TIPS AND TRICKS
CAMS BANKCARD SYSTEM

To modify an ACCS for a particular purchase:

1. Highlight the line item to be modified.
2. Click on the ***ACCS*** button on the bottom
3. Double-click on the *Accounting Classification Code* field. The dba094 window opens.
4. Highlight the code in the subfield to be changed. Type in the correct code or double-click to see a list. Choose the correct one and click "OK"

Note: It won't let you type POO so do the pull down menu and say OK.

5. Click "Prev" button to return to the ACCS (BC-606) window.

NOTE: If it is accountable property, be sure to add that before exiting.
Click on the Property button at the bottom of the window. Fill in information. Be sure to save.

6. Click on EXIT to return to the Reconcile Transactions (BC-605) window.

To do q query %GSA%

To enter Property information:

1. Click on the Property button at the bottom of the window. The accountable Property (BC-626) window appears.
2. Click on the ACCS to be charged as accountable property.
3. Click on the Line no field in the Accountable Property Details and type in the line number of the corresponding ACCS.
4. Fill in appropriate information. If you need additional line items, press the + sign at the top of the screen. When you have entered the required information, BE SURE TO SAVE

Adding Notes:

IMPORTANT: DO NOT ADD A NOTE UNTIL **AFTER** THE ITEM HAS BEEN RECONCILED.

1. Click on a transaction to write or view a note. Click on the "Note" button at the bottom of the window and the Review All Notes (BC-6232) window appears.
2. Click the "Add" button to go to the next available line and type in a note.
3. Click on the "Prev" button to return to the Reconcile Transactions window.

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To establish an ACCS "quick list" (for accounting codes you use often):
1. Click on ***Cardholder.*** Then click on ***Add/Modify ACCS***
2. Under ACCS Type, enter 2-letter ID you will recognize, i.e. M4.
3. Enter the State Date (1-OCT-2002). Enter the End Date, which is the last day of the fiscal year, i.e. 30-SEPT-2003.
4. Enter the accounting classification and object class. BE SURE TO SAVE IT.

Keep repeating the above procedure until you have entered all accounting lines that you wish.
4. Close out of the Bankcard system.

To use saved ACCS Choices:
1. Highlight line item to be modified.
2. Click on the ACCS button on the bottom
3. Click on ACCS Choices
4. Click on List ACCS Choices
5. Choose the one you need and double click. It will be inserted into that line item. Check the screen to be sure the new accounting codes have been entered. BE SURE TO SAVE THIS SCREEN BEFORE EXITING.

To enter Property information:
1. Click on the Property button at the bottom of the window. The accountable Property (BC-626) window appears.
2. Click on the ACCS to be charged as accountable property.
3. Click on the Line no field in the Accountable Property Details and type in the line number of the corresponding ACCS.

Adding Notes:

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1. Click on a transaction to write or view a note. Click on the "Note" button at the bottom of the window and the Review All Notes (BC-6232) window appears.
2. Click the "Add" button to go to the next available line and type in a note.
3. Click on the "Prev" button to return to the Reconcile Transactions window.

Instructions for making a correction to an accounting entry after it has been reconciled and submitted to CAMS office:

1. Brink up CAMS Bank card screen, but do NOT log in.
2. Click on Reports Button to the left.
3. Click on Purchase Card Transaction Tracking Report (ORIGINAL)

This will bring on the Purchase Card Transaction Tracking Report, which has three windows:

4. In the FIMA OrgID window: type in the org code (i.e. NA0200)
5. In the FIMA Task Code window: type in the task code (i.e. BK6BRK) which you put in that was WRONG.
6. In the Invoice Date window, press the pull down arrow and pick the correct month and date that the incorrect purchase was made.
7. Press the Query button underneath.

This will brink up the "Purchase Card Transaction Tracking Report.
Write down the AP Trans. No., the Item No., and the amount of the transaction.

8. Call Janice Warren at 301-427-3041 and request she e-mail you a NOAA Finance Accounting Coding Document Commerce Purchase Card Form (see sample attached).
9. Fill out the form, writing the Item #., AP Trans #, $ Amount.
10. In the TO: CAMS Accounting Code column, write the CORRECT accounting codes and object class.
11. Print your name, sign form, and write phone number.
12. Fax form to Janice Warren at (301) 413-0022.