



CAS Financial Agent (FA) Conversion Agency Project Overview

February 16, 2017



Presenters

- Richard Yancy - Fiscal Service, Card Acquiring Service, Program Manager
- Tanya Biles - Vantiv, Leader of Merchant Implementations
- Kyle Howat - Vantiv, Sr. Leader of Client Implementations
- Tammy Oslica - Shared Accounting Module, Agency Support Analyst

Presentation Outline

- CAS Overview
- General Information about Conversion
- How to Prepare
- Conversion Timeline
- Conversion Options
- What to Expect
- Impacts to Agency
- Wrap up



Webinar is Sponsored By

Bureau of the Fiscal Service Card Acquiring Service (CAS)

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Introduction to CAS and FA Conversion Overview

Richard Yancy
February 16, 2017



CAS Program 101

What is CAS? The Card Acquiring Service is a Fiscal Service program that provides merchant acquiring services for credit, debit, electronic benefit transfer and store value (e.g. gift, etc.) cards for federal partner agencies

Acceptance Points:

- Card Present
 - Traditional standalone terminals
 - Integrated point of sale (POS) solutions (e.g. VARs, electronic cash registers)
 - Vantiv Accept (mobile)
 - Kiosks
- Card Not Present
 - Internet-based software applications (e.g. Pay.gov)
 - Lockbox

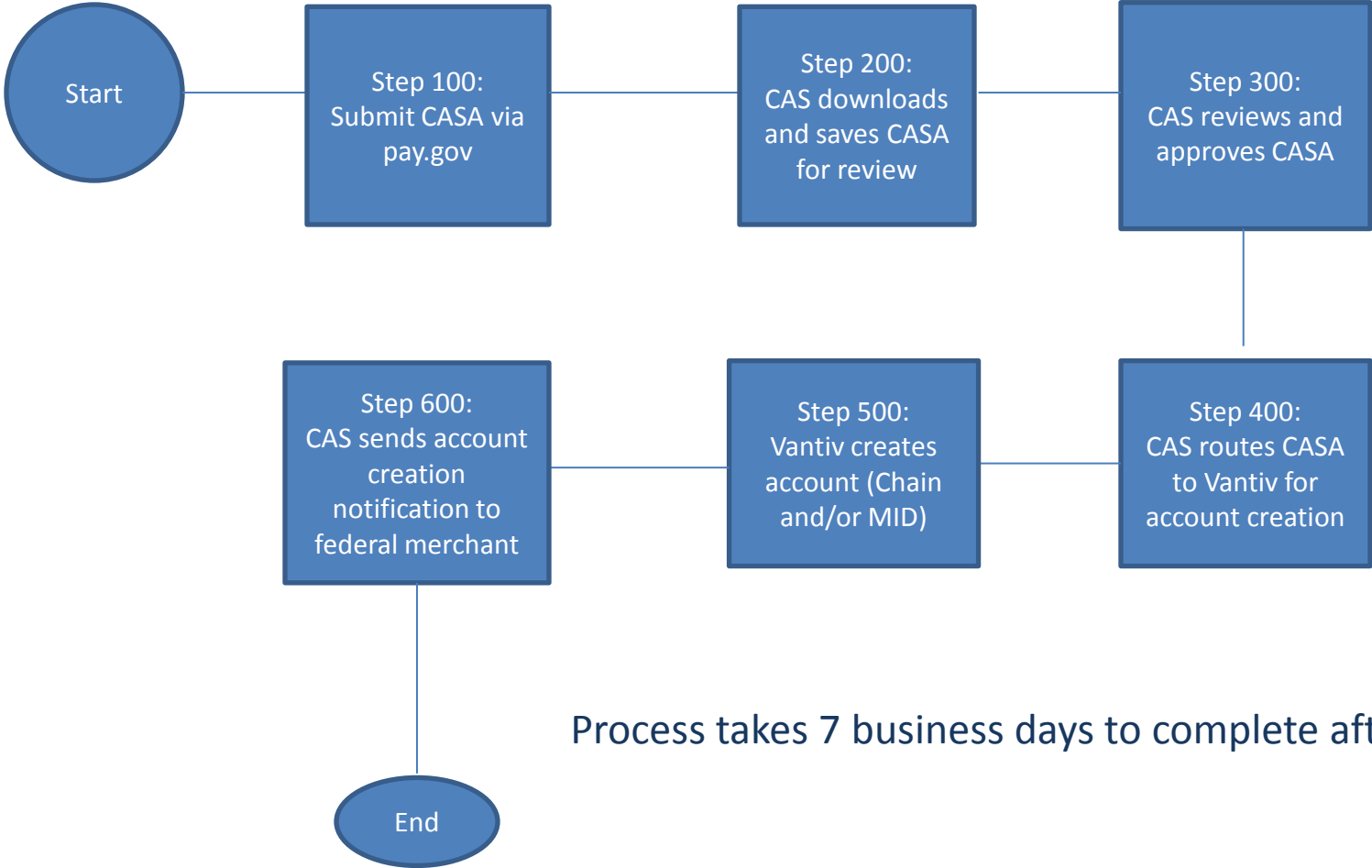
Vendor Support: Financial Agent -- Comerica Bank

Merchant Acquirer/Processor -- Vantiv

CAS Key Terminology

- **Designation Hierarchy:**
 - **Chain Number**- alphanumeric designator assigned by acquirer to reflect unique channel of processing
 - **Division Number**- additional 3 digit value assigned under a chain to designate unique lines of accounting
 - **Merchant ID (MID)**- unique designator assigned by acquirer to reflect location of processing
 - **Terminal ID (TID)**- unique designator assigned by acquirer to reflect each terminal
- **Point-of-Sale (POS) Device**- a type of electronic-transaction terminal typically including a computer, cash register and other equipment or software used to sell goods or services.
- **Value Added Reseller (VAR)**- company or organization that adds features or services to an existing product, then resells it (usually to end-users) as an integrated product or complete "turn-key" solution.
- **CASA Process** - Process agencies use to request for creation of new Merchant ID

CASA Process



Process takes 7 business days to complete after CAS approval

CAS Conversion

Background: CAS entered into a new Financial Agent Agreement with Comerica Bank in August 2016. As a result, over 7000 merchant locations, spanning more than 60 agencies, are being converted over to the Comerica Bank platform.



CAS Conversion: Project Objectives

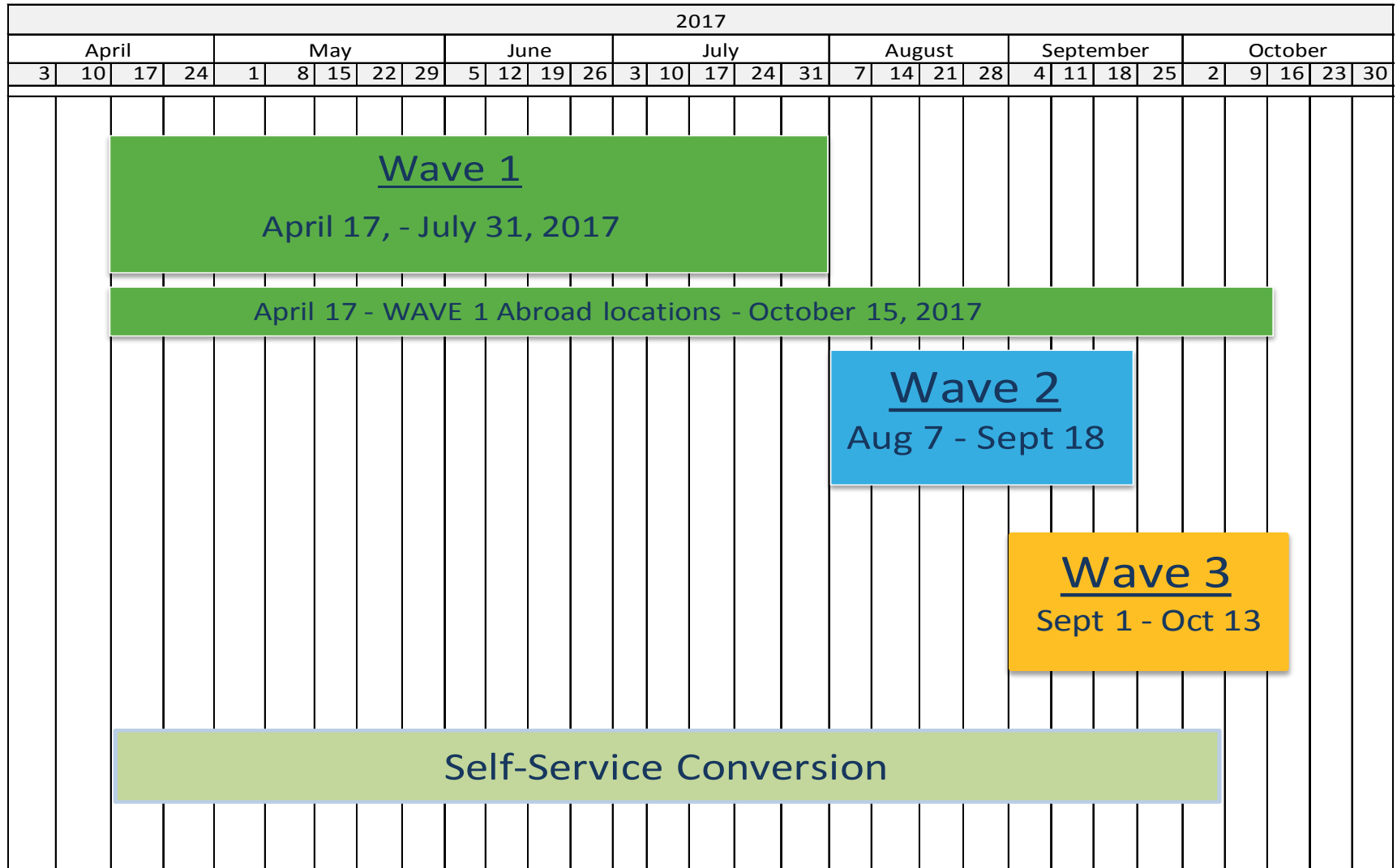
Project Objectives:

- Provide successful settlement of US Treasury supported agency transactions through Comerica Bank
- Migrate all existing US Treasury supported agencies from 5/3 Bank to Comerica Bank
- Provide successful Boarding of new US Treasury agencies under Comerica Bank
- Convert terminals and VAR connections for all existing US Treasury supported agencies to successfully process transactions with Comerica Bank
- Provide successful Billing for US Treasury agencies under Comerica Bank
- Ensure that US Treasury supported agencies are included in existing reporting and servicing under Comerica Bank
- Minimize Agency Impact (two-pronged approach):
 1. Self Service
 2. Coached
- Complete agency conversions by October 2017
 - Wave Execution Approach

Data Security/Fraud Prevention Objectives:

- Introduce enhanced cardholder data security measures (i.e., Tokenization and Encryption) where infrastructure exists without impeding defined program timeline
- Address agency plans regarding EMV adoption with VARs
 - Target agencies/VARs not currently EMV-enabled
 - Establish baseline post-conversion expectations for each agency

CAS Conversion: Wave Methodology



CAS Conversion: Timelines

Wave 1: April 17 – July 31, 2017

- Department of Agriculture
- Department of Defense (Army and Navy)
- Department of Homeland Security
- Department of Interior
- Department of State
- General Services Administration
- National Archive and Records
- Social Security Administration
- U.S. Courts
- Veteran's Affairs

CAS Conversion: Timelines

Wave 2: August 7 – September 18, 2017

- Department of Commerce
- Department of Energy
- Department of Health and Human Services
- Department of Justice
- Department of Transportation
- Department of the Treasury
- Federal Emergency Management Agency
- Library of Congress
- Presidio Trust
- Senate Disbursing Office

CAS Conversion: Timelines

Wave 3: September 1 – October 13, 2017

- Agency for International Development
- American Battle Monuments Commission
- Architect of the Capitol
- Armed Forces Retirement Home
- Centers for Medicare & Medicaid Services
- Central Intelligence Agency
- Comptroller of the Currency
- Corporation for National & Community Service
- Department of Education
- Department of Housing & Urban Development
- Department of Labor
- EE Opportunity Commission
- Executive Office of the President
- Export / Import Bank of United States

CAS Conversion: Timelines

Wave 3: September 1 – October 13, 2017

- Federal Deposit Insurance Corporation
- Federal Mediation & Council
- Federal Communications Commission
- Federal Maritime Commission
- Federal Trade Commission
- House of Representatives
- General Accountability Office
- Government Printing Office
- National Aeronautics and Space Administration Headquarters
- National Aeronautics and Space Administration
- National Credit Union Administration
- National Endowment for Arts
- National Labor Relations Board

CAS Conversion: Timelines

Wave 3: September 1 – October 13, 2017

- National Science Foundation
- National Transportation Safety Board
- Nuclear Regulatory Commission
- Office of Government Ethics
- Office of Personnel Management
- Railroad Retirement Board
- Securities and Exchange Commission
- Small Business Administration
- St. Lawrence Seaway Development
- Tennessee Valley Authority
- U.S. Environmental Protection Agency
- United States Postal Service
- United States Peace Corps



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Terminal and VAR Process CAS Conversion Webinar

Kyle Howat and Tanya Biles
February 16, 2017



vantiv

Upgrade Options for New Comerica Relationship

- Terminal Self-Service Support (Preferred Method)
 - Terminal Update of new MID data
 - Requires line connectivity
 - Dial Line – approx. 10 min, IP Line – approx. 2 min
 - Vantiv Phone Support for Escalation/Troubleshooting
- Some terminals require replacement at no cost to Agency
- Terminal Coached Support
 - Scheduled time with Vantiv rep for walking through update
- VAR Updates
 - VAR sheet updates processed with new FA information
 - Agency and associated VAR will collaborate with respect to service agreement and conversion timing

What to Expect and Timeline

- Self Service Webinar - To Be Scheduled
 - Configuration Summary to be provided after webinar participation that includes New MID, TID that will be entered into the terminals
- New CASA Freeze Period
 - March 24 – April 17, 2017
 - Allows for capture of all existing Merchant locations and terminals to be converted

Self-Service Terminal Process

- Simple instructions for update to be performed on the terminal
- Approximately 10 minutes per terminal with a dial connection and 2 minutes with an IP connection to perform the update
- Configuration summary with new TIDs, by MID location to be provided
- Due dates for implementation established by CAS Team
- Communication of status with CAS and Vantiv

Replacement Terminal Process

- Some terminals will require a full download due to outdated software version (application)
 - Affected terminals will be replaced at no cost to the Agency
- Replacement terminals will be shipped with new MID info already loaded within the unit.
- Agency to implement (plug-n-play) use of the new terminal device(s)
- Existing Pin Pad(s) will remain in use with new terminal
- Due Dates for implementation established by CAS Team
- Communication of status with CAS and Vantiv
- Follow Agency guidelines for decommission of old terminal(s)

Self-Service Pay.gov Process

- Pay.gov

- Pay.gov will work directly with CAS and Vantiv to coordinate the update of MID information for ALL Pay.gov collections including Pay.gov online forms

- Conversion Approach

- Pay.gov will automatically replace old MIDs with new MIDs. This will happen at a date to be determined soon. Agencies will be notified of the updates ahead of the scheduled date.
- Agencies are NOT expected to be impacted. No action by the agency is necessary.

Self-Service VAR Process

- VAR Process
 - Updated VAR parameter sheets to be provided
 - Agency to work with VAR and/or Vantiv to coordinate updates of the new MID details
 - Due dates for completion to be established by CAS Team
 - Communication of status with CAS and Vantiv



Shared Accounting Module (SAM) CAS Conversion Webinar

Tammy Oslica
February 16, 2017

Purpose Statement

The purpose of this presentation is to review SAMs core functionality and walk through the steps required to update your CAS Merchant IDs (MIDs) located on your existing SAM Cash Flow Profile (CFP).

Presentation Outline

- SAM Application Overview
- Cash Flow Profile (CFP) Overview
- Job Aid
 - Updating SAM CFP
 - Downloading CFPs in SAM
 - Uploading CFPs in SAM

Application Overview

SAM is a web-based application that facilitates the process of validating or deriving TAS/BETC combinations to classify transactions reported by Federal Program Agencies (FPA) in real time.

To complete this objective SAM operates in one of three modes:

- Validation
- Translation
- Default

Application Overview

Validation Mode

- *SAM validates TAS/BETC data received on IPAC & Payment transactions.*

Translation Mode

- *SAM translates classification keys (C-Keys) into TAS/BETC data for Collections, RITS & TRACS transactions.*

Default Mode

- *SAM defaults transactions in the event a TAS/BETC or C-Key cannot be validated (Collection & Payment transactions default to **F3500** and IPAC transactions default to **F3502**).*

Application Overview

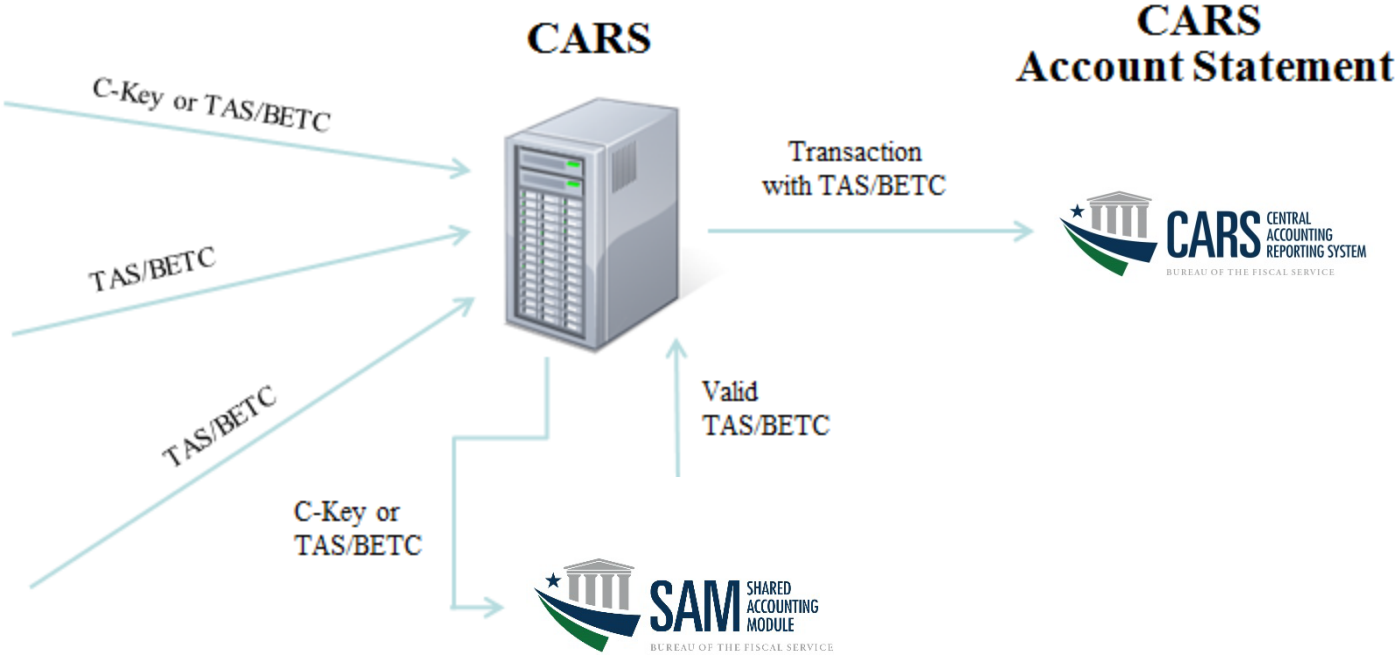
Collections



IPAC



Payments



Cash Flow Profile (CFP) Overview

Cash Flow Profiles are centered around translating a classification key (C-Key) into a TAS/BETC. C-Key's are comprised of two components which include the C-Key Name and C-Key Value. Below are examples of existing C-Key formats.

<u>STP Code</u>	<u>C-Key Name</u>	<u>C-Key Value*</u>
CAS	Merchant ID	4445000123456
PAYGOV	PAYGOV ALC+2	99999999 + 00
ECP	ECP ALC+2	99999999 + 00
OTcNet	Agency Accounting Code	TAS/Accounting Code

*C-Key values shown above include (+) only to illustrate individual components.

Cash Flow Profile (CFP) Overview

SAM translates the C-Key value into component TAS/BETC.

CashFlow													
Name	CAS Sample CFP												
Description	CAS Sample CFP												
System Type	Collection												
Access Group Path	SAM Access Group Name												
ALCs	12345678												
Mechanisms	CAS												
CKey Name													
Name	Merchant ID												
Description	Merchant ID												
Ckey Value	Description	Distribution	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BETC	%	
4445000XXXXX	CAS MID	Credit			XXX				XXXX	000	COLL	100	
		Debit			XXX				XXXX	000	COLLAJ	100	



C-Keys point to a TAS/BETC

Job Aid

Updating SAM Cash Flow Profile

Downloading - SAM Cash Flow Profile

Login to the SAM application: <https://www.sam.fms.treas.gov>

- Select 'Manage Cash Flows' link and click on the appropriate access group name. The following screen will appear:

The screenshot displays the SAM application interface. At the top, there is a navigation bar with links for Home, Print, Help, About, and Logoff. Below this, the user's name and login date are shown. The main content area is titled 'Manage Cash Flows' and contains a 'Select Cash Flow' section. This section includes instructions on how to create, modify, or manage cash flows, and a checkbox for 'Display expired cash flows'. A table lists available cash flows, with 'CAS Sample CFP' selected. Below the table, there are four buttons: 'Cancel', 'Add Cash Flow', 'Modify Cash Flow', and 'Manage Versions'. The 'Manage Versions' button is highlighted with a red box.

Select	Cash Flow Name	System Type
<input checked="" type="radio"/>	CAS Sample CFP	Collection

- Select the Cash Flow Name that you want to download and click 'Manage Version'.

Downloading - SAM Cash Flow Profile

- Next, select the radio button for the CFP version and click 'Download'.

SAM SHARED ACCOUNTING MODULE

Home | Print | Help | About | Logoff

User: Mark Johannesman, November 18, 2016

Navigation: Manage Users, Upload ABA Routing Data, Business Training, Security Training, Application Management, ERD Presentations, Partner Profiles, Manage Defaults, **Manage Cash Flows**, Upload Cash Flows, Classify Transactions, Manage Access Groups, Reports

Manage Cash Flows

Select Cash Flow Versions

Select an existing cash flow version and click **Modify**, **Copy**, **Remove**, or **Download**.

Access Group: Sample Access Group
Cash Flow: CAS Sample CFP

Display expired versions of cash flow.

Select	Description	Version	Effective Date	End Date
<input type="radio"/>	CAS Sample CFP	1	11/18/2016	

Buttons: Previous, Cancel, Modify, Copy, Remove, **Download**

Uploading – SAM Cash Flow Profile

Once you are finished updating your CFP you will need to save the file to your computer. You will then need to upload it back into SAM.

- Once logged in, select the 'Upload Cash Flows' link and browse for the CFP that you are wanting to upload. Please make sure the File Format button is selected for the specific file type you are uploading.

The screenshot displays the SAM Shared Accounting Module interface. The top navigation bar includes links for Home, Print, Help, About, and Logoff. The left sidebar shows a navigation menu with options like Manage Users, Upload ABA Routing Data, Business Training, Security Training, Application Management, ERD Presentations, Partner Profiles, Manage Defaults, Manage Cash Flows, Upload Cash Flows (highlighted), Classify Transactions, Manage Access Groups, and Reports. The main content area is titled 'Upload Cash Flows' and shows 'Step 1 of 4: Upload File'. It includes a 'Select File' field with a 'Browse...' button, a 'File Format' section with two radio button options, and 'Clear' and 'Next' buttons. A red box highlights the 'File Format' section and the 'Next' button.

Upload Cash Flows

Step 1 of 4: Upload File

Select the directory path and file name of the Cash Flow(s) to upload.

* Select File:

* File Format:

MS-Excel with "xlsx" Extension (e.g., 2007, 2010) Template: MS-Excel with "xlsx" Extension (e.g., 2007, 2010)

MS-Excel with "xls" Extension (e.g., 2003) Template: MS-Excel with "xls" Extension (e.g., 2003)

* denotes required field

Uploading – SAM Cash Flow Profile

- Select 'Replace' CFP option and click 'Next'.

SAM SHARED ACCOUNTING MODULE

Home Print Help About Logoff

User: Mark Johannesman, November 18, 2016

Navigation: Manage Users, Upload ABA Routing Data, Business Training, Security Training, Application Management, ERD Presentations, Partner Profiles, Manage Defaults, Manage Cash Flows, **Upload Cash Flows**, Classify Transactions, Manage Access Groups, Reports

Upload Cash Flows

Step 2 of 4: Select Cash Flows for Replacement

This cash flow already exists in SAM. You must select the version to upload and enter or update the Effective Date and Expiration Date as needed. Click **Next** to continue.

Existing Cash Flow

Select	Action	Access Group	Cash Flow	Version	Effective Date	Expiration Date
<input type="radio"/>	Create	Sample Access Group	CAS Sample CFP	2		
<input checked="" type="radio"/>	Replace	Sample Access Group	CAS Sample CFP	1	11/18/2016	

Previous Cancel **Next**

Uploading – SAM Cash Flow Profile

- Step 3 of the upload process informs the user if the uploaded CFP has any errors or warning in the file format or content. If no errors are found you may proceed with the upload process by selecting the ‘Save’ button.

Upload Cash Flows

Step 3 of 4: Save Cash Flows

Review the file validation results and click **Save** to complete the upload.

Summary Statistics

Number of C-Key values in file:	1
Number of file errors:	0
Number of file warnings:	0

Cash Flow Details

Access Group	Cash Flow	Version	Effective Date	Expiration Date
Sample Access Group	CAS Sample CFP	1	11/18/2016	

NOTE -Cash Flow CAS Sample CFP will replace existing cash flow of the same name.

Previous **Cancel** **Save**

Uploading – SAM Cash Flow Profile

- Next, a confirmation screen will appear showing the summary statistics and details for the uploaded CFP.

The screenshot shows the SAM Shared Accounting Module interface. The top navigation bar includes 'Home', 'Print', 'Help', 'About', and 'Logoff'. The left sidebar contains a 'User' section for Mark Johannesman (November 18, 2016) and a 'Navigation' menu with options like 'Manage Users', 'Upload ABA Routing Data', 'Business Training', 'Security Training', 'Application Management', 'ERD Presentations', 'Partner Profiles', 'Manage Defaults', 'Manage Cash Flows', 'Upload Cash Flows' (highlighted), 'Classify Transactions', 'Manage Access Groups', and 'Reports'. The main content area is titled 'Upload Cash Flows' and displays a 'Confirmation' message: 'The cash flow and C-Keys in the uploaded file have been saved.' Below this is a 'Summary Statistics' box showing: 'Number of C-Key values in file: 1', 'Number of file errors: 0', and 'Number of file warnings: 0'. A 'Cash Flow Details' table follows, with a note: 'NOTE -Cash flow CAS Sample CFP will replace existing cash flow of the same name.' The table has the following data:

Access Group	Cash Flow	Version	Effective Date	Expiration Date
Sample Access Group	CAS Sample CFP	1	11/18/2016	

An 'Upload Another' button is located at the bottom of the confirmation area.

- Download is now complete!

CAS Conversion: Wrap-Up

Next Steps

- Check your e-mail for Agency outreach communications over the next several weeks
- Choose Agency conversion method
 - Self Service or Coached
- Self Service Webinar - March 2017
- CAS One-day D.C. Conference - April 2017
- Direct any questions regarding Waves or other conversion – related questions to CAS Mailbox CardAcquiringService@fiscal.treasury.gov
- Watch the CAS website for support updates

Questions?

Please submit your questions through the
“Chat” feature on the webinar



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CAS FA Conversion Appendix



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Contact Information



Program Support Contacts

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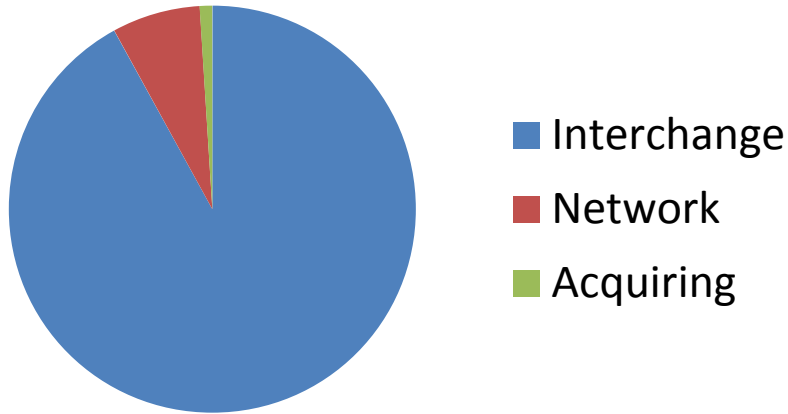
Phone: (314) 444 – 3736

Name: Harold Grice

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CAS Program Metrics

2016 CAS Program Costs



2016 Accounts Receivables:

- Over 12.1 billion in sales
- POS: ISV/VAS/Standalone terminals collects 49%
- Pay.gov collects 51%

2016 Accounts Payables:

- Over 171.2 million in interchange fees
- Over 14.6 million in network fees

Year Over Year (YOY) Growth:

8 % YOY volume growth

6% YOY passthru cost (interchange and network fees)

Business Channels:

900 Chains

7000 Merchant Identification Numbers

CASA Information Needed

Preliminary Steps:

- Determine your account creation strategy (e.g. new chain and/or new MID)
- Project your estimated card volumes (may need to work with subject matter experts or benchmark other similar organizations to determine projections)
- Project your largest estimated itemized card transaction (e.g. largest card individual transaction is estimated to be \$1000)