

August 18, 2009

PCard-26-2009: FMMI Year End Conversion Process

This information is being sent on behalf of John T. McCain, Program Manager, Charge Card Service Center Program Office.

In preparation for the upcoming FMMI Conversion, the CCSC has prepared the following timeline of activities beginning September 20, 2009 through October 13, 2009. This timeline will also be posted on the CCSC website for Coordinator and cardholder reference. The CCSC will ensure prompt notification of any updates or changes are made to the FMMI Conversion timeline.

The agencies that will be converting to FMMI on October 1, 2009, are: DA NAD, OBPA, OC, OSEC, OASCR, OCE, OCFO, OCIO, OES, OGC, HSO, OIG, ARS, ERS, NASS, CSREES, FSIS, and FAS.

IMPORTANT: In preparation of the upcoming conversion, it is imperative that cardholders working for the aforementioned converting agencies reallocate and approve all FY09 transactions in Access Online (AXOL) by September 25, 2009. Please ensure that this information reaches ALL CARDHOLDERS under your management to ensure that all charge card program participants are informed of the timeline of events and instructions on how to manage their accounts.

FMMI Year End Conversion Process

Below are the critical dates for the SmartPay2 agencies that will be converting to FMMI on October 1, 2009.

Sunday, September 20, 2009

- FMMI will begin to send the FY09 and FY10 Shorthand accounting codes to US Bank. These codes will **NOT** be immediately available for use for cardholder reallocation in AXOL. These codes will be made available to cardholders on Monday, September 28, 2009, after the transition to FMMI.
- FMMI Conversion team will provide to CCSC a crosswalk showing the previous FFIS accounting string and the corresponding FMMI Shorthand code.
- CCSC will prepare a spreadsheet with cardholder accounts and FMMI Shorthand codes and provide this to US Bank for mass update of cardholder DACs.
- CCSC will begin to reallocate transactions with invalid accounting to the cardholder default accounting so that they will be extracted to FFIS.

Friday, September 25, 2009

- Last day purchase card and convenience check transactions will post to AXOL with FFIS accounting. All approvals/reallocations of transactions **MUST** be complete. Any approvals or reallocations after this date will **NOT** be posted to FFIS or FMMI.”
- All previously unextracted transactions must be reallocated to valid accounting and extracted to FFIS. Any unextracted transactions after this date will be orphaned and will not be extracted to either FFIS or FMMI.

- All reallocation of previously posted transactions MUST be complete. Any reallocations after this date will **NOT** be posted to FFIS or FMMI.

Saturday, September 26, 2009

- US Bank will load FMMI FY09 Shorthand codes into AXOL.
- US Bank will update all Cardholder DAC's to FY09 Shorthand Codes.
- US Bank will disable all FFIS converting agencies accounting in AXOL.
- US Bank will delete all converting agency favorites in AXOL.

Monday, September 28, 2009

- CCSC will provide, to the Agencies, a list of any invalid Cardholder DAC's which result from the conversion.
- US Bank will enable Client Side Validation as part of the reallocation validation for accounting. CSV ICONS will be added as part of the reallocation process.

Tuesday, September 29, 2009

- Transactions will post to Access Online with FMMI Shorthand code accounting.
- CCSC will provide Agency Coordinator with a list of transactions which failed to extract due to invalid FMMI Accounting. Cardholders will need to reallocate transactions to valid FMMI accounting in AXOL.
- CCSC will create a new spreadsheet to update cardholder accounts to FY10 FMMI Accounting.

Wednesday, October 2, 2009

- Previous FFIS transactions (posting date of 9/26 or earlier) will receive Accept/Reject and Payment confirmation information in AXOL.

Friday, October 3, 2009

- US Bank will load FY10 FMMI accounting into Access Online.
- US Bank will update cardholder accounts to FY10 FMMI accounting.

Monday, October 5, 2009

- CCSC will provide, to the Agencies a list of any invalid cardholder DAC's which result from the conversion.
- CCSC will provide agencies with a list of transactions which failed to extract due to invalid FMMI accounting. Cardholders will need to reallocate transactions to valid FMMI accounting in AXOL.

Tuesday, October 13, 2009

- All transactions files (Payment and Reallocation 9/28 – 10/10) from US Bank will be processed into FMMI system.
- FMMI will begin to send Accept Reject and Payment Confirmation (9/28 – 10/10) data to US Bank for updating of AXOL.

Please email any questions to ccsc@da.usda.gov. Thank you!