

September 13, 2010

FCard-11-2010: FY10 Rollover Process for Charge Card Program

In preparation for the upcoming Fiscal Year roll over to 2011, the CCSC has prepared the following timeline of activities beginning September 24, 2010 through October 22, 2010. This timeline will also be posted on the CCSC website for the Fleet Coordinator reference.

Friday, September 24, 2010 – Friday, October 2, 2010

FFIS and FMIMI (financial systems) will shut down at the close of business **Friday, September 24, 2010 – Friday, October 2, 2010** for Fiscal Year 10 year end processing for Smartpay2 transactions. During this time frame transactions from US Bank will **NOT** be posted to FFIS/FMIMI and any reallocation of transactions will not be reflected in the accounting systems.

Please note that during this period Drivers will be able to continue to use their Fleet and Pool cards, and Fleet Coordinators will be able to continue to perform other tasks, such as submit new card requests and hierarchy setups to the CCSC, perform hierarchy transfers, add/edit/remove User Ids, increase/decrease limits, run reports, etc., that do not require information posted in FFIS/FMIMI.

It is imperative that Fleet Coordinators reallocate all necessary FY10 transactions, as well as enter the item description field (Comments Field 3) for all transactions in Access Online (AXOL) prior to **Friday, September 24, 2010**. A description of the items purchased is necessary for accountability and oversight. Please enter the items description field for all transactions.

Monday, October 4, 2010 – FFIS and FMIMI will resume operation and will post any transactions which occurred during the “Financial Systems shut down period” (i.e., September 24, 2010 – October 2, 2010).

These transactions will contain FY10 accounting since they occurred during the “Financial Systems shut-down period”, but those will be the last transactions with FY10 as the accounting unless specifically directed otherwise by the agency.

Tuesday, October 5, 2010 – Transactions posted after Tuesday, October 5th will reflect FY11 accounting in AXOL and Fleet Coordinators should do the following:

- Ensure that transactions reflect the correct FY accounting on their fleet card account by reviewing their transactions in AXOL (i.e., Transaction List). The accounting should be for the FY the fleet transactions were incurred.
- Ensure that period end estimates have been submitted for outstanding FY10 fleet transactions that have not been reallocated in AXOL.
- **Refrain** from using these values until **Tuesday, October 5, 2010**. Although FY11 accounting codes will be available in AXOL over the next several weeks, as valid values, they should **NOT** be selected.

Saturday, October 2, 2010 – US Bank will update all Fleet cards Default Accounting Codes (DAC) to reflect the FY11 values.

October 4 – 6, 2010 – Fleet Coordinators should be aware that US Bank will provide the CCSC with the following:

- A list of Tag numbers whose transactions were not updated in AXOL because they fell outside the designated conversion rules.
- A list of Tag numbers whose DACs are now invalid after the conversion. Invalid status can occur if the Valid Value associated with the Tag number is not loaded or if the conversion rules produced an invalid DAC.
- CCSC will provide to the Agencies a list of all invalid DACs which resulted from the conversion or were not updated through the conversion process on **Wednesday, October 6, 2010**

October 7 – 17, 2010

- Agencies must correct all invalid DACs.

October 18 – 22, 2010

- CCSC will run the Invalid Default Accounting report to identify non-extracted transactions (because of invalid accounting) and will work with the appropriate AFPCs to correct the outstanding transactions with invalid accounting.

Please email any question to ccsc@dm.usda.gov with a cc: to Frank Hodo at Frank.Hodo@dm.usda.gov.