

**August 25, 2010**

**PCard-09-2010: 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 Coordinator and cardholder 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 Cardholders will be able to continue to use their Purchase cards and Convenience Checks, and 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 cardholders reallocate and approve all FY10 transactions, as well as enter the item description field (Comments Field 3) for all transactions in 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, and the necessary TIN and merchant information for Convenience Check transactions.

**Approving Officials should “Final Approve” all FY10 purchase card and Convenience Checks transactions prior to Friday, September 24, 2010.**

**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 5<sup>th</sup> will reflect FY11 accounting in AXOL and Cardholders should do the following:

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

**Saturday, October 2, 2010** – US Bank will update all Purchase and Fleet card Default Accounting Code (DAC) to reflect the FY11 values.

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

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

**October 7 – 17, 2010**

- Agencies must correct any invalid Cardholder DAC.

**October 18 – 22, 2010**

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

Please email any question to [ccsc@dm.usda.gov](mailto:ccsc@dm.usda.gov) with a cc: to Frank Hodo at [Frank.Hodo@dm.usda.gov](mailto:Frank.Hodo@dm.usda.gov).