

## **FCard-14-2009: Fiscal Year 2009 Rollover to Fiscal Year 2010 Timeline**

This information is being sent on behalf of John T. McCain, Program Manager, Charge Card Service Center (CCSC) and Denise Hayes, Fleet Card Departmental Program Manager.

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In preparation for the upcoming Fiscal Year (FY) roll over to FY2010, the CCSC has prepared the following timeline of activities from September 28, 2009 through October 23, 2009. This timeline will also be available on the CCSC website for reference.

***Please note that if your agency is converting to FMMI in FY10 (converting agencies include: DA NAD, OBPA, OC, OSEC, OASCR, OCE, OCFO, OCIO, OES, OGC, HSO, OIG, ARS, ERS, NASS, CSREES, FSIS, and FAS), the activities for your FY-end conversion will be different. Those activities are reflected in FCard-13-2009: FMMI Year-End Conversion Process.***

### **FY 2009 to FY 2010 Roll-over Activities Timeline**

#### **Friday September 25, 2009**

If necessary, any FY09 transactions in AXOL should be reallocated by the end of the day Friday September 25, 2009.

#### **Monday September 28, 2009 – Thursday, October 1, 2009**

FFIS, the USDA financial system, will shut down close of business **Monday September 28, 2009 – Thursday, October 1, 2009** for FY09 year-end processing of SmartPay2 (SP2) transactions. During this timeframe, transactions will **NOT** be posted from US Bank to FFIS and users will **NOT** be able to reallocate transactions.

#### **Saturday October 3 - Sunday October 4, 2009**

Because of the accounting conversion activities taking place, system functions that require information to be posted in FFIS will **NOT** be available to users on **October 3-4, 2009**. However, users will still be able to continue to perform other tasks, such as requesting new cards, adding or modifying user ids, adding vehicles, increasing/decreasing limits, running reports.

#### **Monday, October 5, 2009**

As of Monday, October 5, 2009, any "new" transactions posted in AXOL, including those occurring during the shut- down period, will reflect FY10 accounting. LFPCs should do the following:

- Review their fleet card transactions in AXOL (Transaction List) to ensure that the transactions reflect the correct FY accounting, i.e., the accounting should be for the FY the purchase was made.
- Ensure that period end estimates have been submitted for any outstanding FY09 purchases that have not been reallocated and approved in AXOL.

Fleet coordinators should be aware that US Bank will provide the CCSC with the following:

- A list of accounts whose accounting was not updated in AXOL because they fell outside the designated conversion rules.

- A list of accounts where the Default Accounting Codes (DACs) are now invalid after the conversion. Invalid status can occur if the valid value associated the card is not loaded or if the conversion rules produced an invalid DAC.

CCSC will provide the agencies with a list of accounts with either invalid DACs and/or DACs that were not updated due to the conversion process.

**Tuesday October 6 – Friday October 16, 2009**

Agencies must correct any invalid account DACs.

**Thursday October 8 – Friday October 23, 2009**

The CCSC will begin reallocating any non-extracted transactions (due to invalid DACs) using correct DACs. Agencies will still be able to reallocate those transactions to different accounting codes if necessary.

Thank you and please email any questions you have to the [ccsc@da.usda.gov](mailto:ccsc@da.usda.gov).