

**For:** FFAS Offices

**USDA Farm and Foreign Agriculture Services (FFAS) Purchase Card  
Fiscal Year (FY) 2015 Yearend Guidance**

**Approved by:** Deputy Administrator for Management

**1 Overview**

**A Background**

Yearend purchase card activity guidance is needed to facilitate FY closeout.

**B Purpose**

This notice:

- applies to all FFAS offices, and
- provides cutoff dates for reallocating purchase card transactions.

See Notice AS-2284, FFAS Procurement Requisitions for End-of-FY 2015 and Renewals for FY 2016, for all other FY 2015 yearend procurement requisition submissions.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2015	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

**Notice AS-2288**

**1 Overview (Continued)**

**C Contacts**

For questions regarding this notice contact the following.

<b>IF there are questions regarding...</b>	<b>THEN contact...</b>
purchase card program	any of the following: <ul style="list-style-type: none"> <li>• Sheryl Welch, Agency Program Coordinator (APC), by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>sheryl.welch@kcc.usda.gov</b>, or</li> <li>• telephone at 816-926-6108</li> </ul> </li> <li>• LaVerne Walker, APC, by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>laverne.walker@wdc.usda.gov</b>, or</li> <li>• telephone at 202-720-4044</li> </ul> </li> <li>• Yvonne Howerton, Director, Acquisition Management Division (AMD), by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>yvonne.howerton@wdc.usda.gov</b>, or</li> <li>• telephone at 202-690-5401</li> </ul> </li> <li>• Brantt Lindsey, Branch Chief, AMD, by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>brantt.lindsey@kcc.usda.gov</b>, or</li> <li>• telephone at 816-926-1541.</li> </ul> </li> </ul>
Foreign Agricultural Service (FAS) yearend estimate reporting	either of the following in the FAS Budget Office: <ul style="list-style-type: none"> <li>• Deniz Alpsar by e-mail to <b>deniz.alpsar@fas.usda.gov</b>, or</li> <li>• William Davis by e-mail to <b>william.davis@fas.usda.gov</b>.</li> </ul>
Farm Service Agency (FSA) yearend estimate reporting	Cena Gribble by e-mail to <b>cena.gribble@kcc.usda.gov</b> .
Risk Management Agency (RMA) yearend estimate reporting	either of the following: <ul style="list-style-type: none"> <li>• Amy Gibbs by e-mail to <b>amy.gibbs@rma.usda.gov</b>, or</li> <li>• Anita Barnard by e-mail to <b>anita.barnard@rma.usda.gov</b>.</li> </ul>

2 Policy

A FAS Purchase Cardholders

FAS purchase cardholders and approving officials must:

- immediately begin requesting that merchants process transactions promptly,
- ensure that the deadline for purchases is **Friday, September 4, 2015**,

**Note:** FAS purchase cardholders and approving officials must cease making purchase card transactions, whether for purchase or payment, after **September 4, 2015**, for domestic purchases **only**.

- perform reallocations and approvals in U.S. Bank Access<sup>®</sup> Online (AXOL) **daily** beginning **Friday, September 4, 2015**, and

**Note:** Because of new general ledger (GL) extract rules released on May 22, 2015, reallocations will only post to Financial Management Modernization Initiative software (FMMI) if the transaction has been paid and is final approved. This means that approvers will need to finish their actions on all allocations to trigger the posting to FMMI and cardholders will need to know what transactions have **not** yet been final approved.

- e-mail yearend estimates to **deniz.alpsar@fas.usda.gov** and **william.davis@fas.usda.gov** no later than **Thursday, September 24, 2015**.

**Note:** Yearend estimates are for transactions that have **not** been final approved in AXOL. Provide the following information in a Microsoft Excel spreadsheet for each purchase not reallocated.

Cardholder Name	Funds Reservation Number (FRN)	Line of Accounting	Budget Object Code (BOC)	Amount
John Smith	7200001234	1055SEAOPD9300000HQAOPS04	2671	\$64.50
Jane Doe	7200005678	1055SEAOPD7600000HQAOPS04	2240	\$1,004.32

**Note:** For urgent or emergency FAS requirements after the provided deadlines, the requestor must obtain approval from their deputy administrator through the FAS budget office. Purchase cardholders and contracting officers must **not** go outside of these timeframes without approval from their deputy administrator through the FAS budget office.

At close of business (COB) **Wednesday, September 30, 2015**, the interface between AXOL and FMMI will be taken offline.

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2 Policy (Continued)

B FSA Purchase Cardholders

FSA purchase cardholders and approving officials must:

- immediately begin requesting that merchants process transactions promptly,
- perform reallocations and approvals in AXOL **daily** beginning **Friday, September 11, 2015,**

**Note:** Because of new GL extract rules released on May 22, 2015, reallocations will only post to FMMI if the transaction has been paid and is final approved. This means that approvers will need to finish their actions on all allocations to trigger the posting to FMMI and cardholders will need to know what transactions have **not** yet been final approved.

- cease making purchase card transactions, whether for purchase or payment after **Friday, September 18, 2015,** and

**Note:** Coordinate emergency purchases after **September 18, 2015,** with the Kansas City financial accounting office.

- provide the following information for all cardholder transactions that were not final approved in AXOL to their local agency program coordinator (LAPC) no later than **Friday, September 18, 2015.**

LAPC's must:

- e-mail a combined yearend estimate report to **cena.gribble@kcc.usda.gov** for the cardholders under their responsibility,
- combine totals for individual BOC's (individual transactions amounts, number of transactions, etc., data is not necessary for this effort), and
- provide the following information in a Microsoft Excel spreadsheet by section.

Agency-Section <u>1/</u>	Line of Accounting	BOC	Total Amount
FSA-KC	FA58457284000000	2671	\$300.73
FSA-KC	FA58457284000000	2639	\$65,000.00

Agency-State-Section <u>1/</u>	Line of Accounting	BOC	Total Amount
FSA-STO-FL	FA58401284000000	2671	\$30.73
FSA-COF-FL	CE58712000000000	2639	\$1,000.00

1/ For tracking purposes.

2 Policy (Continued)

**B FSA Purchase Cardholders (Continued)**

At COB **Wednesday, September 30, 2015**, the interface between AXOL and FMMI will be taken offline.

**C RMA Purchase Cardholders**

RMA purchase cardholders and approving officials must:

- immediately begin requesting that merchants process transactions promptly,
- cease making purchase card transactions, whether for purchase or payment after **Friday, September 18, 2015**, and
- perform reallocations and approvals in AXOL **daily** beginning **Friday, September 18, 2015**.

**Note:** Because of new GL extract rules released on May 22, 2015, reallocations will only post to FMMI if the transaction has been paid and is final approved. This means that approvers will need to finish their actions on all allocations to trigger the posting to FMMI and cardholders will need to know what transactions have **not** yet been final approved.

Each office must e-mail transactions that have not been final approved in AXOL to **amy.gibbs@rma.usda.gov** or **anita.barnard@rma.usda.gov** no later than **Tuesday, September 15, 2015**, using the yearend estimate spreadsheet provided separately in the RMA's yearend closing instructions.

At COB **Wednesday, September 30, 2015**, the interface between AXOL and FMMI will be taken offline.

**D All FFAS Resuming Operations After Yearend Cut Off**

On **Thursday, October 1, 2015**, FMMI will resume operation and will post any transactions that occurred during FMMI shutdown. Cardholders and approving officials may begin to handle any approvals and/or reallocations in AXOL, even though FY 2016 default accounting will **not** be added until the following week.

On **Tuesday, October 6, 2015**, transactions posted after Monday, October 5, 2015, will reflect FY 2016 accounting in AXOL and cardholders **must** ensure that transactions reflect the correct FY accounting during the reallocation process. FY 2015 and FY 2016 accounting codes will **both** be available in FY 2016 until the agency requests that FY 2015 accounting codes be removed from AXOL.