dodaacsearch.cfm> or click **More info** in the **DoDAAC** section of your profile.

2. Enter your bank information. The following information is required:
  - a. **Bank** – This is a drop-down box which allows you to choose the appropriate bank
  - b. **Bank Log-In Name**
  - c. **Client Short Name**

**Bank Account Information**

\* Bank:  (Log-in name on Bank's system)  
 \* Bank Log-in name:   
 \* Client Short Name:

3. **Agent Name and TBR Reporting Hierarchy** – Requires you to enter all agent numbers and their associated TBR Reporting Hierarchy values as assigned to you in the bank system. A minimum of one entry is required. To do so, click **Add Agent/Hierarchy**.

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

- a. **Army, Air Force, and Defense Agency customers** – Enter your Agent Number and the appropriate values (Levels 1-4) for the TBR Hierarchy. These values are assigned by your bank system.

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 Agency/Organization Program Coordinator.

### Add New Hierarchy

**Agent Name and TBR Reporting Hierarchy**

Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (\*) next to the field name.

\* Agent Number:

\* Level 1:  \* Level 2:  \* Level 3:  \* Level 4:

Level 5:  Level 6:

- b. **Navy customers** – Enter the appropriate values (Levels 1-5) for the TBR Hierarchy. These values are assigned by your banking system.

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 Agency/Organization Program Coordinator.

### Add New Hierarchy

**Agent Name and TBR Reporting Hierarchy**

Enter an agent number and the appropriate values for the Total Business Reporting (TBR) Hierarchy below. Agent number is not required for Navy customers. The agent number is used to identify one or more top hierarchy levels of a client organization. The TBR Reporting Hierarchy values represent a hierarchy customized for each government organization for reporting purposes. The values are assigned by the respective bank systems. Army, Air Force and Defense Agency customers must populate to Level 4. Navy customers must populate to Level 5. Required fields are indicated by a red star (\*) next to the field name.

\* Level 1:  \* Level 2:  \* Level 3:  \* Level 4:

\* Level 5:  Level 6:

4. Click **Add**.

**Note:** If you entered incorrect TBR Hierarchy values, on the “User Profile” screen, you must add a new hierarchy with the corrected information.

5. 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 DEERS application. Any changes that are made will 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 shown in

the Address Update application. To verify if your information has changed, log out of AIM, log back in, and click the **Profile** tab.

6. Click **Save Changes**.

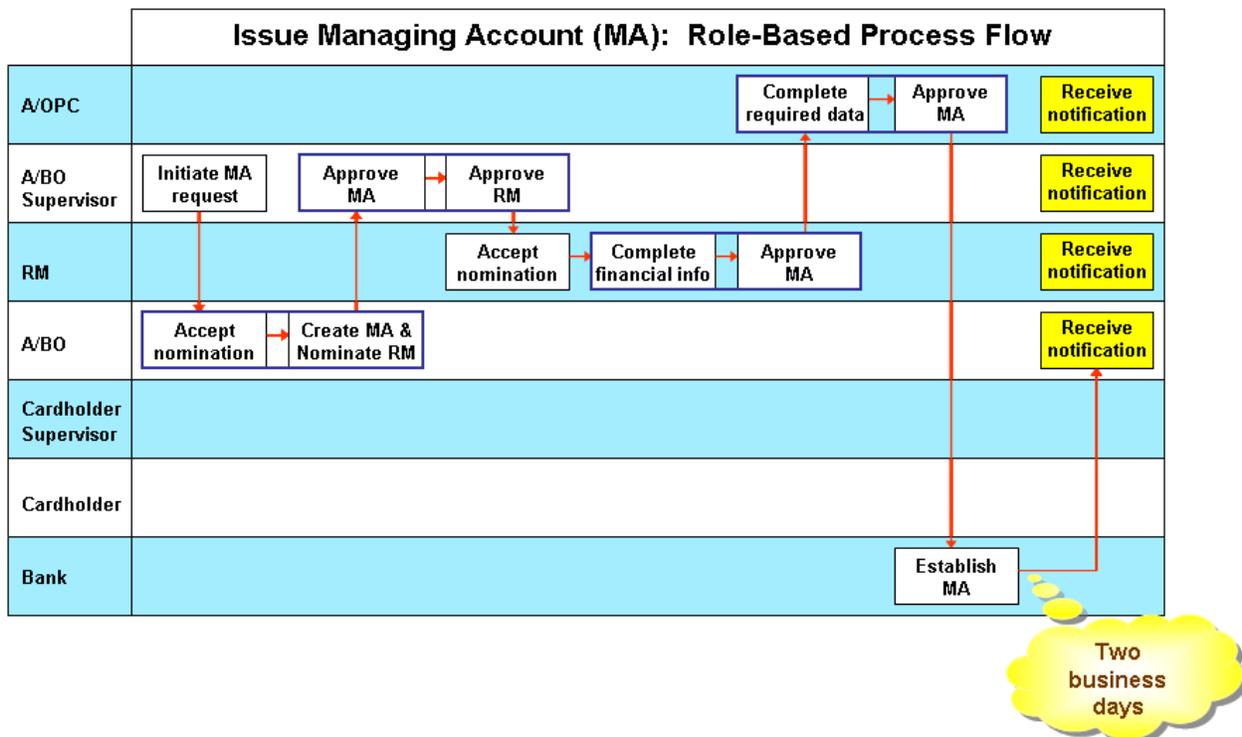
## 6.2 Completing Your Profile – Other Users

1. Click the **Profile** tab.
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 DEERS application. Any changes that are made will 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 shown in the Address Update application. To verify if your information has changed, log out of AIM, log back in, and click the **Profile** tab.

## 7.0 Creating a Managing Account

### 7.1 Creating a Managing Account Workflow



## 7.2 A/BO Supervisor

The A/BO Supervisor performs the first step in the Managing Account workflow. It is up to you to request the new Managing Account.

To request a Managing Account:

1. Click the **Managing Accounts** tab.
2. Click **Request New Managing 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

Welcome User. You are logged in as the Approving/Billing Officials Supervisor.

#### Initiate Managing Account Creation or Maintenance Request [Search for Account](#)

**Request New Account**

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

[Request New Managing Account](#)

**Request Maintenance**

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Office Name	Justification	Account Number	Status
No Items			

# To Display 10

Privacy Act Statement

3. The “Nominate Approving/Billing Officials for Managing Account” screen is displayed. This screen lists all of the A/BOs that can be assigned to this Managing Account.

**Note:** In order to be assigned to the Managing Account, a user must be provisioned to the A/BO Pool in the same organization or sub-organization through EMMA.

Under the “Primary” heading, click the radio button next to the name of the A/BO you would like to assign to the account.

**Note:** You can select up to four individuals as alternate A/BOs, if necessary, but you cannot select an alternate without designating a primary A/BO.



Welcome User. You are logged in as the Approving/Billing Officials Supervisor.

### Nominate Approving/Billing Officials for Managing Account

You are requesting to create a new managing account, nominate the Primary and Alternate Approving/Billing Officials to be associated with this managing account request.

Select one (1) Primary Approving/Billing Official. In addition, you may select up to four (4) Alternate Approving/Billing Officials may be selected. If the individual(s) you intend to nominate is not listed, please click on the EMMA link, provision them in the system, then restart this workflow.

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

#### 4. Click **Nominate**.

**Tip:** To check the status of an active account request, click the **Accounts in Progress** tab.

Once the A/BO has initiated a request for a new Managing Account, you will receive an email requesting that you approve or modify the request.

To approve or modify a request for a new Managing Account:

1. Click **Select** next to the task with the description “Please approve or modify the following Managing Account.”



Welcome User. You are logged in as the Approving/Billing Officials Supervisor.

### Task Inbox

Erin, 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

	Status	Acquired	Description	Comments
<input type="button" value="Select"/>	New	05/06/2008	Please approve or modify the following Managing Account.	

2. From the “Verify New Managing Account Request” screen, you have the option to update the Resource Manager nomination. If the assigned RM is incorrect, enter a new email address.
3. From the “Verify New Managing Account Request” screen, you also have the option to decrease the requested purchase limits.

**Note:** If you decrease the purchase limit(s), emails will be sent to everyone currently associated with the Managing Account. The workflow will not be restarted.

#### 4. Click **Approve**.

## 7.3 A/BO

Once you have been nominated as the Primary A/BO of a Managing Account, you will receive an email requesting that you to set up a new Managing Account. Alternate A/BOs will receive an email notification of assignment.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Please set up a new request for a new managing account.”

Welcome User. You are logged in as the Purchase Card Approving/Billing Official.

### 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.

Status	Acquired	Description	Comments
New	05/06/2008	Please setup a request for a new managing account.	

2. Enter the following required information:

- a. **Managing Account Information** – Enter the Office Name and Justification for this Managing Account. These fields are both free text fields.

**Managing Account Information**

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

\* Office Name:

\* Justification:

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

**Resource Manager Nomination**

\*Please enter the e-mail address of the resource manager responsible for ensuring funds availability for this account:

- c. **Purchase Limits** – Depending on the relationship that you have set up with the bank, the required Purchase Limit information may vary.

**Note:** If you are an Army, Air Force, or Defense Agency customer, continue to step f. Follow instructions according to the agency or service for which you are performing this action.

- d. **UIC/OPTI**

- i. **UIC** – Enter the **Unit Identifier Code (UIC)** for this Managing Account. The UIC consists of one upper-case letter followed by five numerals.

- ii. **OPTI** – Select the **Obligation Processing Type Indicator (OPTI)** for this Managing Account from the drop-down list.

**UIC OPTI**  
Enter the full Unit Identification Code (e.g. N12345) and select the Obligation Processing Type Indicator.

\* UIC:  \* OPTI:

- e. **Identity Verification** – The **Identity Verification** field will allow 16 alpha-numeric characters, including spaces. The information that you enter will be used by the bank to validate your identity if you have questions regarding your account.

**Identity verification**  
Please provide an identification password such as the Benefits Comp Date of A/BO (Approving/Billing Official), the last 4 digits of the Social Security Number, Mother's maiden name, or a password. This will be requested when the A/BO contacts Citibank Customer Service and/or a client Account Manager for assistance.

\* Verification:

- f. **Organization Name**

**Organization Name**  
\* Organization Name:

- g. **Acknowledgement of Required Training** – Click the check box to acknowledge that you understand that you must complete all required training and submit your certificates to the A/OPC. If you have already completed the training, enter the completion date.

3. Click **Submit**.

**Note:** If you do not wish to submit this request right now, you can click **Save as Draft**. If you are not the correct A/BO to establish this Managing Account, click **Terminate**. An email will be sent to the A/BO Supervisor advising that a new A/BO needs to be nominated.

**Tip:** To check the status of an active account request, click the **Accounts in Progress** tab.

## 7.4 Resource Manager

Once the A/BO Supervisor has approved the request for the new Managing Account, you will receive an email nominating you as the RM for the Managing Account. The email will provide you with the account name, the account description, and a token to redeem connecting you to the RM role for this Managing Account.

Follow the instructions in Section 4.1, to redeem your token and log in.

1. Review the account information associated with the token.
  - a. If the Organization listed is not the correct organization:
    - i. Click **Change Organization**.



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
	Role Name	Organization
<input type="button" value="Select"/>	Resource Manager	Organization 1
<input type="button" value="Select"/>	Resource Manager Pool	Organization 2

ii. Click **Select** next to the name of the correct organization.

b. 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 DEERS application. Any changes that are made will 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 at the phone number shown in the Address Update application. To verify if your information has changed, log out of AIM, log back in, and click the **Profile** tab.

c. If all of the information provided is correct, click **Accept**.

2. The “Designate Managing Account Financial Information” screen is displayed.

**Note:** Once you have redeemed your token, you can log out of AIM and return to complete your task. To complete the task later, click the **Task Inbox** tab and click **Select** next to the appropriate task.

The account information entered by the A/BO will populate the **Managing Account Information** section. Enter the following required information:

a. **EDI Payment Routing Information** – Click the radio button next to **EDI payment** or **Non-EDI payment**.

**Note:** Navy customers, continue to step d. Follow instructions according to the agency or service for which you are performing this action.

**\*EDI Payment Routing Information**

- EDI payment  
 Non-EDI payment

Army, Air Force, and Defense Agency customers, if you select **EDI payment**, you are also required to enter the following information:

- i. Invoice
- ii. Obligation
- iii. Cost Transfer – This field is optional

**\*EDI Payment Routing Information**

EDI payment  
 Non-EDI payment

\* Invoice:    
 \* Obligation:    
 Cost Transfer:

**b. Reallocation Method**

**\*Reallocation Method**

Please choose a Reallocation Method.

No Reallocation  
 By Accounting Validation Control  
 By Alternate Accounting Code

**Note:** If you choose **By Alternate Accounting Code (AAC)**, an **Alternate Accounting Codes** box will display below the **Default Accounting Codes**. You are required to enter an **AAC Code** and click **Add**. The AAC Code is displayed in the **Final List of AAC Codes**. If you need to remove an AAC Code, click on the name of the Code that you want to remove, and click **Remove**.

**\*Alternate Accounting Codes**

Please add Alternate Accounting Codes (AAC). To add a new AAC, please fill out the AAC text box below and click on the "Add" button. This will append the code to the Final List of AAC Codes. To remove a code from the list, highlight the code and click on the "Remove" button.

AAC Code

Final List of AAC Codes (At least one code is required)

	<input type="button" value="Remove"/>
--	---------------------------------------

**c. Accounting Validation Code (AVC)**

**d. Default Accounting Codes (DAC)** – Depending on the relationship that you have set up with the bank, required fields may vary.

**\*Default Accounting Code**

Please fill out the Default Accounting Code (DAC) segments below.

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"/>						

**e. Purchase Limits** – You have the option to decrease the Purchase Limits for this account. If you decrease the Purchase Limits, a Notification email will be sent to all users associated with this Managing Account, but the workflow will not be restarted.

**3. Click Approve.**

**Note:** If you choose to reject the Managing Account, you must choose a **Reason Code** from the drop-down box. If you have any additional comments, you can enter them in the

text box. Click **Reject**. You have the option to **Save as Draft** and return to finish entering information. You also have the option to **Assign to Pool**, if you would like other members of the RM Pool to have access to this Managing Account.

**Tip:** To check the status of an active account request, click the **Accounts in Progress** tab.

## 7.5 A/OPC

Once the RM has approved the request for the new Managing Account and completed the financial information, 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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Please approve the following managing account.”

The screenshot shows the AIM application interface. At the top, there is a blue header with the DMDIC logo and the text "Information and Technology for Better Decision Making". Below this, the main title is "Purchase Card Authorization, Issuance and Maintenance". There are navigation tabs for "Task Inbox", "Managing Accounts", "Cardholder Accounts", "Accounts in Progress", and "Profile". The "Task Inbox" tab is selected. Below the tabs, there is a message: "Welcome User. You are logged in as the Agency/Organization Program Coordinator." The "Task Inbox" section shows a message: "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." Below this is a table with one task row. The table has columns for "Status", "Acquired", "Description", and "Comments". The task row shows "New", "05/07/2008", "Please approve the following Managing Account.", and a "Select" button.

Status	Acquired	Description	Comments
New	05/07/2008	Please approve the following Managing Account.	

2. From the “Managing Account Request Approval” screen, you have the option to change the **Office Name** and the **Justification** prior to submittal.
3. Click the radio button next to the appropriate TBR Hierarchy.
4. 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. If you are unsure if the training has been completed or if you have not been provided with the certificates, click **Hold task pending completion of training**.
5. Click the check box verifying that all of the delegations and appointments have been prepared and processed. Enter a date by which you will complete an initial review of the Primary A/BO.
6. **Purchase Limits** – You have the option to decrease the Purchase Limits originally requested.

**Note:** If you are an Army, Air Force, or Defense Agency customer, continue to step 8. Follow instructions according to the agency or service for which you are performing this action.

7. **UIC OPTI** – You have the option to change the UIC and the OPTI, if necessary.
8. **Organization Name** – You have the option to change the Organization Name, if necessary.

**Note:** If you are an Army, Air Force, or Defense Agency customer, continue to step 10. Follow instructions according to the agency or service for which you are performing this action.

9. **Ship to Role** – Select the radio button next to the role indicating to whom you would like the Purchase Card shipped.

**Ship To Role**  
Select role indicating to whom the purchase cards will be shipped.

Cardholder

Agency/Organization Program Coordinator

Approving/Billing Official (Primary)

10. Click **Approve**.

**Note:** If you choose to reject the Managing Account, you must choose a **Reason Code** from the drop-down box. If you have any additional comments, you can enter them in the text box. Click **Reject**. You have the option to **Save as Draft** and return to finish entering information.

**Tip:** To check the status of an active account request, click the **Accounts in Progress** tab.

## 8.0 Performing Maintenance on a Managing Account

This section is organized by maintenance type instead of a role-based format. Each topic contains the Managing Account maintenance workflow as well as instructions on how to perform each type of maintenance.

The workflow contains a table illustrating the approval process and designating who can initiate each request. Below the table is a list of the fields that can be modified for each type of request and specific workflow instructions.

### 8.1 Types of Maintenance and Roles that Can Perform Them

You can perform nine types of maintenance on Managing Accounts:

- Cancel an account (not applicable for Navy customers)
- Suspend an account (not applicable for Navy customers)
- Reactivate an account (not applicable for Navy customers)
- Update an A/BO (Primary or Alternates)
- Increase a Purchase Limit
- Decrease a Purchase Limit

- Modify financial information
- Update training and review dates
- Update an Organization Name (not applicable for Navy customers)
- Update a Unit Identifier Code (UIC) and/or Obligation Processing Type Indicator (OPTI) (Navy customers only)

Only certain roles can perform the various types of maintenance. The following list delineates each role and what types of maintenance they are authorized to perform. All updates made on a Managing Account must be approved by the A/OPC.

#### **RM and RM Pool**

- Suspend a Managing Account (not applicable for Navy customers)
- Reactivate a Managing Account (not applicable for Navy customers)
- Decrease a Purchase Limit
- Update financial information

#### **A/OPC**

- Cancel a Managing Account (not applicable for Navy customers)
- Suspend a Managing Account (not applicable for Navy customers)
- Reactivate a Managing Account (not applicable for Navy customers)
- Update an A/BO (Primary or Alternates)
- Increase a Purchase Limit
- Decrease a Purchase Limit
- Update a Unit Identifier Code (UIC) and/or Obligation Processing Type Indicator (OPTI) (Navy customers only)
- Update training and review dates
- Update an Organization Name (not applicable for Navy customers)

#### **A/BO Supervisor**

- Cancel a Managing Account (not applicable for Navy customers)
- Suspend a Managing Account (not applicable for Navy customers)
- Reactivate a Managing Account (not applicable for Navy customers)
- Update an A/BO (Primary or Alternates)
- Increase a Purchase Limit
- Decrease a Purchase Limit

#### **A/BO (Primary or Alternate)**

- Increase a Purchase Limit
- Decrease a Purchase Limit
- Update a Unit Identifier Code (UIC) and/or Obligation Processing Type Indicator (OPTI) (Navy customers only)
- Reactivate a Managing Account (not applicable for Navy customers)
- Update an Organization Name (not applicable for Navy customers)

## 8.2 Cancelling a Managing Account (not applicable for Navy customers)

### 8.2.1 Cancelling a Managing Account Workflow

<b>Who can Initiate</b>	<i>A/BO Supervisor</i>	<i>A/OPC</i>
<b>Who reviews/approves</b>	A/OPC approves	
	Send to bank	Send to bank

- Modifiable Fields:
  - Account status
- No other fields will be updated while the account status is being changed

### 8.2.2 A/BO Supervisor and A/OPC

The steps for an A/BO Supervisor and an A/OPC to initiate the cancellation of a Managing Account are the same.

To cancel a Managing Account:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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 Approving/Billing Officials Supervisor.

## Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

### Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Account Status (Cancel or Suspend)** from the drop-down box and click **Continue**.

### Select Maintenance Action

Select a maintenance action to perform:

Continue

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Click **Cancel Account**.
7. The “Cancellation Warning” screen is displayed. This screen advises you that if the Managing Account is cancelled, all associated Cardholder Accounts will also be cancelled. Click **Continue Cancellation**.

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 Approving/Billing Officials Supervisor.

## Cancellation Warning

This managing account has all the following cardholder accounts active presently. If the managing account is canceled the active cardholder accounts will also be cancelled. Please make sure this is what you want to do.

Displaying 1 - 1 of 1 # To Display 10

Office Name	Justification	Status
Office Name	To perform maintenance on a managing account	Active

To complete the managing account cancellation select Continue Cancellation. To stop the process select Cancel.

Continue Cancellation Cancel

### 8.2.3 A/OPC

If the A/BO Supervisor initiates the request for the cancellation of a Managing Account, you will receive an email requesting that you approve the cancellation of the Managing Account along with its associated Cardholder Accounts.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Please approve the cancellation of the managing account along with its cardholder accounts.”
2. Click **Approve Cancellation**.

**Note:** If you do not want to approve the cancellation, click **Terminate Cancellation**.

## 8.3 Suspending a Managing Account (not applicable for Navy customers)

### 8.3.1 Suspending a Managing Account Workflow

Who can Initiate	<i>A/BO Supervisor</i>	<i>Resource Manager and Pool</i>	<i>A/OPC</i>
Who reviews/approves	A/OPC approves	A/OPC approves	
	Send to bank	Send to bank	Send to bank

- Modifiable Fields:
  - Account status
- No other fields will be updated while the account status is being changed

### 8.3.2 A/BO Supervisor, Resource Manager, RM Pool, and A/OPC

The steps for an A/BO Supervisor, Resource Manager, member of the RM Pool, and the A/OPC to initiate the suspension of a Managing Account are the same.

To suspend a Managing Account:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

Welcome User. You are logged in as the Approving/Billing Officials Supervisor.

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

#### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

#### Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Account Status (Cancel or Suspend)** from the drop-down box and click **Continue**.

#### Select Maintenance Action

Select a maintenance action to perform:

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Click **Suspend Account**.
7. The “Suspension Warning” screen is displayed. This screen advises you that if the Managing Account is suspended, all associated Cardholder Accounts will be suspended as well. Click **Suspend**.

Welcome User. You are logged in as the Approving/Billing Officials Supervisor.

### Suspension Warning

This managing account has all the following cardholder accounts active presently. If the managing account is suspended the active cardholder accounts will also be suspended until reactivation. Please make sure this is what you want to do.

Displaying 1 - 1 of 1 # To Display 10

Office Name	Justification	Status
Office Name	To perform maintenance on a managing account	Active

### 8.3.3 A/OPC

If the A/BO Supervisor, Resource Manager, or a member of the Resource Manager Pool initiates the request to suspend a Managing Account, you will receive an email requesting that you approve the suspension of the Managing Account and the associated Cardholder Accounts.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Please approve the suspension of the managing account along with its cardholder accounts.”
2. Click **Approve Suspension**.

**Note:** If you do not want to approve the cancellation, click **Terminate Suspension**.

## 8.4 Reactivating a Managing Account (not applicable for Navy customers)

### 8.4.1 Reactivating a Managing Account Workflow

Who can Initiate	<i>A/BO Supervisor</i>	<i>A/BO (Primary or Alternate)</i>	<i>Resource Manager and Pool</i>	<i>A/OPC</i>
Who reviews/approves	A/OPC approves	A/OPC approves	A/OPC approves	
	Send to bank	Send to bank	Send to bank	Send to bank

- Modifiable Fields:
  - Account status
- No other fields will be updated while the account status is being changed

### 8.4.2 A/BO Supervisor, A/BO (Primary or Alternate), Resource Manager, RM Pool, and A/OPC

The steps for an A/BO Supervisor, A/BO (Primary or Alternate), Resource Manager, member of the RM Pool, and A/OPC to initiate the reactivation of a Managing Account are the same.

To reactivate a Managing Account:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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 Approving/Billing Officials Supervisor.

## Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Suspended

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Account Status (Reactivate)** from the drop-down box and click **Continue**.

### Select Maintenance Action

Select a maintenance action to perform:

Continue

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Click **Reactivate Account**.
7. The “Reactivation Warning” screen is displayed. This screen advises you that if the Managing Account is reactivated, all associated Cardholder Accounts will be reactivated as well. Below the Managing Account, you will see a list of Cardholder Accounts associated with it. Click **Reactivate**.

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 Approving/Billing Officials Supervisor.

## Reactivation Warning

This managing account has all the following cardholder accounts suspended presently. If the managing account is reactivated, the suspended cardholder accounts will also be reactivated. Please make sure this is what you want to do.

Displaying 1 - 2 of 2 # To Display 10

Office Name	Justification	Status
Office Name	To perform maintenance on a managing account	Active
Cardholder Account Office	To associate with a managing account	Active

Reactivate Cancel

Privacy Act Statement

### 8.4.3 A/OPC

If an A/BO Supervisor, A/BO (Primary or Alternate), Resource Manager, or a member of the RM Pool initiates the request to reactivate a Managing Account, you will receive an email requesting that you approve the reactivation of the Managing Account along with its Cardholder Accounts.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Please approve the reactivation of the managing account along with its cardholder accounts.”
2. Click **Approve Reactivation**.

**Note:** If you do not want to approve the reactivation, click **Terminate Reactivation**.

## 8.5 Updating an A/BO

### 8.5.1 Updating an A/BO Workflow

Who can Initiate	A/BO Supervisor	A/OPC
Who reviews/approves		A/BO Supervisor nominates
	Primary A/BO accepts	Primary A/BO accepts
	A/OPC approves	A/OPC approves
	Send to bank	Send to bank

- Modifiable Fields:
  - Primary A/BO
  - Up to four Alternate A/BOs
- The task is only sent to the Primary A/BO for acceptance if a new Primary was selected
- If only an Alternate A/BO is selected, the task is sent directly to the A/OPC for acceptance and an email notification will be sent to the newly-nominated Alternate A/BO
- If the A/OPC initiates the request, the A/BO Supervisor has the option of canceling the request to update the A/BO(s)
- If the Primary A/BO or the A/OPC rejects the request, a task is sent back to the A/BO Supervisor for re-nomination

### 8.5.2 A/BO Supervisor

To update an A/BO (Primary or Alternates):

1. To initiate a request to update an A/BO:
  - a. Click the **Managing Accounts** tab.

- b. Click **Select** next to the Managing Account that you want to update.

**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 Approving/Billing Officials Supervisor.

**Initiate Managing Account Creation or Maintenance Request** [Search for Account](#)

**Request New Account**  
To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

**Request Maintenance**  
To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

- c. Click **Perform Maintenance**.
- d. Select **Update A/BO (Primary or Alternate)** from the drop-down box and click **Continue**.

**Select Maintenance Action**  
Select a maintenance action to perform: Update A/BO (Primary or Alternates)

Continue

- e. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box. Continue to step 3.
2. If the A/OPC initiates the request to update an A/BO, you will receive an email requesting that you nominate new A/BOs for this 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, and a description of what you are required to do.

Click **Select** next to the task with the description “Nominate new A/BOs for this request.”

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 Approving/Billing Officials Supervisor.

## 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

Status	Acquired	Description	Comments
New	05/13/2008	Nominate new A/BOs for this request.	

Privacy Act Statement

### 3. You have the option to change the Primary A/BO or the Alternate A/BO.

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 Approving/Billing Officials Supervisor.

## Update Managing Account Approving/Billing Officials

You have been requested by your A/OPC to update the Primary and/or Alternate Approving/Billing Officials associated with this Managing Account.

Select at least one (1) Primary Approving/Billing Official. In addition, up to four (4) Alternate Approving/Billing Officials may be selected. If the individual(s) you intend to nominate is not listed, please click on the EMMA link, provision them in the system, then restart this workflow.

**Primary Approving/Billing Official**

Name: User Name  
 Work Address: BIG MILITARY BASE  
 SMALLTOWN, USA 99999  
 Work Phone:  
 Email Address: user.name@email.mil

[Change Primary A/BO](#)

**Alternate Approving/Billing Official**

To remove an alternate billing official, click on the "Change Alternate A/BO" button and select only the ones you want to keep on the account. If you would like to remove all alternates do not select any alternates on the page and click on the "Continue" button.

Role	Name	Email	Phone
<a href="#">Change Alternate A/BO</a>			

[Submit](#) [Cancel Update](#)

[View Account Details](#)

Privacy Act Statement

- a. To change the Primary A/BO:
  - i. Click **Change Primary A/BO**.
  - ii. A list of A/BOs associated with this Managing Account is displayed. Click **Select** next to the name of the user that you would like to be the new Primary A/BO.
- b. To change or add an Alternate A/BO:
  - i. Click **Change Alternate A/BO**.

- ii. A list of A/BOs associated with this Managing Account is displayed. Click the check box next to the name of the user(s) that you would like to be assigned as Alternate A/BOs to this account. You can assign up to four Alternate A/BOs to an account.
- iii. Click **Continue**.
- iv. If you would like to remove all Alternate A/BOs, do not select any check boxes and click **Continue**.

4. Click **Submit**.

**Note:** If you do not want to change the Primary or Alternate A/BO(s), click **Cancel Update**.

### 8.5.3 A/BO (Primary)

Once you have been nominated by the A/BO Supervisor, you will receive an email requesting that you accept your nomination.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Accept or reject nomination of Primary Approving/Billing Official for this account.”

The screenshot shows the AIM application interface. At the top, there is a header with the DMDC logo and the text 'Information and Technology for Better Decision Making'. Below the header, there is a navigation bar with links for 'Help', 'Contact', 'Select Role', 'Logoff', and 'EMMA'. The main content area is titled 'Purchase Card Authorization, Issuance and Maintenance'. Below the title, there is a 'Task Inbox' section. The 'Task Inbox' section displays a message: 'Welcome User. You are logged in as the Purchase Card Approving/Billing Official.' Below this, there is a 'Task Inbox' heading and a message: '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.' Below the message, there is a table with the following columns: 'Status', 'Acquired', 'Description', and 'Comments'. The table contains one row with the following data: 'New', '05/13/2008', 'Accept or reject nomination of Primary Approving/Billing Official for this account.', and an empty 'Comments' field. A 'Select' button is located to the left of the first row. At the bottom of the screenshot, there is a 'Privacy Act Statement' link.

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

**Acknowledgement of Required Training**

\* I understand 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. Further, I understand this request will be held in pending status by the Purchase Card Agency/Organization Program Coordinator until my training certificates are received. (Click [here](#) for more information.)

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

3. Click **Accept**.

**Note:** If you reject the nomination, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject**.

## 8.5.4 A/OPC

To initiate a request to update an A/BO (Primary or Alternates):

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

**Purchase Card**  
Authorization, Issuance and Maintenance

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

**Initiate Managing Account Creation or Maintenance Request** [Search for Account](#)

**Request New Account**  
To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

**Request Maintenance**  
To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
<input type="button" value="Select"/>	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update A/BO (Primary or Alternate)** from the drop-down box and click **Continue**.

**Select Maintenance Action**  
Select a maintenance action to perform:

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Click **Submit**.

Once the new Primary A/BO has accepted their nomination or the A/BO Supervisor has changed the alternate A/BOs, you will receive an email requesting that you approve the A/BO updates.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve the updated Approving/Billing Officials for this account.”



**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	
Status	Acquired	Description	Comments
<input type="button" value="Select"/>	New	05/13/2008 Approve the updated Approving/Billing Officials for this account.	

**Privacy Act Statement**

- In the “Verification of Completed Training” section, 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.

**Note:** If you have not received a copy of the Cardholder’s DAU training certificate, click **Hold task pending completion of training.**

- In the “Required Delegations and Appointments” section, click the check box certifying that all required delegations and appointments have been prepared and processed. Enter the date by which you will conduct a review of the Primary A/BO.
- Click **Approve Update.**

## 8.6 Increasing Purchase Limits

### 8.6.1 Increasing a Purchase Limit Workflow

<b>Who can Initiate</b>	<i>A/BO Supervisor</i>	<i>A/BO (Primary or Alternate)</i>	<i>A/OPC</i>
<b>Who reviews/approves</b>		A/BO Supervisor approves	
	A/BO (Primary or Alternate) approves		A/BO (Primary or Alternate) approves
	RM approves	RM approves	RM approves
	A/OPC approves	A/OPC approves	A/OPC approves
	Send to bank	Send to bank	Send to bank

- Modifiable Fields:
  - Cycle Purchase Limit
  - Annual, Single, and Quarterly Purchase Limits (not applicable for Navy customers)

- The Resource Manager is the only person in the workflow who is allowed to decrease the limits below the current limits of the account during the Purchase Limit Workflow

### 8.6.2 A/BO (Primary or Alternate)

To initiate an increase of a Purchase Limit:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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 Approving/Billing Official.

**Initiate Managing Account Creation or Maintenance Request** [Search for Account](#)

**Request New Account**  
To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

**Request Maintenance**  
To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
<input type="button" value="Select"/>	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Purchase Limits** from the drop-down box and click **Continue**.

**Select Maintenance Action**  
Select a maintenance action to perform: Update Purchase Limits

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new Purchase Limit that you would like to request.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the Managing Account.

7. Click **Submit**.

**Note:** If you choose to cancel the request, the active Managing Account values will remain the same as those last approved by the bank.

If the A/BO Supervisor or the A/OPC initiates the request, you will be sent an email requesting you to approve the update of the Purchase Limit.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve or reject the increase in limits.”



Welcome User. You are logged in as the Approving/Billing Official.

### 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
	Status	Acquired	Description	Comments
	New	05/13/2008	Approve or reject the increase in limits.	

Privacy Act Statement

2. You have the option to increase or decrease the modified Purchase Limits.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the card.

3. Click **Approve Update**.

**Note:** If you choose to reject the request, the request will be sent back to the initiator.

## 8.6.3 A/BO Supervisor

To initiate an increase of a Purchase Limit:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.



Welcome User. You are logged in as the Approving/Billing Officials Supervisor.

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

#### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1				# To Display
	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Purchase Limits** from the drop-down box and click **Continue**.

**Select Maintenance Action**

Select a maintenance action to perform:

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new Purchase Limit that you would like to request.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the card.

7. Click **Submit**.

**Note:** If you choose to terminate the request, the active Managing Account values will remain the same as those last approved by the bank.

If the A/BO initiates the request, you will be sent an email requesting you to approve the update of the Purchase Limit.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve or reject the increase in limits.”

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 Approving/Billing Officials Supervisor.

**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

Status	Acquired	Description	Comments
New	05/13/2008	Approve or reject the increase in limits.	

2. You have the option to increase or decrease the modified Purchase Limits.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the card.

3. Click **Approve Update**.

**Note:** If you choose to reject the request, the request will be sent back to the initiator.

### 8.6.4 A/OPC

To initiate an increase of a Purchase Limit:

1. Click the **Managing Accounts** tab.

- Click **Select** next to the Managing Account that you want to update.

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 Agency/Organization Program Coordinator.

### Initiate Managing Account Creation or Maintenance Request [Search for Account](#)

**Request New Account**

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

**Request Maintenance**

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

- Click **Perform Maintenance**.
- Select **Update Purchase Limits** from the drop-down box and click **Continue**.

**Select Maintenance Action**

Select a maintenance action to perform:

Continue

- The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
- Enter the new Purchase Limit that you would like to request.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the card.

- Click **Submit**.

**Note:** If you choose to terminate the request, the active Managing Account values will remain the same as those last approved by the bank.

Once the RM has approved the update of the Purchase Limit, you will be sent an email requesting you to approve the update of the Purchase Limit.

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, and a description of what you are required to do.

- Click **Select** next to the task with the description “Approve or reject the increase in limits.”

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
	Status	Acquired	Description	Comments
	New	05/13/2008	Approve or reject the increase in limits.	

**Privacy Act Statement**

2. You have the option to increase or decrease the modified Purchase Limits.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the card.

3. Click **Approve Update**.

**Note:** If you choose to reject the request, the request will be sent back to the initiator.

## 8.6.5 Resource Manager and RM Pool

Once the initial request has been approved, you will be sent an email requesting you to approve the update of the Purchase Limit.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve or reject the increase in limits.”

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

### 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
	Status	Acquired	Description	Comments
	New	05/13/2008	Approve or reject the increase in limits.	

**Privacy Act Statement**

2. You have the option to decrease the modified Purchase Limits.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the card.

3. Click **Approve Update**.

**Note:** If you choose to reject the request, the active Managing Account values will remain the same as those last approved by the bank.

## 8.7 Decreasing Purchase Limits

### 8.7.1 Decreasing a Purchase Limit Workflow

<b>Who can Initiate</b>	<i>A/BO (Primary or Alternate)</i>	<i>A/BO Supervisor</i>	<i>Resource Manager and Pool</i>	<i>A/OPC</i>
<b>Who reviews/approves</b>	RM approves	RM approves		
	A/OPC approves	A/OPC approves	A/OPC approves	
	Send to bank	Send to bank	Send to bank	Send to bank

- Modifiable Fields:
  - Cycle, Annual, Single, and Quarterly Purchase Limits
- Email notifications will be sent out to others in the hierarchy regarding the changes being made

### 8.7.2 A/BO Supervisor and A/BO (Primary or Alternate)

The steps for an A/BO Supervisor and an A/BO (Primary or Alternate) to initiate the decrease of a Purchase Limit are the same.

To initiate a decrease of a Purchase Limit:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

**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 Approving/Billing Officials Supervisor.

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

**Request New Account**  
To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

**Request Maintenance**  
To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

Office Name	Justification	Account Number	Status
<input type="button" value="Select"/> Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Purchase Limits** from the drop-down box and click **Continue**.

**Select Maintenance Action**

Select a maintenance action to perform:  



- The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
- Enter the new Purchase Limit that you would like to request.
- Click **Submit**.

**Note:** If you choose to cancel the request, the active Managing Account values will remain the same as those last approved by the bank.

### 8.7.3 Resource Manager and RM Pool

To initiate a decrease of a Purchase Limit:

- Click the **Managing Accounts** tab.
- Click **Select** next to the Managing Account that you want to update.

**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

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

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

**Request New Account**

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.



**Request Maintenance**

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

- Click **Perform Maintenance**.
- Select **Update Purchase Limits** from the drop-down box and click **Continue**.

**Select Maintenance Action**

Select a maintenance action to perform:  



- The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
- Enter the new Purchase Limit that you would like to request.

## 7. Click **Submit**.

**Note:** If you choose to cancel the request, the active Managing Account values will remain the same as those last approved by the bank.

If the A/BO or A/BO Supervisor initiates the request, you will be sent an email requesting you to approve the update of the Purchase Limit.

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, and a description of what you are required to do.

### 1. Click **Select** next to the task with the description “Approve or reject the decrease in limits.”

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 .

**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

Status	Acquired	Description	Comments
New	05/13/2008	Approve or reject the decrease in limits.	

Privacy Act Statement

### 2. You have the option to decrease the modified Purchase Limits.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the Managing Account.

### 3. Click **Approve Update**.

**Note:** If you choose to terminate the request, the AMA values will default back to those last approved by the bank.

## 8.7.4 A/OPC

To initiate a decrease of a Purchase Limit:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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
	Status	Acquired	Description	Comments
	New	05/13/2008	Approve or reject the decrease in limits.	

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Purchase Limits** from the drop-down box and click **Continue**.

Select Maintenance Action

Select a maintenance action to perform:

Continue

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new Purchase Limit that you would like to request.
7. Click **Submit**.

**Note:** If you choose to cancel the request, the active Managing Account values will remain the same as those last approved by the bank.

If the A/BO, A/BO Supervisor, RM, or a member of the RM Pool initiates the request, you will be sent an email by the RM or member of the RM Pool requesting you to approve the update of the Purchase Limit.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve or reject the decrease in limits.”

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
	Status	Acquired	Description	Comments
	New	05/13/2008	Approve or reject the decrease in limits.	

Privacy Act Statement

- You have the option to increase or decrease the modified Purchase Limits.

**Note:** Only the RM has the authority to decrease the Purchase Limits below the original limits assigned to the Managing Account.

- Click **Approve Update**.

**Note:** If you choose to terminate the request, the AMA values will default back to those last approved by the bank.

## 8.8 Updating an Organization Name (not applicable for Navy customers)

### 8.8.1 Updating an Organization Name Workflow

<b>Who can Initiate</b>	<i>A/BO (Primary or Alternate)</i>	<i>A/OPC</i>
<b>Who reviews/approves</b>	A/OPC approves	
	Send to bank	Send to bank

- Modifiable Fields:
  - Organization Name
- The A/BO Supervisor will receive notification of the change prior to sending to the bank

### 8.8.2 A/BO (Primary or Alternate)

To initiate the update of an Organization Name:

- Click the **Managing Accounts** tab.
- Click **Select** next to the Managing Account that you want to update.

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 Approving/Billing Official.

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

 Request New Managing Account

#### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Organization Name** from the drop-down box and click **Continue**.

#### Select Maintenance Action

Select a maintenance action to perform: Update Organization Name

 Continue

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new Organization Name.
7. Click **Submit**.

### 8.8.3 A/OPC

To initiate the update of an Organization Name:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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 Agency/Organization Program Coordinator.

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

 Request New Managing Account

#### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update Organization Name** from the drop-down box and click **Continue**.

#### Select Maintenance Action

Select a maintenance action to perform:

 Continue

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new Organization Name.
7. Click **Submit**.

If the A/BO initiates the request, you will be sent an email requesting you to approve the new Organization Name.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve the managing account organization name update.”

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
<input type="button" value="Select"/>	Status	Acquired	Description	Comments
	New	05/13/2008	Approve the managing account organization name update.	

Privacy Act Statement

2. Click **Approve Update**.

**Note:** If you do not want to change the name of the organization, click **Reject Update**.

## 8.9 Updating Training and Review Dates

### 8.9.1 Updating Training and Review Dates Workflow

Who can Initiate	A/OPC
Who reviews/approves	No workflow

- Modifiable fields:
  - DAU Training Completion Date for Approving/Billing Officials
  - Required Review Date for Approving/Billing Officials
- This information is internal to the AIM application
- This does NOT get sent to the bank

### 8.9.2 A/OPC

To update Training and Review Dates:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

#### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

#### Privacy Act Statement

3. Click **Perform Maintenance**.
4. Select **Update DAU Training/Required A/BO Review Dates** from the drop-down box and click **Continue**.

#### Select Maintenance Action

Select a maintenance action to perform:

Continue

5. In the “Verification of Completed Training” section, 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.
6. In the “Required Delegations and Appointments” section, click the check box certifying that all required delegations and appointments have been prepared and processed. Enter the date by which you will conduct a review of the Primary A/BO.
7. Click **Submit**.

## 8.10 Updating Financial Information

### 8.10.1 Updating Financial Information Workflow

<b>Who can Initiate</b>	<i>Resource Manager and Pool</i>
<b>Who reviews/approves</b>	A/OPC approves
	Send to bank

- Modifiable fields:
  - EDI Payment Type

- Reallocation Method
- Accounting Validation Code
- Default Line of Accounting (all segments)
- Alternate Accounting Code Names
- Only the Resource Manager is allowed to update this part of the account

## 8.10.2 Resource Manager and RM Pool

To update financial information:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

The screenshot shows the DMDC Purchase Card system interface. At the top, there is a navigation bar with the DMDC logo and the text "Information and Technology for Better Decision Making". Below this is a header for "Purchase Card Authorization, Issuance and Maintenance" with links for Help, Contact, Select Role, Logoff, and EMMA. A secondary navigation bar contains tabs for Task Inbox, Managing Accounts (selected), Cardholder Accounts, Accounts in Progress, and Profile. A welcome message states: "Welcome User. You are logged in as the Purchase Card Resource Manager." Below this is a section titled "Initiate Managing Account Creation or Maintenance Request" with a "Search for Account" link. There are two main sections: "Request New Account" with a "Request New Managing Account" button, and "Request Maintenance" with a table of accounts. The table has columns for Office Name, Justification, Account Number, and Status. A "Select" button is located to the left of the table. The table displays one row with the following data: Office Name, To perform maintenance on a managing account, \*\*\*\*\*6547, and Active. The table also shows "Displaying 1 - 1 of 1" and "# To Display 10".

3. Click **Perform Maintenance**.
4. Select **Update Financial Information** from the drop-down box and click **Continue**.

The screenshot shows the "Select Maintenance Action" form. It contains a label "Select a maintenance action to perform:" followed by a dropdown menu currently set to "Update Financial Information". Below the dropdown is a "Continue" button.

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. **EDI Payment and Routing Information** – You have the option to change the **EDI Payment and Routing Information**. Click the radio button next to **EDI payment** or **Non-EDI payment**.

**Note:** Navy customers, continue to step 7c. Follow instructions according to the agency or service for which you are performing this action.

Army, Navy, and Defense Agency customers, if you select **EDI payment**, you are also required to enter the following information:

- a. **Invoice** – This is a mandatory field – choose from a drop-down menu
  - b. **Obligation** – This is a mandatory field – choose from a drop-down menu
  - c. **Cost Transfer** – This is not a mandatory field – choose from a drop-down menu
7. **LOA** – You have the option to change the following information:
- a. **Reallocation Method**

**\*Reallocation Method**

Please choose a Reallocation Method.

No Reallocation

By Accounting Validation Control

By Alternate Accounting Code

**Note:** If you choose **By Alternate Accounting Code (AAC)**, an **Alternate Accounting Codes** box will display below the **Default Accounting Codes**. You are required to enter an **AAC Code** and click **Add**. The AAC Code is displayed in the **Final List of AAC Codes**. If you need to remove an AAC Code, click on the name of the Code that you want to remove, and click **Remove**.

**\*Alternate Accounting Codes**

Please add Alternate Accounting Codes (AAC). To add a new AAC, please fill out the AAC text box below and click on the "Add" button. This will append the code to the Final List of AAC Codes. To remove a code from the list, highlight the code and click on the "Remove" button.

AAC Code

Final List of AAC Codes (At least one code is required)

- b. **Accounting Validation Code**
- c. **Default Accounting Codes** – Depending on the relationship that you have set up with the bank, required fields may vary.

**\*Default Accounting Code**

Please fill out the Default Accounting Code (DAC) segments below.

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"/>						

8. Click **Submit**.

### 8.10.3 A/OPC

Once the initial request has been submitted, you will be sent an email requesting you to approve the change in financial 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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve the managing account financial information update.”

The screenshot shows the AIM application interface. At the top, there is a blue header with the DMD logo and the text 'Information and Technology for Better Decision Making'. Below the header, the main title is 'Purchase Card Authorization, Issuance and Maintenance'. There are navigation tabs: 'Task Inbox', 'Managing Accounts', 'Cardholder Accounts', 'Accounts in Progress', and 'Profile'. The 'Task Inbox' tab is selected. Below the tabs, there is a welcome message: 'Welcome User. You are logged in as the Agency/Organization Program Coordinator.' 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.' Below this is a table with one row:
 

Status	Acquired	Description	Comments
New	05/07/2008	Approve the managing account financial information update.	

 A 'Select' button is located to the left of the first row in the table.

2. You do not have the option to change any information. Click **Approve Update**.

**Note:** If you reject the changes, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject Update**.

## 8.11 Updating a Unit Identifier Code (UIC) and/or Obligation Processing Type Indicator (OPTI) (Navy customers only)

### 8.11.1 Updating a UIC and/or OPTI Workflow

<b>Who can Initiate</b>	<i>A/BO (Primary or Alternate)</i>	<i>A/OPC</i>
<b>Who reviews/approves</b>	A/OPC approves	
	Send to bank	Send to bank

- Modifiable Fields:
  - UIC
  - OPTI
- The A/BO Supervisor will receive notification of the change

### 8.11.2 A/BO (Primary or Alternate)

To initiate the update of a UIC and/or OPTI:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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 Approving/Billing Official.

### Initiate Managing Account Creation or Maintenance Request [Search for Account](#)

**Request New Account**

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

**Request Maintenance**

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

[Privacy Act Statement](#)

3. Click **Perform Maintenance**.
4. Select **Update UIC and/or OPTI** from the drop-down box and click **Continue**.

**Select Maintenance Action**

Select a maintenance action to perform: Update UIC and/or OPTI

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new UIC.
7. Select a new OPTI from the drop-down menu.

**Note:** You are not required to perform both steps 6 and 7. You have the option to only modify one of the fields.

8. Click **Submit**.

### 8.11.3 A/OPC

To initiate the update of a UIC and/or OPTI:

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to update.

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

### Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Request New Managing Account

#### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
	Office Name	To perform maintenance on a managing account	*****6547	Active

**Privacy Act Statement**

3. Click **Perform Maintenance**.
4. Select **Update UIC and/or OPTI** from the drop-down box and click **Continue**.

#### Select Maintenance Action

Select a maintenance action to perform: Update UIC and/or OPTI

5. The **Reason** field is automatically populated by the maintenance action that you chose to perform in step 4. Enter any comments or justifications that you may have for making the change in the **Comments** box.
6. Enter the new UIC.
7. Select a new OPTI from the drop-down menu.

**Note:** You are not required to perform both steps 6 and 7. You have the option to only modify one of the fields.

8. Click **Submit**.

If the A/BO initiates the request, you will be sent an email requesting you to approve the UIC and/or OPTI update.

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, and a description of what you are required to do.

1. Click **Select** next to the task with the description “Approve the managing account UIC and/or OPTI update.”

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 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

	Status	Acquired	Description	Comments
Select	New	05/13/2008	Approve the managing account UIC and/or OPTI update.	

Privacy Act Statement

## 2. Click **Approve Update**.

**Note:** If you reject the changes, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject Update**.

# 9.0 Viewing an Activated Managing Account

1. Click the **Managing Accounts** tab.
2. Click **Select** next to the Managing Account that you want to view. The Managing Account information will display.

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 Approving/Billing Officials Supervisor.

## Initiate Managing Account Creation or Maintenance Request

[Search for Account](#)

### Request New Account

To initiate a request for establishment of a new Managing Account, please click on the button below. You will be prompted to select Approving/Billing Officials for the account.

Select Request New Managing Account

### Request Maintenance

To request maintenance (i.e., update, suspend or cancel) on an existing Managing Account please click on the Select button next to the appropriate account or double click on the row to be taken to the account detail.

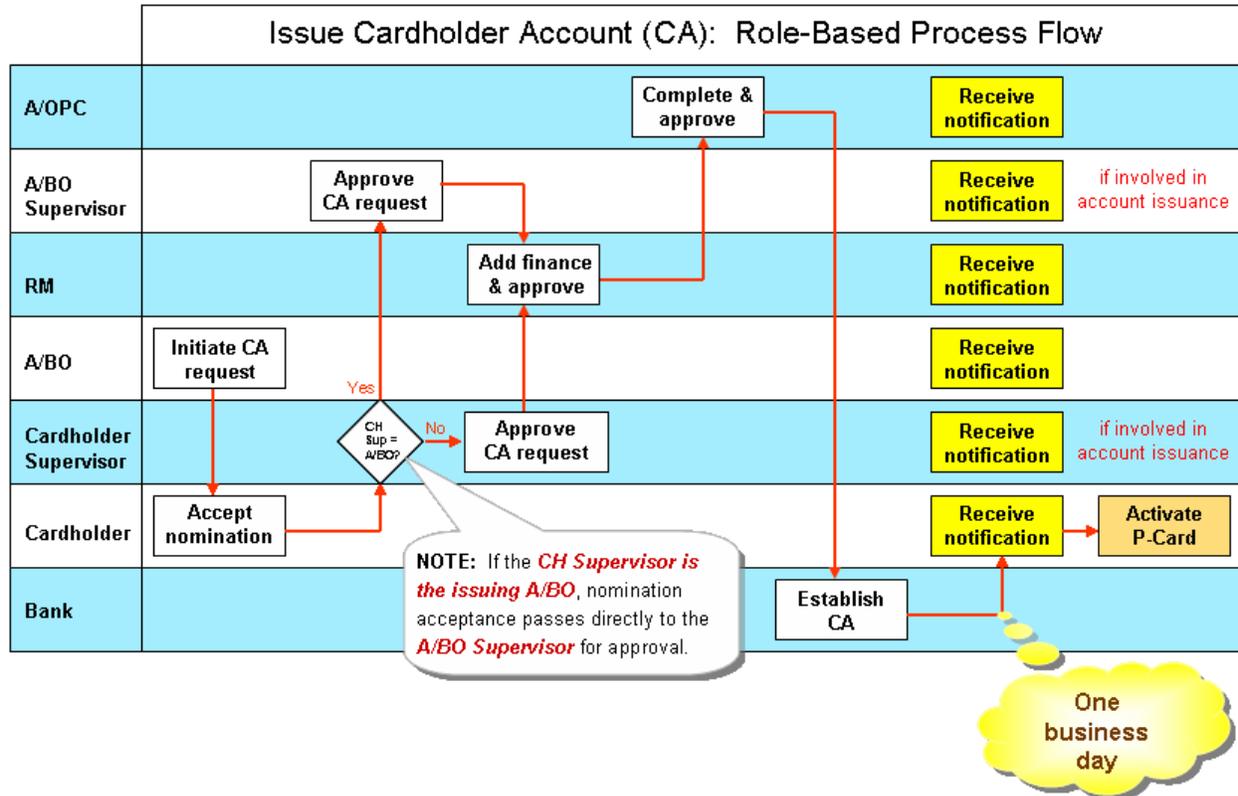
Displaying 1 - 1 of 1 # To Display 10

	Office Name	Justification	Account Number	Status
Select	Office Name	To perform maintenance on a managing account	*****6547	Active

Privacy Act Statement

## 10.0 Requesting a Cardholder Account

### 10.1 Requesting a Cardholder Account Workflow



### 10.2 A/BO

The A/BO performs the first step in the Cardholder Account workflow. It is up to you to request the new Cardholder Account.

To request a Cardholder Account:

1. Click the **Cardholder Accounts** tab.
2. Click **Request new Cardholder Account**.

Welcome User. You are logged in as the Purchase Card Approving/Billing Official.

### Initiate Cardholder Account Creation or Maintenance Request

[Search for Account](#)

#### Request New Account

To initiate a request for establishment of a new Cardholder Account, please click on the button below. You will be prompted to select the Managing Account under which you will request to create the Cardholder Account.

Request new Cardholder Account

3. Click **Select** next to the name of the Managing Account to which you want to issue a Cardholder Account.
4. Enter the **Office Name** and **Justification** for the Cardholder Account.

#### Cardholder Account Information

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

\* Office Name:

\* Justification:

**Note:** The **Office Name** must be alphanumeric characters and cannot include any special characters (i.e., !, @, #).

5. Click **Select Cardholder's Supervisor**.

#### \* Cardholder's Supervisor Information

Click on the Select Cardholder's Supervisor button for a pick list of Cardholder's Supervisors to choose from. If the individual you intend to appoint is not listed, please click the Save as Draft button at the bottom of this screen and then click on the EMMA link to provision them in the system.

If you are the Cardholder's Supervisor, you must select yourself for this role.

Name:  
Work Address:  
Work Phone:  
Email Address:

6. Click **Select** next to the name of the Cardholder's Supervisor that you would like assigned to this account.
7. **Cardholder Nomination** – Enter the email address of the Cardholder that you wish to nominate.

#### Cardholder Nomination

\* Please enter the e-mail address of the Cardholder you wish to nominate:

8. **Card Embossing Options** – You have the option to change the name of the organization that you would like embossed on the card

#### Card Embossing Options

Enter the information that you want embossed on the card.

Agency Name:

\* Organization Name:

Third Line Embossing:

**Note:** The organization name defaults to the name of the organization entered in your Managing Account.

9. **Card/Convenience Check Issuance Options** – Check either **Issue Card** or **Issue Convenience Check**. You cannot issue both.

**Card/Convenience Checks Issuance Options**

\* Indicate if a card or convenience checks should be issued by checking the appropriate box below. If neither is checked, the Cardholder Account will be set-up as a card-less account. (Checks are only issued in specific circumstances. To avoid delays, before initiating a request for a convenience check account, please contact your Agency/Organization Program Coordinator for more information.)

- Issue Card  
 Issue Convenience Checks

10. **Purchase Limits** – Enter the Purchase Limits that will be associated with the Cardholder Account. Depending on the relationship that you have set up with the bank, the required Purchase Limit information may vary.

**Note:** If you are an Army, Air Force, or Defense Agency customer, continue to step 12. Follow instructions according to the agency or service for which you are performing this action.

**Purchase Limits**

\* Cycle Purchase Limit:  \* Single Purchase Limit:   
 Quarterly Purchase Limit:  Annual Purchase Limit:

11. **UIC OPTI** – Verify the **Unit Identifier Code (UIC)** for this Managing Account. The **UIC** field is automatically populated with the UIC assigned to the associated Managing Account. If the UIC is incorrect, please provide the correct UIC in the following format: one uppercase letter followed by five numerals.

**UIC OPTI**

Enter the full Unit Identification Code (e.g. N12345) and select the Obligation Processing Type Indicator.

\* UIC:  \* OPTI:

12. **Merchant Category Codes** – Add **Included** or **Excluded** Merchant Category Code (MCC) Groups for this Cardholder Account in order to define which items/services that a cardholder may purchase. Click on the desired checkboxes to define the MCC Group and then click **Add** under either **Included** or **Excluded** MCC Groups. This appends the group of codes to the list of the appropriate MCC Groups.

**Note:** US Bank customers may add up to four groups and do not have an Exclude group option. For CitiBank customers, a maximum of nine groups may be added, including the default Exclude group. To remove a group from the list, highlight the group of codes to be removed and click **Remove**. The default Exclude group may not be removed. Follow instructions according to the agency or service for which you are performing this action.

**Tip:** An account must have at least one MCC group to be usable. MCC groups can be added as either **Included** (both US Bank and CitiBank customers) or **Excluded** (CitiBank customers only). Included MCC groups represent collections of MCCs within which the cardholder may purchase items/services. Excluded MCC Groups represent collections of MCCs within which the cardholder may NOT purchase items/services.

**Merchant Category Codes**  
 Add merchant category code groups where items/services will be purchasable. An account must have at least one MCC group to be usable.

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

Merchant Category Code (MCC) Groups can be added as either "Included" or "Excluded". Included MCC Groups represent collections of MCCs within which the cardholder may purchase items/services. Excluded MCC Groups represent collections of MCCs within which the cardholder may NOT purchase items/services.

To add either an Included or Excluded MCC Group, click on the desired checkboxes above to define the MCC Group, then click on the "Add" button under either "Included" or "Excluded" MCC Groups. This will append the group of codes to the list of the appropriate MCC Groups. A maximum of 9 groups may be added, including the default Exclude group. To remove a group from the list, highlight the group of codes to be removed and click on the "Remove" button. Note that the default Exclude group may not be removed.

Included MCC Groups (w/ Template Name)	Excluded MCC Groups (w/ Template Name)
<input type="text"/>	BCDGHKMNQ - (NAVYEXC)
<input type="button" value="Add"/>	<input type="button" value="Add"/>
<input type="button" value="Remove"/>	<input type="button" value="Remove"/>

13. Click the check box certifying that the requested cardholder account is necessary to meet mission requirements.

14. Click **Submit**.

### 10.3 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, Redeeming Your Token and Logging In to redeem your token.

1. Review the information on the “Cardholder Nomination Acknowledgement” screen.
  - a. Verify your **User Information**. If you need to update your information, click the **click here to update the address** link within the text.

**Note:** If you are an Army, Air Force, or Defense Agency customer, continue to step 3. Follow instructions according to the agency or service for which you are performing this action.

**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 DEERS application. Any changes that are made will 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.

2. **Identity Verification** – The **Identity Verification** field will allow 16 alpha-numeric characters, including spaces. The information that you enter will be used by the bank to validate your identity if you have questions regarding your account.

**Identity verification**

Please provide an identification password such as the Benefits Comp Date of A/BO (Approving/Billing Official), the last 4 digits of the Social Security Number, Mother's maiden name, or a password. This will be requested when the A/BO contacts Citibank Customer Service and/or a client Account Manager for assistance.

\* Verification:

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 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. Further, I understand this request will be held in pending status by the Purchase Card Agency/Organization Program Coordinator until my training certificates are received. (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 reject the nomination, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject**.

## 10.4 A/BO Supervisor/Cardholders Supervisor

If the A/BO and the Cardholders Supervisor are the same person, the A/BO Supervisor is responsible for approving the Cardholder request.

If the A/BO and Cardholders Supervisor are different people, the Cardholders Supervisor is responsible for approving the Cardholders request.

To approve or modify a request for a new Cardholder Account:

1. On the “Task Inbox” screen, click **Select** next to the task with the description “Please approve the following Cardholder Account request.”

The screenshot shows the 'Purchase Card Authorization, Issuance and Maintenance' web application. At the top, there is a navigation bar with 'DMDC' and 'Information and Technology for Better Decision Making'. Below this is a header with the application title and navigation links like 'Help', 'Contact', 'Select Role', 'Logoff', and 'EMMA'. A secondary navigation bar contains 'Task Inbox', 'Cardholder Accounts', 'Accounts in Progress', and 'Profile'. A welcome message states: 'Welcome User. You are logged in as the Cardholders Supervisor.' The main section is titled 'Task Inbox' and shows 'Bradley, 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.' Below this is a table with one task row. The table has columns for 'Status', 'Acquired', 'Description', and 'Comments'. The task row shows 'Viewed', '05/12/2008', 'Please approve the following Cardholder Account request.', and a 'Select' button. A footer contains a 'Privacy Act Statement' link.

2. Review the information on the “Verify Cardholder Account Request” screen.
3. **Card/Convenience Checks Issuance Options** – Click one of the check boxes if you would like to change whether the Cardholder receives a card or convenience checks.

4. **Purchase Limits** – You have the option to decrease the Purchase Limits initially requested.
5. **Merchant Category Codes** – You have the option to change the included or excluded MCC groups. To add an MCC Group, click on the desired checkboxes to define the MCC Group and then click **Add** under either **Included** or **Excluded** MCC Groups. This appends the group of codes to the list of the appropriate MCC Groups.

**Note:** US Bank customers may add up to four groups and do not have an Exclude group option. For CitiBank customers, a maximum of nine groups may be added, including the default Exclude group. To remove a group from the list, highlight the group of codes to be removed and click **Remove**. The default Exclude group may not be removed. Follow instructions according to the agency or service for which you are performing this action.

**Tip:** An account must have at least one MCC group to be usable. MCC groups can be added as either **Included** (both US Bank and CitiBank customers) or **Excluded** (CitiBank customers only). Included MCC groups represent collections of MCCs within which the cardholder may purchase items/services. Excluded MCC Groups represent collections of MCCs within which the cardholder may NOT purchase items/services.

6. Click **Approve**.

**Note:** If you reject the Cardholder Account request, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject**.

## 10.5 Resource Manager and RM Pool

1. On the “Task Inbox” screen, click **Select** next to the task with the description “Please verify that the financial information is correct.”

The screenshot shows the 'Purchase Card Authorization, Issuance and Maintenance' application. The 'Task Inbox' section displays a table with the following data:

Status	Acquired	Description	Comments
New	05/12/2008	Please verify that the financial information is correct	

A 'Select' button is located to the left of the task row. The interface also includes a navigation bar with 'Task Inbox', 'Managing Accounts', 'Cardholder Accounts', 'Accounts in Progress', and 'Profile' tabs. The top of the page features the DMDC logo and the text 'Information and Technology for Better Decision Making'.

2. **LOA** – You have the option to modify the following information:

- a. **Accounting Validation Code** – This is a required field for Army, Air Force, and Defense Agency customers.

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

- b. **Default Accounting Codes** – The following DAC fields are required for everyone: **DEPT, FY, BS, and SCL**. Depending on the relationship that you have set up with the bank, the additional required fields may vary.
- 3. **Purchase Limits** – You have the option to decrease the Purchase Limits for this account. If you decrease the Purchase Limits, a Notification email will be sent to all users associated with this Cardholder Account, but the workflow will not be restarted.
- 4. **Merchant Category Codes** – You have the option to change the included or excluded MCC groups. To add an MCC Group, click on the desired checkboxes to define the MCC Group and then click **Add** under either **Included** or **Excluded** MCC Groups. This appends the group of codes to the list of the appropriate MCC Groups.

**Note:** US Bank customers may add up to four groups and do not have an Exclude group option. For CitiBank customers, a maximum of nine groups may be added, including the default Exclude group. To remove a group from the list, highlight the group of codes to be removed and click **Remove**. The default Exclude group may not be removed. Follow instructions according to the agency or service for which you are performing this action.

**Tip:** An account must have at least one MCC group to be usable. MCC groups can be added as either **Included** (both US Bank and CitiBank customers) or **Excluded** (CitiBank customers only). Included MCC groups represent collections of MCCs within which the cardholder may purchase items/services. Excluded MCC Groups represent collections of MCCs within which the cardholder may NOT purchase items/services.

- 5. Click **Approve**.

**Note:** If you reject the Cardholder Account request, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject**. If you would like to finish the task at a later time, click **Save as Draft**.

## 10.6 A/OPC

- 1. On the “Task Inbox” screen, click **Select** next to the task with the description “Please verify that the following cardholder account request is correct.”

The screenshot shows the DMDC (Department of Defense Management and Control) interface for Purchase Card Authorization, Issuance and Maintenance. The page title is 'Purchase Card Authorization, Issuance and Maintenance'. The user is logged in as the Agency/Organization Program Coordinator. The 'Task Inbox' section shows one task with the following details:

Status	Acquired	Description	Comments
New	05/12/2008	Please verify that the following cardholder account request is correct	

2. **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.

**Note:** If you have not received a copy of the Cardholder's DAU training certificate, click **Hold task pending completion of training**.

3. **Required Delegations and Appointments** – Click the check box certifying that all required delegations and appointments have been prepared and processed. Enter the date by which you will conduct a review of the Primary A/BO.
4. **Card Embossing** – You have the option to change the organization name that will be displayed on the card as well as any third-line data that might have been entered.

**Note:** If you are an Army, Air Force, or Defense Agency customer, continue to step 6. Follow instructions according to the agency or service for which you are performing this action.

5. **UIC OPTI** – You have the option to change the UIC, if necessary. The OPTI field cannot be modified.
6. **Card/Convenience Checks Issuance Options** – Click one of the check boxes if you would like to change whether the Cardholder receives a card or convenience checks.
7. **Cardholder Account Special Designations** – You have the option of choosing one or more Special Designation to assign to the account. This information is not mandatory.
8. **Purchase Limits** – You have the option to decrease the Purchase Limits for this account. If you decrease the Purchase Limits, a Notification email will be sent to all users associated with this Cardholder Account, but the workflow will not be restarted.
9. **Merchant Category Codes** – You have the option to change the included or excluded MCC groups. To add an MCC Group, click on the desired checkboxes to define the MCC Group, then click **Add** under either **Included** or **Excluded** MCC Groups. This appends the group of codes to the list of the appropriate MCC Groups.

**Note:** US Bank customers may add up to four groups and do not have an Exclude group option. For CitiBank customers, a maximum of nine groups may be added, including the default Exclude group. To remove a group from the list, highlight the group of codes to be removed and click **Remove**. The default Exclude group may not be removed. Follow instructions according to the agency or service for which you are performing this action.

**Tip:** An account must have at least one MCC group to be usable. MCC groups can be added as either **Included** (both US Bank and CitiBank customers) or **Excluded** (CitiBank customers only). Included MCC groups represent collections of MCCs within which the cardholder may purchase items/services. Excluded MCC Groups represent collections of MCCs within which the cardholder may NOT purchase items/services.

10. Click **Approve**.

**Note:** If you reject the Cardholder Account request, click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Reject**. If you would like to finish the task at a later time, click **Save as Draft**.

## 11.0 Performing Maintenance on a Cardholder Account

### 11.1 Types of Maintenance and Roles that Can Perform Them

You can perform 12 types of maintenance on Cardholder Accounts:

- Update an Office Name
- Update the Cardholder Account Justification
- Update training and review dates
- Update an Organization Name (not applicable for Navy customers)
- Update UIC (Navy customers only)
- Cardholder Account Special Designations
- Update Lines of Accounting information
- Update Purchase Limits
- Update Merchant Category Codes
- Cancel an account
- Suspend an account (not applicable for Navy customers)
- Reactivate an account (not applicable for Navy customers)

Only certain roles can perform the different types of maintenance. The following list delineates each role and what types of maintenance they are authorized to perform.

#### A/OPC

- Update an Office Name
- Update the Cardholder Account Justification
- Update training and review dates
- Cardholder Account Special Designations
- Update an Organization Name (not applicable for Navy customers)
- Update UIC (Navy customers only)
- Update Cardholder Account Special Designations
- Update Purchase Limits

- Update Merchant Category Codes
- Cancel an account
- Suspend an account (not applicable for Navy customers)
- Reactivate an account (not applicable for Navy customers)

### **RM and RM Pool**

- Update Lines of Accounting information
- Update Purchase Limits
- Update Merchant Category Codes
- Suspend an account (not applicable for Navy customers)
- Reactivate an account (not applicable for Navy customers)

## **11.2 Cardholder Account Maintenance Workflow**

### **11.2.1 A/OPC Workflow**

- If ANY limit is increased
  - Goes to Resource Manager for approval
  - Goes to A/OPC for final check
  - Sent to bank for update
- If ONLY training or delegation dates are updated
  - Changes are saved and the account is made active
- If ONLY the Office Name or Justification are updated
  - Changes are saved and the account is made active
- All other maintenance requests
  - Sent to bank for update

### **11.2.2 Resource Manager and RM Pool Workflow**

ALL updates follow the same path:

- Goes to A/OPC for approval (if the maintenance request is suspension or reactivation, the A/OPC is able to terminate the request all together)
- Sent to bank

## **11.3 A/OPC**

To perform maintenance on a Cardholder Account:

1. To initiate maintenance:

- a. Click the **Cardholder Accounts** tab.
- b. Click **Select** next to the Cardholder Account that you want to update. Continue to step 3.
2. If the Resource Manager initiated the request:
  - a. On the “Task Inbox” screen, click **Select** next to the task with the description “Verify that the following cardholder account request is correct.” Continue to step 3c.
3. You have the option to edit the following fields:
  - a. **Cardholder Account Maintenance Clarification** – Use the drop-down box to choose a reason for the account maintenance. If you would like to enter additional information, enter it in the **Comments** text box.
  - b. **Cardholder Account Information** – You can modify the following fields:
    - i. **Office Name** – This is a mandatory field
    - ii. **Justification** – This is a mandatory field
  - c. **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.
  - d. **Required Delegations and Appointments** – Click the check box certifying that all required delegations and appointments have been prepared and processed. Enter the date by which you will conduct a review of the Primary A/BO.
  - e. **Card Embossing Options** – You can update the Organization name.
  - f. **Card/Convenience Checks Issuance Options** – This option is not currently available. Clicking these options will not change any information in the banking system. This will be addressed in a future release.
  - g. **UIC OPTI** – You can only update the UIC field.
  - h. **Cardholder Account Special Designations** – You have the option of changing or adding a Special Designation to assign to the account. This information is not mandatory.
  - i. **Purchase Limits** – You have the option to increase or decrease a Purchase Limit. If you decrease the Purchase Limits, a Notification email will be sent to all users associated with this Cardholder Account, but the workflow will not be restarted.
 

**Note:** If you increase a Purchase Limit, the Resource Manager will have to approve the change before it is sent to the bank.
  - j. **Merchant Category Codes** – You have the option to add additional **Included** (US Bank and CitiBank customers) or **Excluded** (CitiBank customers only) MCC Groups. Follow instructions according to the agency or service for which you are performing this action.
4. If the RM initiates the maintenance request, you have the option to reject the request. Click the **Reason Code** drop-down box to select a reason for the rejection. If you need to provide additional information, enter it in the **Comments** text box. Click **Terminate Request**.
5. Click **Submit Changes**.

**Note:** If you are an Army, Air Force, or Defense Agency customer and would like to suspend or reactivate the Cardholder Account, click **Suspend Account** or **Reactivate Account**. If you would like to cancel the Cardholder Account, click **Cancel Account**.

## 11.4 Resource Manager and RM Pool

To request maintenance on a Cardholder Account:

1. Click the **Cardholder Accounts** tab.
2. Click **Select** next to the Cardholder Account that you want to update.
3. You have the option to edit the following fields:
  - a. **Cardholder Account Maintenance Clarification** – Use the drop-down box to choose a reason for the account maintenance. If you would like to enter additional information, enter it in the **Comments** text box.
  - b. **LOA** – You can modify the following fields:
    - i. **Accounting Validation Code** – This is a required field for Army, Air Force, and Defense Agency customers.

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

- ii. **Default Accounting Code** – Depending on the relationship that you have set up with the bank, the required fields may vary.
  - c. **Purchase Limits** – You have the option to decrease a Purchase Limit.
  - d. **Merchant Category Codes** – You have the option to add additional **Included** (US Bank and CitiBank customers) or **Excluded** (CitiBank customers only) MCC Groups. Follow instructions according to the agency or service for which you are performing this action.
4. Click **Submit Changes** to send the information to the A/OPC for approval.

**Note:** If you are an Army, Air Force, or Defense Agency customer and would like to suspend or reactivate the Cardholder Account, click **Suspend Account** or **Reactivate Account**.

## 12.0 Viewing an Activated Cardholder Account

To view a Cardholder Account:

1. Click the **Cardholder Accounts** tab.
2. Click **Select** next to the Cardholder Account that you want to view. The Cardholder Account information will display.

## 13.0 Accounts in Progress Functions

### 13.1 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.

### 13.2 Terminating a Request in Workflow – A/OPC

A/OPCs have the authority to terminate a request in workflow at any time before the account is submitted to the bank.

1. Click the **Accounts in Progress** tab.
2. Click **Select** next to the workflow that you want to terminate.
3. At the bottom of the screen, click **Terminate Workflow**.
4. Confirm that you want to terminate the workflow and click **OK**.

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## Appendix A: Additional Roles and Definitions

### A/OPC (Pool)

The A/OPC (Pool) is a group of users within the same organization who have access to perform the same functions on the same requests/transactions. When one A/OPC acts upon a request in their Task Inbox, the task will be removed from the A/OPCs' Task Inboxes.

### A/BO Pool

All users provisioned in EMMA as A/BO Pool members will be available for assignment as a Primary or Alternate A/BO on a Managing Account. Once the Primary and Alternate A/BOs are assigned, only those A/BOs will be authorized to access and take action on those Managing Accounts.

### RM Pool

All users provisioned in EMMA as Installation RM or RM Pool members are available for assignment as the Resource Manager of a Managing Account. Once an RM is assigned to a Managing Account, any actions which are available to the RM Pool will be available to any provisioned Installation RM or RM pool member within the assigned RM's organization.

## User Functionality within AIM

### Agency/Organization Program Coordinator

- Initiates maintenance requests for a Managing Account
- Initiates maintenance requests for a Cardholder Account
- Must approve all account requests prior to bank submittal

### Approving / Billing Official Supervisor

- Initiates new Managing Account requests
- Approves the Resource Manager nomination made by the Approving/Billing Official
- May approve Cardholder requests if the primary Approving/Billing Official is the same person as the Cardholder Supervisor
- Initiates maintenance requests for a Managing Account

### Approving / Billing Official Pool Member

- Accepts nomination for Managing Accounts
- Primary Approving/Billing Official nominates Resource Manager for Managing Accounts
- Initiates new Cardholder Account requests
- Initiates maintenance requests for a Managing Account

### Cardholder Supervisor

- Approves Cardholder Account request if not acting as the primary Approving/Billing Official pool member

**Cardholder**

- Accepts nomination for Cardholder Accounts

**Installation Resource Manager and Resource Manager Pool members**

- Accepts nomination for Managing Accounts
- Allocates Lines of Accounting and ensures adequate funding

**Resource Manager Pool Member**

- Accepts nomination for Managing Accounts
- Allocates Lines of Accounting and ensures adequate funding
- Initiates maintenance requests for a Managing Account
- Initiates maintenance requests for a Cardholder Account

## Appendix B: 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
AAC	Alternate Accounting Code
AIM	Authorization, Issuance, and Maintenance
AVC	Account Validation Code
CAC	Common Access Card
DAC	Default Accounting Code
DAU	Defense Acquisition University
DEERS	Defense Enrollment Eligibility Reporting System
DoDAAC	Department of Defense Activity Address Code
eBPSC	eBusiness Policy Support Center
EDI	Electronic Data Interchange
EMMA	Enterprise Monitoring and Management of Accounts
LOA	Lines of Accounting
MCC	Merchant Category Codes
OPTI	Obligation Processing Type Indicator
PCOLS	Purchase Card Online System
PIN	Personal Identification Number
RM	Resource Manager
TBR	Total Business Reporting
UIC	Unit Identifier Code

## Appendix C: Application Error Codes and Messages

Error Message	Explanation	Solution
User not found	There is a data error with user information.	Contact the Help Desk.
You are not authorized to use this application.	You are not an authorized user of AIM.	Contact your supervisor if you feel that you should have been provisioned in EMMA to use AIM.
Your assigned Agency/Organization Program Coordinator has not completed his or her profile online. Please consult your assigned Agency/Organization Program Coordinator for assistance.	See Error Message.	Contact your A/OPC to request that they complete their profile.
A Managing Account must be assigned to you before you can create a Cardholder Account.	You are not associated with a Managing Account.	Contact your supervisor if you feel that you should be associated with a Managing Account.
You must select one (1) Primary Approving/Billing Official.	See Error Message.	You must nominate an A/BO before a Managing Account can be created.
No Users for Role "Purchase Card Approving/Billing Official" could be found. Contact the role's supervisor to request that a user be provisioned before completing this task.	See Error Message.	Contact the A/BO Supervisor to request that an A/BO be provisioned in EMMA for this organization. Once an A/BO has been provisioned, your workflow will need to be restarted.
Office Name is a required field.	See Error Message.	Enter an <b>Office Name</b> and then resubmit to the database.
Justification is a required field.	See Error Message.	Enter a <b>Justification</b> and then resubmit to the database.
Org Name is a required field.	See Error Message.	Enter an <b>Organization Name</b> and then resubmit to the database.
Resource Manager's email address is a required field.	See Error Message.	Enter an email address for the appropriate Resource Manager and resubmit to the database.

<b>Error Message</b>	<b>Explanation</b>	<b>Solution</b>
Acknowledgement of Required Training is a required field.	See Error Message.	Click the <b>Acknowledgement of Required Training</b> check box and resubmit to the database.
The date for the DAU Training Date for the Approving/Billing Official(s) field must be in the past.	See Error Message.	Enter a new <b>DAU Training Date</b> that is in the past and resubmit to the database.
The value [number] for the field cycle purchase limit is not a valid numeric value.	You entered non-numeric characters in the <b>Cycle Purchase Limit</b> field.	Enter a valid amount in the <b>Cycle Purchase Limit</b> field and resubmit to the database.
The Cycle Purchase Limit cannot be increased.	See Error Message.	Lower the value of the <b>Cycle Purchase Limit</b> to the original value or a lower amount and resubmit to the database.
Reason code is required for rejections.	See Error Message.	Select a <b>Reason Code</b> from the drop down menu. You can enter additional information in the <b>Comments</b> field, if necessary. Resubmit your request to the database.
Accounting Validation Code is a required field.	See Error Message.	Enter an <b>Accounting Validation Code</b> and resubmit to the database.
Required Delegations and Appointments is a required field.	See Error Message.	Click the check box certifying that all required delegations and appointments have been prepared and processed and resubmit to the database.
Required Delegations and Appointments Date is a required field.	See Error Message.	Enter the date by which you will conduct a review of the Primary A/BO and resubmit to the database.
The date for the Required Delegations and Appointments Date field must be in the future.	See Error Message.	Enter a new <b>Required Delegations and Appointments Date</b> that is in the future and resubmit to the database.

Error Message	Explanation	Solution
<p>No Users for Role "Approving/Billing Officials Supervisor" could be found. Contact the "Agency/Organization Program Coordinator" at "aopc.name@email.mil" to request that a user be provisioned before completing this task.</p>	<p>See Error Message.</p>	<p>Contact the designated A/OPC and request that they provision a user into the A/BO Supervisor role through EMMA.</p>
<p>Your assigned Agency/Organization Program Coordinator is no longer provisioned in EMMA. Please consult your assigned Agency/Organization Program Coordinator for assistance.</p>	<p>No A/OPC has been provisioned through EMMA for this organization.</p>	<p>Contact your A/OPC and advise them of the error that you received. The A/OPC will need to contact their supervisor to request provisioning in EMMA.</p>
<p>UIC is a required field.</p>	<p>See Error Message.</p>	<p>Enter the <b>UIC</b> and resubmit to the database.</p>
<p>UIC is in wrong format.</p>	<p>The <b>UIC</b> must begin with an uppercase letter and be followed by five additional alpha-numeric characters.</p>	<p>Enter a valid <b>UIC</b> and resubmit to the database.</p>
<p>OPTI is a required field.</p>	<p>See Error Message.</p>	<p>Select an <b>OPTI</b> from the drop-down menu and resubmit to the database.</p>
<p>Verification is a required field.</p>	<p>See Error Message.</p>	<p>Enter information in the <b>Identity Verification</b> field (up to 16 alpha-numeric characters, including spaces, are allowed) which will be used by the bank to validate your identity if you have questions regarding your account.</p>
<p>A valid address must be entered for the Primary Approving/Billing Official. See the User Profile for more information.</p>	<p>The A/BO does not have a valid address in DEERS.</p>	<p>Go to the <b>Profile</b> tab. Click the <b>click here to update the address</b> link to access the DEERS Address Update application.</p>

<b>Error Message</b>	<b>Explanation</b>	<b>Solution</b>
You have reached the maximum number of MCC Groups allowed [allowed number].	See Error Message.	Review and change, if necessary, the groups that have been added to ensure that all of the necessary MCC Codes have been included.
[List] is not a valid combination of MCC values.	See Error Message.	Enter a valid combination of MCCs and resubmit to the database.

## Appendix D: Lines of Accounting Field Definitions

The following table defines the accounting data title, the acronym used in AIM, and the corresponding acronyms used within the Services and Defense Agencies. In addition, the first column lists the number of characters required for each field.

<b>FA2</b>	<b>Max Pos</b>	<b>Label</b>	<b>Acrn</b>	<b>Air Force (57)</b>	<b>Army (21)</b>	<b>Navy (17)</b>	<b>USMC (17)</b>	<b>CO (97)</b>
A1	2	Department Indicator	DEPT	(2) DEPT	(2) DEPT	(2) GA	(2) DEPT	(2) DEPT
A3	8	Fiscal Year Indicator	FY	(8) FY	(8) FY	(8) BFY/EFY	(8) FY	(8) FY
A4	4	Basic Symbol Number	BS	(4) ASN	(4) BSN	(4) APPR	(4) BasicSym	(4) ASN
A5	4	Limit/Sub-Head	SCL	(4) LIMIT	(4) Limit	(4) SubHead	(4) SubHead	(4) Limit
A6	2	Fund Code/MCC	FC	(2) FC		(2) MCC	(2) FC	
B1	2	Operational Agency Code/Fund Admin	OAC	(2) OAC	(2) OA		(2) FA	(2) OA
B2	5	Allotment Serial Number	ASN	(4) OBAN	(4) ASN	(5) BCN	(5) BCN	(5) ASN
B3	6	Activity Address Code/UIC	UIC	(6) UIC	(6) UIC	(6) UIC	(6) UIC	
C1	12	Program Element Code	PEC	(6) PEC	(11) AMSCO	(12) Cost Code	(12) Cost Code	(6) COST
C2	8	Project Task or Budget Subline	ORG	(6) BPAC	(8) Sub JON			(8) ORG
D1	2	Defense Agency Allocation Recipient	MFP	(2) MFP			(2) BESA	
D4	8	Job Order/Work Order Code	JO	(8) JON	(8) JO	(6) PAA	(6) PAA	(8) JO
D6	1	Sub-Allotment Recipient	SAR			(1) SubAllot	(1) SubAllot	
D7	6	Work Center Recipient	WCR	(6) RC/CC	(6) CCC		(6) JONLU	(6) CCC
E1	1	Major Reimbursement Source Code	RBC				(1) RBC	(1) RD
E2	3	Reimbursement Source Code	RSC	(3) ARSC	(3) RSC		(3) RON	(3) RSC
E3	6	Customer Indicator/MPC	CI	(6) MPC/SRAN	(6) CN			
F1	5	Object Class	OC	(5) EEIC	(4) EOR	(4) OC	(4) OC/OSC	(4) OCC
F3	1	Govt/Public Sector Identifier	GPS	(1) Type Vendor	(1) ODC			(1) W/O

<b>FA2</b>	<b>Max Pos</b>	<b>Label</b>	<b>Acrn</b>	<b>Air Force (57)</b>	<b>Army (21)</b>	<b>Navy (17)</b>	<b>USMC (17)</b>	<b>CO (97)</b>
G2	2	Special Interest/Special Program Cost	SIPC	(2) ESPC			(2) BRC	
I1	6	DoD BACC Shorthand	DBSH	(6) MAC	(6) APC		(4) CAC	(6) APC
J1	15	Document/Record Reference Identifier	SDN	(15) SDN	SDN	(15) SDN	(15) SDN	(14) SDN
L1	6	Accounting Installation Number	AI	(6) ADSN	(6) FSN	(6) AAA	(6) AAA	(6) FSN
M1	18	IFS Number	IFS		(18) IFS			