

PCPN# FY04-36 FY04-05 LOA Roll-over and Year End Procedures

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

The attached Word file (below) contains the procedures for the FY04-05 Line of Accounting rollover, and other related year end procedures. Please ensure that this document is reviewed and understood by your Financial Management offices as well as your Purchase Card offices. It is critical to a smooth start of FY05 that the FY05 LOAs be entered into the CMET table well in advance of the end of FY04.

Please send any questions/comments to purchase_card@navsup.navy.mil.

Helpdesk
DON eBusiness Operations Office
Card Management
5450 Carlisle Pike; P.O. Box 2050
Mechanicsburg, PA 17055
Fax: (717) 605-9362

PLAN FOR NAVY PURCHASE CARD TRANSITION FROM FY2004 TO Y2005 (Revision 1 – 7/1/2004)

NOTE: The revision corrects the date on which Bulk Funded accounts will be automatically converted to Transactional. It should have read "21 September 2004" vice "30 September 2004", so that it will coincide with the end of the cycle.

1. LINES OF ACCOUNTING

1.1 Overview

FY 2004 LOAs will be converted into FY 2005 LOAs as required by the DoN eBusiness Operations Office, then uploaded to CitiBank for entry into their data bases on 2 October 2004.

For Default LOAs we will roll the BFY and EFY fields to FY2005, plus any other changes requested by the Level 3 APCs. Existing FY2004 Default LOAs will be retained as Alternate LOAs. In any case where the existing LOA is anything other than BFY-EFY of 20042004, the LOA will not be rolled unless specifically requested.

NOTE: APCs must coordinate with their Financial Managers to ensure that CMET entries are made in a timely manner.

NOTE: We are required by FMO to roll the BFY and EFY fields of ALL 2004-2004 LOAs to 2005-2005. We will not change anything in the cost code (or anywhere else in the LOA) unless we have specific instructions.

Alternate LOAs will not be automatically rolled, but changes will be made by eBUSOPSOFF as requested by the Level 3 APCs.

In all cases, "05" will be appended to the LOA description, to ensure that the description is unique, as required by Citibank's processing rules.

Level 3 APCs will be given as much time as possible to review and correct LOAs before submission to the bank by eBUSOPSOFF, but that time will necessarily be limited.

As you know from previous years, this is very much a garbage-in garbage-out process. Other than the required change, we can only apply changes if we know what changes are needed. Not all LOAs follow the same format, so we can not apply a single blanket rule. We will be dealing initially with approximately 25,000 Default and 150,000 Alternate LOAs, so the key to helping us serve you is to provide as much information as possible as early as possible. That will allow us to apply bulk data processing instead of working line-by-line.

We realize that new LOA information is not always available to you as early as you and we would like. We also know that this effort requires significant human intervention, and is therefore subject to human error. That's why we will give you as much review time as possible. Here are a couple of things you can do to help us help your APCs:

- Ensure that this word is passed down to and acknowledged by ALL of your Level 5 APCs and Financial Managers.
- Review the posted roll-over LOA files for accuracy and completeness. What you see there IS what you will get unless you send in corrections.
- Ensure that your Financial Managers enter and enable the new LOAs in the CMET as early as possible, but in no case later than 25 September. If your LOAs are not in the production CMET which DFAS sends to the bank on 26 September, your roll-over WILL FAIL.
- Instruct your APCs and Financial Managers to review the posted LOA files in a timely manner. They should check the new LOAs in CitiDirect as soon as possible after the rollover and communicate any problems to eBUSOPSOFF, so that corrections can be made before transactions begin to hit the new LOAs.
- Stay on top of the process, and communicate with us as well as with your lower hierarchies.

1.2 Detailed Procedures

- a. eBUSOPSOFF will pull all existing Default LOAs from CCRS on or about 31 July 2004.
- b. Citibank will provide an listing of all Alternate LOAs to eBUSOPSOFF on or before 31 July 2004.
- c. At any time before 31 July 2004 APCs may provide eBUSOPSOFF with any general rules which can be used to automatically modify LOAs. Examples of these rules are "change the 6th character of the cost code from '4' to '5'" or "change the 1st four characters of the cost code to the 1st Julian date of the new FY". Providing general rules as early in the process as possible is HIGHLY recommended, as it greatly decreases our work-load, increases accuracy, and reduces your review time.
- d. eBUSOPSOFF will prepare a listing of all LOAs (Default and Alternate), parsed by claimancy. The Default list will include all active accounts, and show both the current LOA and the rolled LOA. There will be a separate file for each Level 3 claimancy. It will be the responsibility of each Level 3 APC to further distribute the data, as desired. The list will be forwarded to the Level 3 APCs or posted on the eBUSOPSOFF web pages by 15 August 2004 for review/modification.
- e. On 25 August 2004 CitiBank will provide a difference listing of all Alternate LOAs which have changed or been added since the data pull of 31 July 2004. At the same time, eBUSOPSOFF will pull a comparable listing of default LOAs from CCRS.
- f. Revisions received by 29 August 2004 will be incorporated into the final file, and tested against the CMET. We will consult with APCs to correct CMET rejections as time permits, but ultimately LOAs which fail CMET must be rejected. The Default LOA file will be compared with a fresh download of LOAs from CitiDirect, to ensure that all new LOAs and recent revisions are accounted for.
- g. The final Default and Alternate LOA files will be uploaded to Citibank via CERS on 29 September 2004. Citibank (Mr. Ruiz) will submit the files to the ASC Maintenance Utility on the first day after the end-of-year blackout, 2 October 2004.

2. OTHER

2.1 Scheduled Outage

CitiDirect will be unavailable to users from 30 September 2004 to 1 October 2004 in order to allow end-of-year changes to be entered.

2.2 Bulk Funded Accounts

On 21 September 2004 all Bulk Funded accounts (OPTI-B) will automatically be converted to Transactional (OPTI-T). They will remain Transactional until the end of the October cycle (21 October 2004). At that time, the bank will revert any accounts back to Bulk as requested by eBUSOPSOFF. Level 3 APCs will need to notify eBUSOPSOFF not later than 1 October 2004 if of any accounts which they wish to have automatically reverted to Bulk. Any time after 4 October 2004 the APCs may also change the OPTI value to "B" via CitiDirect, to take effect at the beginning of the next cycle. **Accounts not on the eBUSOPSOFF list or manually changed by the APCs will remain as Transactional.**

2.3 Obligation and Transaction Processing

Using the activity Purchase Log, APCs and FMs should manually establish obligations for purchases made prior to the end of 30 September, to reflect the charges in the FY in which they were incurred.

After the beginning of FY05, if an AO wants to reallocate to a FY04 LOA, the AO needs to ensure that funding is available in that LOA. The SDN created by CitiDirect will reflect the BFY-EFY of the LOA assigned to the transaction.

3. **KEY MILESTONES**

DATE	MILESTONE	RESP
ASAP	Submit blanket roll-over rules to eBUSOPSOFF	APCs
2004-07-31	Pull Default LOAs from CitiDirect	eBUSOPSOFF
2004-07-31	Send Alternate LOA file to eBUSOPSOFF	Citibank
2004-07-31	Deadline for submission of blanket roll-over rules to eBUSOPSOFF	APCs
2004-08-15	Post FY05 LOAs for review by APCs	eBUSOPSOFF
2004-08-25	Provide Alternate LOA difference listing to eBUSOPSOFF	CitiBank
2004-08-25	Run a Default LOA difference listing in CCRS	eBUSOPSOFF
2004-08-29	Deadline for submission of revisions to eBUSOPSOFF, as a result of the APC review.	APCs
2004-09-02	USMC/SABRS FY05 validation tables provided to Citibank	DFAS/KC
2004-09-05	FY05 CMET provided to Citibank for test	DFAS/CL
2004-09-26	FY05 CMET provided to Citibank for production	DFAS/CL

2004-09-29	Upload rolled LOAs to Citibank via CERS.	eBUSOPSOFF
2004-09-30	Begin CitiDirect black-out	Citibank
2004-09-30	Convert all OPTI-B to OPTI-T	Citibank
2004-10-01	Deadline for submission to eBUSOPSOFF of accounts to be reverted to OPTI-B	APCs
2004-10-01	End CitiDirect black-out	Citibank
2004-10-01	Enter revised LOAs into bank data bases via ASC Maintenance utility	Citibank
2004-10-04	APCs and FMs check new LOAs in CitiDirect.	APCs & FMs
2004-10-04	Accounts available to be reverted to OPTI-B via CitiDirect	APCs
2004-10-22	Revert designated accounts to OPTI-B	Citibank