

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice AS-2332

For: All FSA and RMA Offices

**Farm Service Agency (FSA) and Risk Management Agency (RMA)
Purchase Card Fiscal Year (FY) 2019 Year-end Guidance**

Approved by: Acting Administrator, Farm Service Agency and Administrator, Risk Management Agency



1 Overview

A Background

Year-end purchase card activity guidance is needed to facilitate FY 2019 closeout.

B Purpose

This notice:

- applies to the national, regional, state, and county offices; and
- provides cutoff dates for reallocating purchase card transactions.

See Notice AS-2329 for all other FY 2019 year-end procurement requisition submissions.

Disposal Date	Distribution
December 1, 2019	All FSA and RMA Offices; State Office relay to County Offices

1 Overview (Continued)

C Contacts

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

IF there are questions about...	THEN contact the Farm Production and Conservation (FPAC) Business Center...
the Purchase Card Program	Acquisitions Division, Attn: Alecia Adams, Agency Program Coordinator (APC) via the FPAC Intake Portal at https://usdafpacbc.service-now.com/ServiceDesk/ .
FSA year-end estimate reporting	Financial Management Division, General Ledger Integrity Section, Salaries & Expenses Team, Attn: Cena Gribble via the FPAC Intake Portal at https://usdafpacbc.service-now.com/ServiceDesk/ .
RMA year-end estimate reporting	Financial Management Division: <ul style="list-style-type: none"> • General Ledger Integrity Section, Salaries & Expenses Team, Attn: Joel Chapman via the FPAC Intake Portal at https://usdafpacbc.service-now.com/ServiceDesk/ • Systems Section, Systems Maintenance Team, Attn: Anita Barnard via the FPAC Intake Portal at https://usdafpacbc.service-now.com/ServiceDesk/.

2 Policy

A FSA Purchase Cardholders

The following information applies to FSA government purchase cardholders and approving officials. Starting immediately, request that merchants process transactions promptly and in compliance with the following:

- On **Friday, September 13, 2019**, start performing reallocations and approvals in AXOL daily.

Note: Because of GL Extract rules, reallocations will only post to FMMI if the transaction has been paid and has received final approval. This means that approvers will need to finish their actions on all allocations to initiate the posting to FMMI and cardholders will need to know what transactions have **not** received final approval.

- No later than **Tuesday, September 17, 2019**, cardholders shall provide the following information, for all transactions that did not receive **final approval** in AXOL, to their Local Agency Program Coordinator (LAPC).
- **LAPC(s)** shall then e-mail a combined year-end estimate report to, Cena Gribble at **cena.gribble@usda.gov** for the cardholders under their area of responsibility. LAPC(s) shall combine totals for individual budget object classification codes (BOCs). Individual transactions amounts, number of transactions, or any other data are not necessary for this effort. Provide the following information in a **Microsoft Excel** spreadsheet by section. If there are any revisions, send 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	FA98457284000000	2671	\$300.73
FSA-KC	FA98457284000000	2639	\$65,000.00

Agency-State-Section <u>1</u> /	Line of Accounting	BOC	Total Amount
FSA-STO-FL	FA98401284000000	2671	\$30.73
FSA-COF-FL	CE98712000000000	2639	\$1,000.00

1/ For tracking purposes.

2 Policy (Continued)

B RMA Purchase Cardholders

The following information applies to RMA purchase cardholders and approving officials. Starting **immediately**, request that merchants process transactions promptly and in compliance with the following:

- Starting **Friday, September 13, 2019**, perform reallocations and approvals in AXOL **daily**.

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

- No later than **Monday, September 23, 2019**, each office shall e-mail transactions that have not received **final approval** in AXOL to **joel.chapman@usda.gov** and **anita.barnard@usda.gov** using the year-end estimate spreadsheet provided separately in the RMA's year-end closing instructions.

C Resuming Operations After Year-end Cut-Off for All Agencies

On **Tuesday, October 1, 2019**, FMFI will resume operations and will post any transactions that occurred during FMFI shutdown. Cardholders and approving officials may begin to handle any approvals and/or reallocations in AXOL. FY 2019 codes will be available for reallocation even though FY 2019 default accounting will **not** be updated until the following week.

On **Tuesday, October 8, 2019**, transactions posted will reflect FY 2020 accounting in AXOL and cardholders **must** ensure that transactions reflect the correct FY accounting during the reallocation process. FY 2019 and FY 2020 accounting codes will **both** be available until the agency requests FY 2019 accounting codes be removed from AXOL.