

U.S. Bank Welcomes You to the 11th Annual GSA SmartPay[®] Training Conference

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DoD Fiscal Year End (FYE) Processing 2009

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July 29-30, 2009*



Agenda

- Overview
- FA2 Accounting Structure
- DoD Fiscal Year End (FYE) Timeline
- DoD FYE Process
- Post FYE Process
- Access Online Accounting Code Management Tools
- Support



Overview

- Discuss details of Fiscal Year End processing
 - Timeline
 - Confirm and Pay
 - Accounting Code Structure and updates
 - Pay and Confirm
 - Accounting Code Structure and updates
 - Accounting Code Management Tools
 - Upload VVLs
 - Create/Manage ACCs
 - Additional Support





FA2 Accounting Data

FA2	Max Pos	Label	Acrn	Air Force (57)	Army (21)	Navy (17)	USMC (17)	CO (97)
A1	2	Department Indicator	DEPT	(2) DEPT	(2) DEPT	(2)GA	(2)DEPT	(2) DEPT
A3	8	Fiscal Year Indicator	FY	(8) FY	(8) FY	(8)BFY/EFY	(8)FY	(8) FY
A4	4	Basic Symbol Number	BS	(4) ASN	(4) BSN	(4)APR	(4)BasicSym	(4) BSN
A5	4	Limit/Sub-Head	SCL	(4) L				
A6	2	Fund Code/MCC	FC	(2) FC				
B1	2	Operation Agency Code/Fund Admin	OAC	(2) OAC				
B2	5	Allotment Serial Number	ASN	(4) OBAN				
B3	6	Activity Address Code/UIC	UIC	(6)UIC	(6) UIC	(6)UIC	(6)UIC	
C1	12	Program Element Code	PEC	(2) PEC	(11) AMSCO	(12)Cost Code	(12)Cost Code	(6)COST
C2	8	Project Task or Budget Subline	ORG	(8) BPAC	(2) Sub JON			(8)ORG
D1	2	Defense Agency Allocation Recipient	MFP	(2)MFP			(2)PESA	
D4	8	Job Order/Work Order Code	JO	(8)JON				
D6	1	Sub-Allotment Recipient	SAR					
D7	6	Work Center Recipient	WCR	(6) WCR/CC				
E1	1	Major Reimbursement Source Code	RBC				(1)RBC	(1)RD
E2	3	Reimbursement Source Code	RSC	(3)ARSC			(3)RON	(3)RSC
E3	6	Customer Indicator/MPC	CI	(6)MPC/SRAN	(6)CI			
F1	5	Object Class	OC	(5)EEIC				
F3	1	Govt/Public Sector Identifier	GPS	(1) Type Vendor				
G2	2	Special Interest/Special Program Cost	SIPC	(2) ESPC				
I1	6	DoD BACC Shorthand	DBSH	(6) MAC	(6)APC			
J1	15	Document/Record Reference Identifier	SDN	(15) SDN	(15) SDN	(15)SDN	(15)SDN	(14) SDN
L1	6	Accounting Installation Number	AI	(6) ADSN			(6)AAA	(6)ESN
M1	18	IFS Number	IFS					
N1	3	Transaction Type	TT	(3)BAAN				
P5	12	FMS Case Country & Line	FMS	(12)FMS				
	148							

Appropriation Segments are A1-A6. A3 will be updated with FY10 values based on the business requirements.

UIC Segment is B3, will be updated with FY10 values based on the business requirements.

JO Segment is D4, will be updated with FY10 values based on the business requirements.

DBSH Segment is I1, will be updated with FY10 values based on the business requirements.

DoD FYE Timeline

- **Early Spring**

- DoD submits FYE requirements

- **Early September**

- Financial Centers provide the FY values

- **First weekend in October**

- DoD FYE process is run

- **June, August, October**

- Delete expired FY values and alternate lines of accounting



Confirm and Pay - Army

- Insert FY10 Parent Values

- **Access Online** Parent Accounting Validation Controls (**PAVCS**)

- Assign FY10 Child Values

- **Access Online** Child Accounting Validation Controls (**CAVCS**)

- Child Appropriation Segment contains FY09 values

- 212009200904000000 or 212009201004000000



- 212010201004000000 or 212010201104000000

- Somards Child JO Segment contains FY09 values

- 9R8XM1



- 0R8XM1



Confirm and Pay - Army (Cont'd)

- Update FY09 Default Accounting Codes

- Managing Accounts
- Cardholder Accounts

- DAC Appropriation Segment contains FY09 values

- 21 2009200904000000 or 21 2009201004000000



- 21 2010201004000000 or 21 2010201104000000

- Somards – Child – DAC JO Segment contains FY09 values

- 9R8XM1



- 0R8XM1



Confirm and Pay - Army (Cont'd)

- **Copy FY09 Alternates**

- **Access Online** Alternate Accounting Code (**AAC**)

- **Alternate Appropriation Segment contains FY09 values**

- 21**20092009**04000000 or 21**20092010**04000000

- **Rename Alternate**

- HW HARDWARE  **FY09** HW HARDWARE

- **Assign to Managing Account**

Confirm and Pay - Army (Cont'd)

• Update FY09 Alternates

- **Access Online** Alternate Accounting Code (**AAC**)

• Alternate Appropriation Segment contains FY09 values

- 21 2009200904000000 or 21 2009201004000000



- 21 2010201004000000 or 21 2010201104000000

• Somards – Child – Alternate - JO Segment contains FY09 values

- 9R8XM1



- 0R8XM1

• Update Alternate Name

- FY09 HW HARDWARE  FY10 HW HARDWARE



Confirm and Pay - Army (Cont'd)

- **Create FY09 Alternates**

- Cardholder Default Accounting Code (DAC)

- **DAC Appropriation Segment contains FY09 values**

- 21 2009200904000000 or 21 2009201004000000

- **Name FY09 Alternate**

- FY09 DEFAULT XXXX

- **Assign to Managing Account**



Pay and Confirm - USAF

- Insert FY10 Parent Values

- **Access Online** Parent Accounting Validation Controls (**PAVCS**)

- Assign FY10 Child Values

- **Access Online** Child Accounting Validation Controls (**CAVCS**)

- Child Appropriation Segment contains FY09 values

- 572009200904000000 or 572009201004000000



- 572010201004000000 or 572010201104000000

Pay and Confirm – USAF (Cont'd)

- Update FY09 Default Accounting Codes

- Managing Accounts
- Cardholder Accounts

- DAC Appropriation Segment contains FY09 values

- 57 2009200904000000 or 57 2009201004000000



- 57 2010201004000000 or 57 2010201104000000

Pay and Confirm – USAF (Cont'd)

- Update FY09 Alternates

- **Access Online** Alternate Accounting Code (**AAC**)

- Alternate Appropriation Segment contains FY09 values

- 57 2009200904000000 or 57 2009201004000000



- 57 2010201004000000 or 57 2010201104000000



Pay and Confirm – USAF (Cont'd)

- **Create FY09 13th Month Cycle**

- Air Force
- Air National Guard

- **Cycle Dates**

- Cycle Start Date = 09/19/2009
- Cycle End Date = 10/02/2009

- **Cycle Close**

- Obligation
- Invoice
- Cost Transfer not processed
 - September billing cycle
 - 13th month cycle



Pay and Confirm – USAF (Cont'd)

- **Create FY10 1st Month Cycle**

- Air Force
- Air National Guard

- **Cycle Dates**

- Cycle Start Date = 10/03/2009
- Cycle End Date = 10/19/2009

- **Cycle Close**

- Obligation
- Invoice
- Cost Transfer



Confirm and Pay - DoD Agencies

- Insert FY10 Parent Values

- **Access Online** Parent Accounting Validation Controls (**PAVCS**)

- Assign FY10 Child Values

- **Access Online** Child Accounting Validation Controls (**CAVCS**)

- Child Appropriation Segment contains FY09 values

- 972009200901004690, 972009200907064690 or 972009201007654690



- 972010201001004690, 972010201007064690 or 972010201107654690

- Child JO Segment contains FY09 values

- 0DDD09 or 0W9CAR



- 0DDD10 or 0W0CAR

- Child UIC Segment contains FY09 values

- 00CC09 → 00CC10



Confirm and Pay - DoD Agencies (Cont'd)

- Assign FY10 Child Values Continued

- Child Appropriation Segment contains FY10 values

• 97**20102010**00100469 | 97**20102010**007064690
97**20092011**07654690

- Child UIC Segment contains FY09 values

• 00CCC9 ➔ 00CCC0 | 00CC9C ➔ 00CC0C

- Child DBSH Segment contains FY09 values

• CCC900 ➔ CCC000 | CC9C00 ➔ CC0C00



Confirm and Pay - DoD Agencies (Cont'd)

• Update FY09 Default Accounting Codes

- Managing Accounts
- Cardholder Accounts

• DAC Contains FY09

• Appropriation Segment

- | | | | | |
|-------------------------------|--|-----------------------------|----|-----------------------------|
| • 97 <u>20092009</u> 01000000 | | 97 <u>20092010</u> 07060000 | or | 97 <u>20092010</u> 07650000 |
| ↓ | | ↓ | | ↓ |
| • 97 <u>20102010</u> 01000000 | | 97 <u>20102011</u> 07060000 | or | 97 <u>20102011</u> 07650000 |

• JO Segment

- 0DDD09 or 0W9CAR → 0DDD10 or 0W0CAR

• UIC Segment

- 00CCC9 → 00CCC0 | 00CC9C → 00CC0C

• DBSH Segment

- CCC900 → CCC000 | CC9C00 → CC0C00



Confirm and Pay - DoD Agencies (Cont'd)

- Copy FY09 Alternates

- **Access Online** Alternate Accounting Code (**AAC**)

- Alternate Contains FY09

- Appropriation Segment

– 97 2009200901000000 97 2009201007060000 or 97 2009201007650000

- JO Segment

– 0DDD09 or 0W9CAR

- UIC Segment

– 00CCC9

00CC9C

- DBSH Segment

– CCC900

CC9C00

- Rename Alternate

– HW HARDWARE  **FY09** HW HARDWARE

- Assign to Managing Account



Post FYE Process

•August 2009

- Delete FY07 or earlier values in **PAVCS**
 - Army, Army NAF and DoD Agencies

•October 2009

- Delete FY09 or earlier values in **PAVCS**
 - USAF

•June 2010

- Delete FY09 DEFAULT XXXX or earlier **AACS**
 - Army, Army Tenant, Army NAF, and DoD Defense Agencies



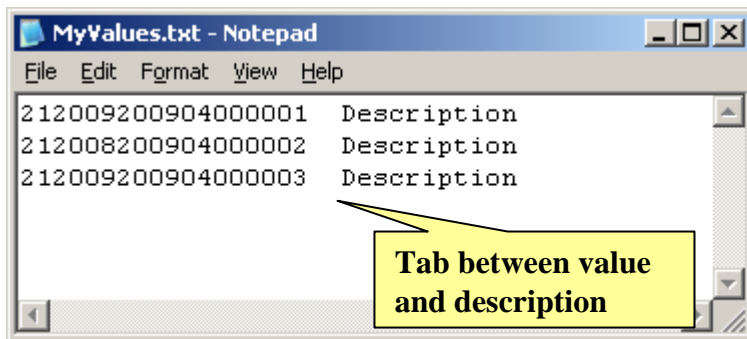
Access Online Accounting Code Management Tools

- **Child Accounting Validation Controls (CAVCS)**

- **Manage Valid Values Lists (VVLs)**

- **Upload VVLs**

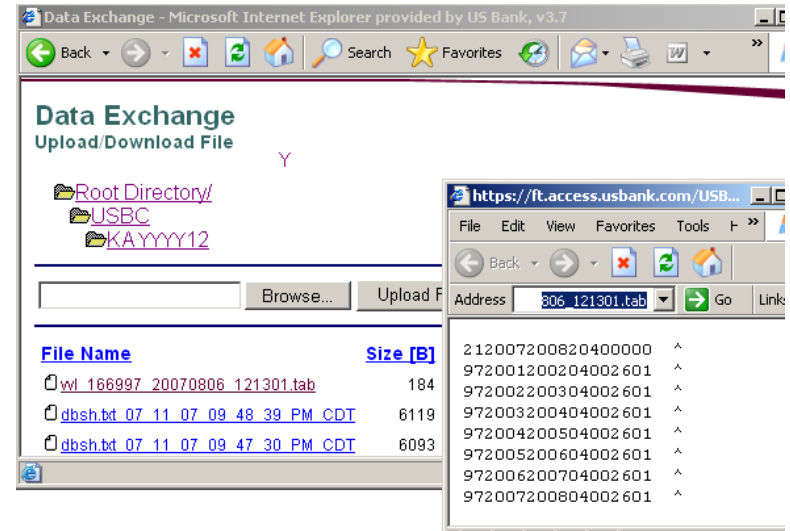
- Tab delimited file (.txt)



- **Delete VVLs**

- **Export VVLs**

- Delivered via Data Exchange



Access Online Accounting Code Management Tools

•Create/Manage Multiple Alternate Accounting Codes (AACs)

Alternate Accounting Code List

To **add** an Alternate Accounting Code (AAC), select the number of AACs desired and click "Add". Type a unique AAC Name and supply segment values.

Single segment values may be typed or selected by clicking the Search icon (if the segment is associated to a Valid Values List)

Multiple values for a segment may be entered by clicking the "Details" link or selected by clicking the Search icon.

To **modify** an AAC, change the AAC Name or segment values as described above.

To **delete** an AAC, check the Delete checkbox.

To complete management of the AACs (add, modify, delete), click the "Save" button.

Add 1 New Alternate Accounting Code(s)

* = required
Records 1 - 25 of 55
Page: 1 | 2 | 3

Delete	Alternate Accounting Code Name	Accounting Code - Segment Name (Length)	APPROPRIATE DATA (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)
<input type="checkbox"/>	CTMC DWC		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	CTMC FLIGHT MED		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	CTMC LAB		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	CTMC PHARM		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	CTMC PHYS THER		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	CTMC RAD		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 APCC FY04		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 ASIIP REC STA		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 ATC HEARING CON PRG		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 CEEP/CEMEP 31EJ A63L		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 CHIPO FY04		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 DFM CLINIC		972007200701301881	74	7413	GPC0P1	
<input type="checkbox"/>	FY07 DWC HQ		972007200701301881	74	7413	GPC0P1	

Create up to 25 AACs at once

Modify up to 25 AACs at once

Delete up to 25 AACs at once



Support

- **Access Online Accounting Code Management Sessions:**

- Wednesday, 12:30 – 1:40 PM - Room West 301 D
- Thursday, 9:30 – 10:40 AM - Room West 301 A

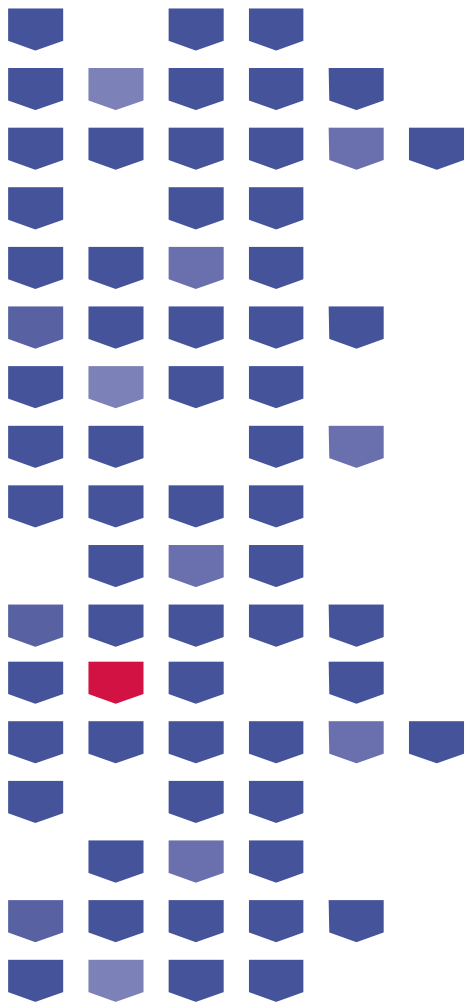
- **Please Call or Email the Help Desk for Assistance:**

- 1-800-254-9885
- accessonlinesupport@usbank.com

- **Access Online Web-Based Training**

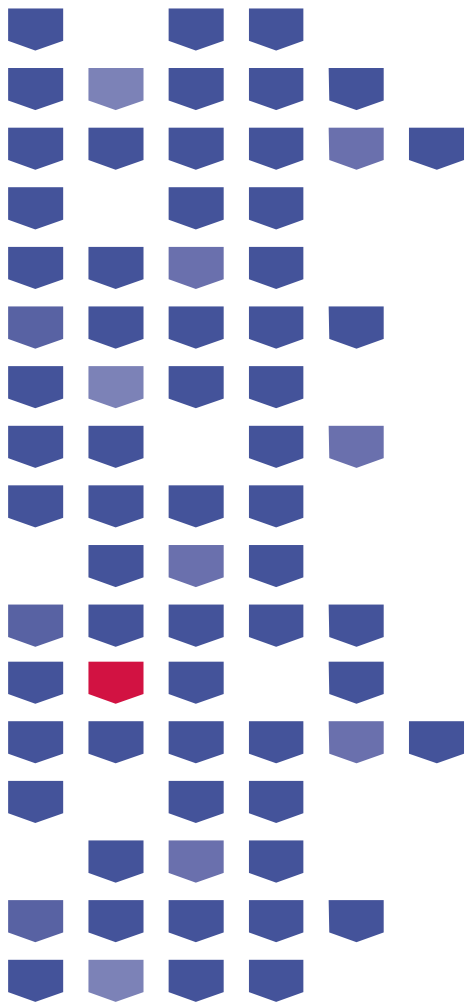
- <https://wbt.access.usbank.com/>
 - Lessons – Accounting Code Structures
Accounting Validation Controls
Alternate Accounting Codes





Questions?





Thank You

Presentations will be available on
www.usbank.com/sp2presentations
after the conference

