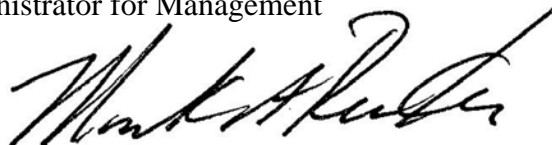


For: All FAS, FSA, and RMA Offices; State Office relay to County Offices

Purchase Card Fiscal Year (FY) 2017 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 the international, national, regional, state, and county offices, and
- provides cutoff dates for reallocating purchase card transactions.

See Notice AS-2311 for all other FY 2017 yearend procurement requisition submissions.

Disposal Date	Distribution
December 1, 2017	All FAS, FSA, and RMA Offices; State Office relay to County Offices

Notice AS-2313

1 Overview (Continued)

C Contacts

Direct questions about this notice to the appropriate contact according to the following table.

IF there are questions about...	THEN Contact ...
the purchase card program	<p>any of the following:</p> <ul style="list-style-type: none">• Sheryl Welch, agency program coordinator (APC), by either of the following:<ul style="list-style-type: none">• e-mail to sheryl.welch@kcc.usda.gov, or• telephone at 816-926-6108• Dr. Inna Lloyd, Deputy Director, Acquisitions Management Division (AMD) by either of the following:<ul style="list-style-type: none">• e-mail to inna.lloyd@wdc.usda.gov, or• telephone at 202-205-2837• Brantt Lindsey, branch chief by either of the following:<ul style="list-style-type: none">• e-mail to brantt.lindsey@kcc.usda.gov, or• telephone at 816-926-1541.
FAS yearend estimate reporting	<p>either of the following in the FAS budget office:</p> <ul style="list-style-type: none">• Deniz Alpsar by e-mail to deniz.alpsar@fas.usda.gov, or• William Davis by e-mail to william.davis@fas.usda.gov.
FSA yearend estimate reporting	Cena Gribble by e-mail to cena.gribble@kcc.usda.gov .
RMA yearend estimate reporting	Amy Gibbs by e-mail to amy.gibbs@rma.usda.gov .

2 Policy

A FAS Purchase Cardholders

The following apply to FAS purchase cardholders and approving officials.

- Starting immediately, request that merchants process transactions promptly.
- The deadline for purchases is Friday, **September 1, 2017**.

Note: FAS purchase cardholders and approving officials must cease making purchase card transactions, whether for purchase or payment, after **September 1, 2017**, for domestic purchases **only**.

- On Friday, **September 1, 2017**, start performing reallocations and approvals in U.S. Bank Access® Online (AXOL) **daily**.

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

- No later than **Thursday, September 21, 2017**, cardholders must e-mail yearend estimates to **deniz.alpsar@fas.usda.gov** and **william.davis@fas.usda.gov**.

Note: Fiscal 2017 year-end 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	FRN	Line of Accounting	BOC	Amount
John Smith	7200001234	1055SEAOPD9300000HQAOPS04	2671	\$64.50
Jane Doe	7200005678	1055SEAOPD7600000HQAOPS04	2240	\$1,004.32

- On Saturday, **September 30, 2017**, the interface between AXOL and FMFI will be taken offline at the close of business (COB).

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

2 Policy (Continued)

B FSA Purchase Cardholders

The following apply to FSA purchase cardholders and approving officials.

- Starting immediately, request that merchants process transactions promptly.
- Starting Friday, **September 8, 2017**, start performing reallocations and approvals in AXOL daily.

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 has been 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.

- After Friday, **September 15, 2017**, cease making purchase card transactions, whether for purchase or payment.

Note: Coordinate emergency purchases after **September 15, 2017**, with the Kansas City Financial Accounting Office.

- No later than Friday, **September 15, 2017**, **cardholders** shall provide the following information, for all transactions that were not **final approved** in AXOL, to their local agency program coordinator (LAPC), and

Note: LAPC's shall then e-mail a combined yearend estimate report to **cena.gribble@kcc.usda.gov** for the cardholders under their responsibility. LAPC's shall combine totals for individual budget object codes (BOC's). Individual transactions amounts, number of transactions, etc., data is not necessary for this effort. Provide the following information in a Microsoft Excel spreadsheet by section. If there are any revisions, please send in a revised spreadsheet with the changes highlighted. Year-end UPS charges should be estimated and included in the spreadsheet. Enter only one BOC per line.

Agency-Section <u>1</u> /	Line of Accounting	BOC	Total Amount
FSA-KC	FA78457284000000	2671	\$300.73
FSA-KC	FA78457284000000	2639	\$65,000.00

Agency-State-Section <u>1</u> /	Line of Accounting	BOC	Total Amount
FSA-STO-FL	FA78401284000000	2671	\$30.73
FSA-COF-FL	CE78712000000000	2639	\$1,000.00

1/ For tracking purposes.

- on **Friday, September 29, 2017**, the interface between AXOL and FMMI will be taken offline at COB.

2 Policy (Continued)

C RMA Purchase Cardholders

The following apply to RMA purchase cardholders and approving officials.

- Starting **immediately**, request that merchants process transactions promptly.
- After Friday, **September 15, 2017**, cease making purchase card transactions, whether for purchase or payment.
- Starting Friday, **September 15, 2017**, perform reallocations and approvals in AXOL daily.

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 has been 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.

- No later than **Friday, September 15, 2017**, each office shall e-mail transactions that have not been **final approved** in AXOL to **amy.gibbs@rma.usda.gov** using the yearend estimate spreadsheet provided separately in the RMA's yearend closing instructions.
- On Friday, **September 29, 2017**, the interface between AXOL and FMMI is taken offline at COB.

D Resuming Operations After Yearend Cut Off for All Agencies

On Monday, **October 2, 2017**, 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. FY 2018 codes will be available for reallocation even though FY 2018 default accounting will **not** be updated until the following week.

On Monday, **October 9, 2017**, transactions posted after Sunday, October 8, 2017, will reflect FY 2018 accounting in AXOL and cardholders **must** ensure that transactions reflect the correct FY accounting during the reallocation process. FY 2017 and FY 2018 accounting codes will **both** be available in FY 2018 until the agency requests FY 2017 accounting codes be removed from AXOL.