CAS Conversion Implementation Strategy
CAS Conversion Webinar

March 23, 2017

Presenters

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

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Presentation Outline

- Message from the CAS Program Manager
- Prepare for Conversion
- What to Expect During Conversion
- Success Tips for Conversion
- SAM information

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Questions & Answers

- Please submit your questions through the "Chat" feature on the webinar

- If you do not have access to the WebEx, submit your questions to the CAS Outreach Mailbox:

  CardAcquiringService@fiscal.treasury.gov

- All questions that are not answered during the webinar will be answered via the FAQ document.

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Welcome Message from CAS
CAS Conversion Webinar

Richard Yancy

March 23, 2017

CAS Program Message

- Welcome and Thank-you from CAS Program Manager, Richard Yancy

- Summary of February 16, CAS Financial Agent Conversion Agency Overview

- This webinar provides details about your conversion

- Vantiv Support is a simple phone call away

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Terminal and VAR Process
CAS Conversion Webinar

Kyle Howat and Tanya Biles

March 23, 2017

Prepare for Conversion

- Send email to Vantiv Conversion Team with your dates and corresponding Merchant IDs at the following address:

  MerchantBankConversionTeam@vantiv.com

  - Remember to include all Merchant IDs and your date(s) for Self-Service

  - If no Merchant IDs are provided, the entire agency will be deemed Self-Service

  - If date(s) change email the Vantiv Conversion Team

- Agency will receive a confirmation from the Vantiv Conversion Team

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Prepare for Conversion

- Each Merchant will be receiving a Configuration Summary Spreadsheet from Card Acquiring Service the week of April 10, 2017

- Open communication lines with agency partners of upcoming dates
    - Internal Support Teams (e.g., IT Teams)
    - Third Party VARs

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Configuration Summary Example

ID	Chain	New Chain	Agency Name/Bureau	Agency Code	Wave	Chain Chain Name	Store Street	Store Address2	Store City	Store State	Store Zip	Old Merchant ID	New Merchant ID	OLD Terminal ID	New Terminal ID	Terminal Type	Status (In progress, Complete)	SAM UPDATE (Y/N)
2030	0D6927		Department of Treasury, Office of the Agency	TREAS-OCA	2	OCC	250 E Street, SW	MS FM2	Washington	DC	20219	4445000850XX	456500054XXXX	9036XX		Ingenico ICP220		
2031	0D6927		Department of Treasury, Office of the Agency	TREAS-OCA	2	OCC	250 E Street, SW	MS FM2	Washington	DC	20219	444500085XXX		8986XX		Ingenico ICP220		
2032	0D6927		Department of Treasury, Office of the Agency	TREAS-OCA	2	OCC	250 E Street, SW	MS FM2	Washington	DC	20219	4445000850XXX		8986XX		Ingenico ICP220		
2033	0D6927		Department of Treasury, Office of the Agency	TREAS-OCA	2	OCC	250 E Street, SW	MS FM2	Washington	DC	20219	444500085XXXX		9037XX		Ingenico ICP220		
2034	0D6927		Department of Treasury, Office of the Agency	TREAS-OCA	2	OCC	250 E Street, SW	MS FM2	Washington	DC	20219	444500085XXXX		9052XX		Ingenico ICP220		

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Configuration Summary Example

Your new Terminal ID is needed for conversion

Old Merchant ID	New Merchant ID	OLD Terminal ID	New Terminal ID	Terminal Type	Status (In progress, Complete)	SAM UPDATE (Y/N)
44450008507XX	4565000548XXX	9036XX	9036XX	Ingenico ICP 220		
444500085XXXX	4565000548XXX	89860X	8915XX	Ingenico ICP 220		
44450008507XX	4565000548XXX	898XXX	8987XX	Ingenico ICP 220		
44450008507XX	4565000548XXX	9037XX	898XXX	Ingenico ICP 220		
44450008507XX	45650005485XX	9052XX	905XXX	Ingenico ICP 220		

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During Conversion

- Track your agency conversion progress independently

- Vantiv Conversion Team will reach out for status within 2 weeks days of the chosen completion date

- Please forward the completed Configuration Summary back to CAS Outreach Mailbox:

    CardAcquiringService@fiscal.treasury.gov

- Ensure that the Shared Accounting Module (SAM) updates have been made, if applicable

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Suggestions for Successful Conversion

- Select a time of day that does not impact business operations

  – We recommend allowing 30-60 minutes (10 minutes per terminal)

- Have the following items available:

  – Terminal Conversion Guide

  – Configuration summary with your new Terminal IDs (TIDs)

- Call Vantiv Conversion Team with any questions or issues at (800) 824-4317

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Suggestions for Successful Conversion

- VAR Conversion
  - Engage the Third Party Vendor early in the process
  - Vantiv will provide a Third Party Vendor sheet to agency for VAR use
  - Expectation is the VAR updates will be within the assigned Wave
  - The Conversion Project team (Vantiv, CAS) is available to meet with the vendor for question and answer session

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2017

| Mar | April | May | Jun | Jul | Aug | Sep | Oct |

★ **Mar 23 - Fiscal Service CAS Conversion Implementation Strategy Webinar**

Wave 1
April 17 – July 31

April 17 – Wave 1 Overseas Locations – October 15

★ **Mar 31 Call to Action decision due for approach**

Wave 2
Aug 7 – Sep 18

Mar 24 – Apr 15

Freeze period for NEW Terminal or MID requests

Aug 14 -16
Gov't Financial Management Conference

★ **April 10**
Card Acquiring Service
1 Day Forum in Washington DC

★ **Early Aug (date TBA)**
Pay.gov conversion of MIDs

★ **Week of April 10**
CAS will distribute Configuration Summary to Agencies

Wave 3
Sep 1 – Oct 13

Third Party Vendor supported Agencies (e.g. VAR, ISV) schedule and coordinate the Merchant ID change with Vendor

10/15

★ **MID Conversion Complete**

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Walkthrough Terminal Update

- Walk through Ingenico Terminal update
- Steps are comparable for the VeriFone Terminal

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Terminal Conversion Guide for
Self-Service & Coached

3/23/17

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smarter / faster / easier / payments ™

ATTENTION! Before You Get Started

- Make sure that you have ample time to perform this download. You will <u>not</u> be able to process transactions on the terminal once the download process begins.
    - IP Downloads take approximately 5-6 minutes
    - Dial Downloads take approximately 10-15 minutes
- Settle any open transactions. Terminal downloads will delete any open batches and the transactions within.

Helpful Hints:

- Most of the buttons to be pressed will be circled in red.
- Your screen should match the screen on the instructions, besides your unique Terminal ID (TID) number.

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Ingenico Terminals

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Step 1

From the main processing screen press the "F" key on the key Pad

*** Important – Please ensure your batch is settled before you attempt any downloads***

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Step 2

Terminal will prompt you to enter the Admin Password. (V123456)

- To change a numeric character to an alpha character, press the "F" key after choosing the numeric key that corresponds to the alpha character needed.

- For example to make the letter V, start by pressing the 8 key and then pressing the "F" key 3x, this will change the 8 to a "V".

Press Enter/Green Function Key once you enter the Password.

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Step 3

At the Functions Menu, Press "3-TADU" and then press the green enter key.

15/09./2015

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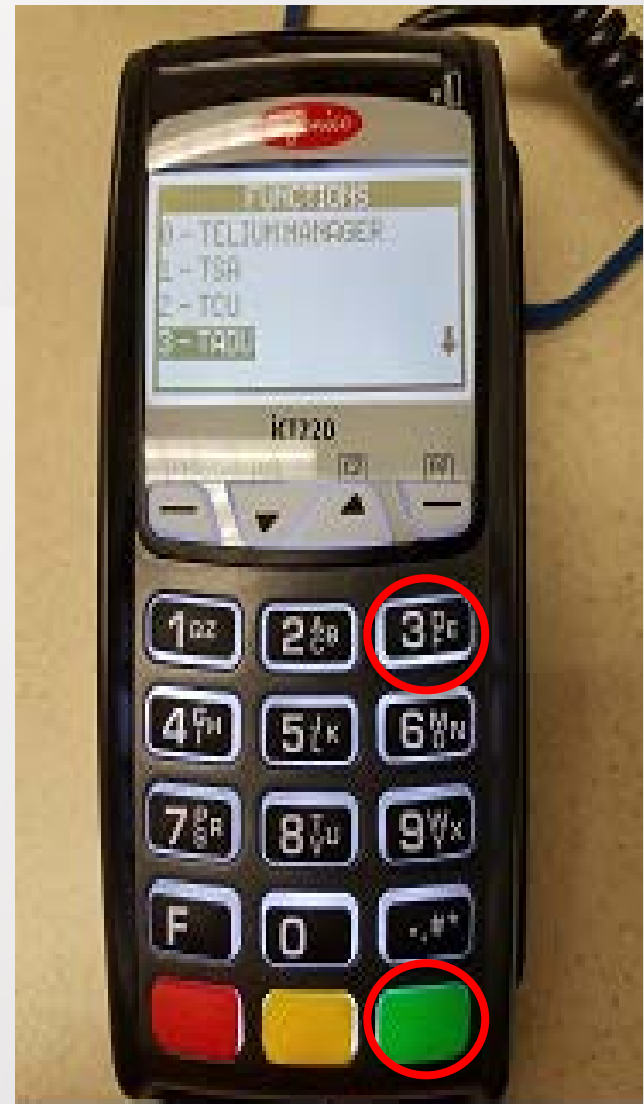
Step 4

Press "0-Configure"

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Step 5

Press "1- Partial", and press the green enter key.

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Step 6

Determine if you are connected via a Dial or IP Connection (Dynamic or Static).

- If line is going into the "ETH" jack of the line adaptor, then IP (figure 1) – Proceed to Step 7 IP – Slide 13

- If line is going into the "Phone In" jack of the line adaptor, then Dial (figure 2) – Proceed to Step 7 Dial – Slide 10


Figure 1

Figure 2

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Step 7 Dial

Press "0-Dial", and press the green enter key.

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Step 8 Dial

- Download phone number is 18002547170

- (If the number is incorrect, press and hold the yellow key on the keypad to remove number), then enter the number above

- If you are required to dial a 9 or 8 for outside line be sure to include in front of the number

- Then press the green enter key

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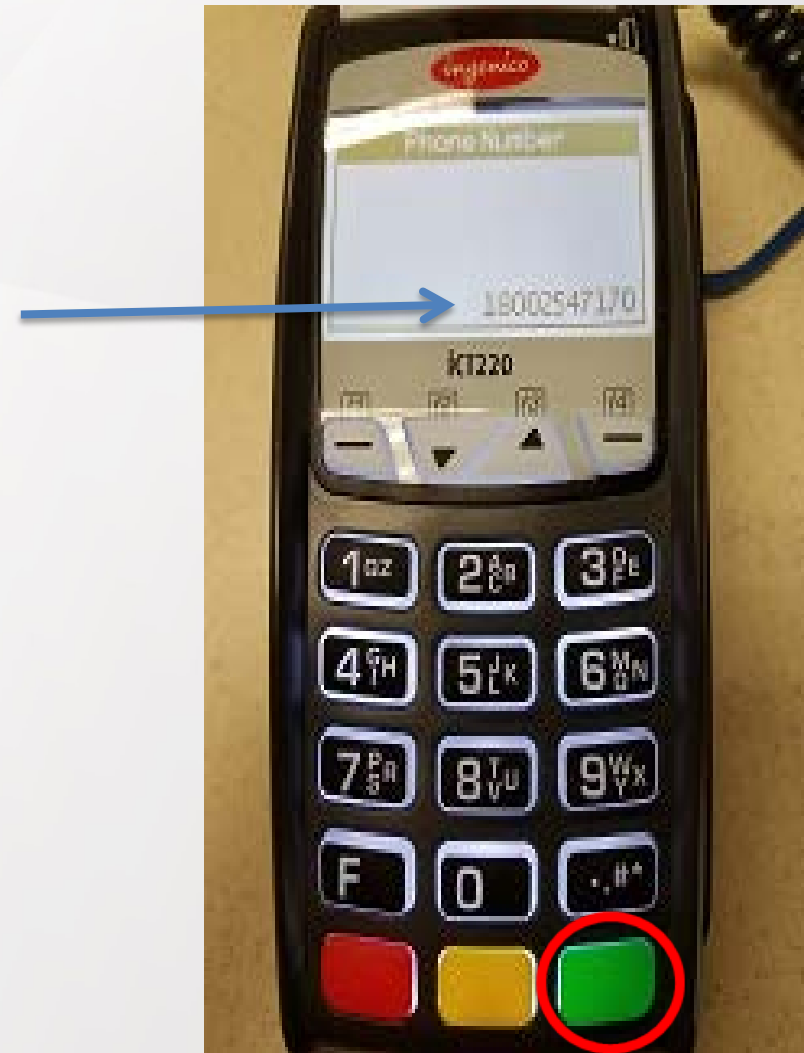
Step 9 Dial

Press "0-Highest" for the dial speed, then press the green enter key.

Proceed to Step 12 – Slide 22

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Step 7 IP

Press "1-Ethernet", and press the green enter key.

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Step 8 IP (Dynamic)

- Choose the IP type that applies to the setup at the merchant location.

- Most case it will be Dynamic. If you are not certain choose Dynamic, by pressing "0-Dynamic".

- Press the green enter key once selection has been made.

- If Static, please proceed to Step 8 IP (Static) – Slide 18

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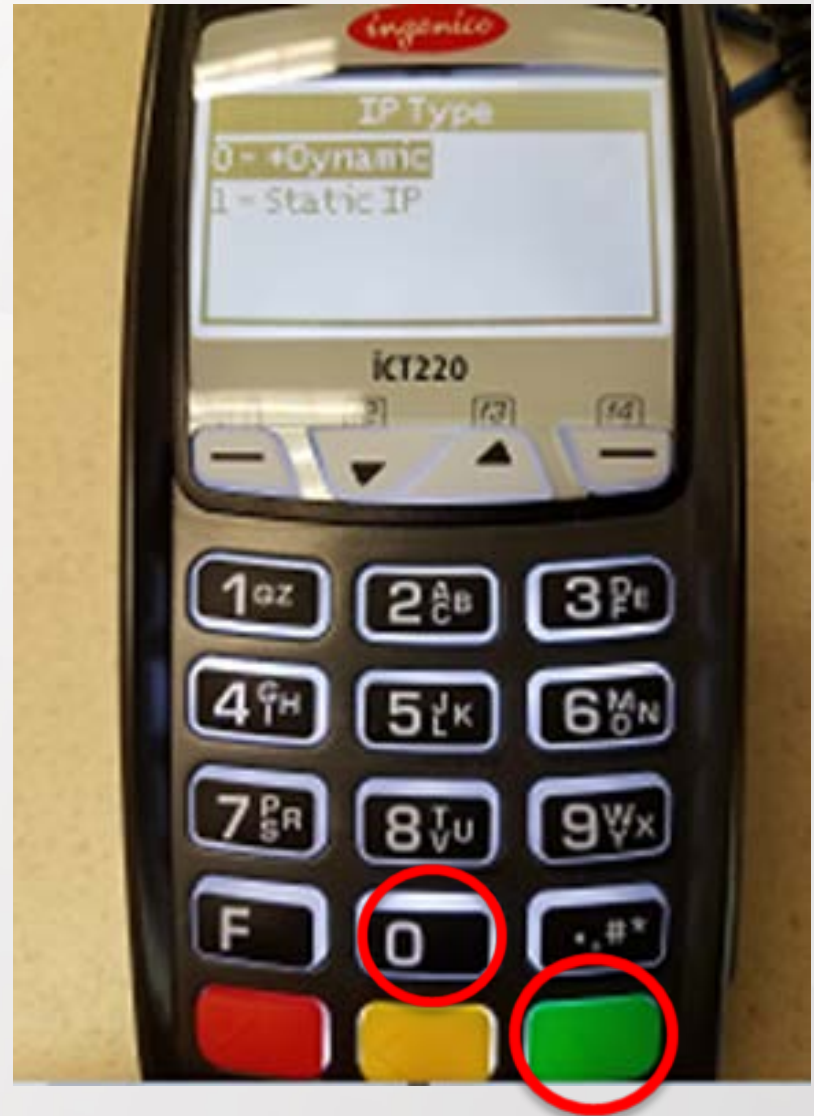
Step 9 IP (Dynamic)

- Type in the Host/IP name
  TDV1.FTPSLLC.COM

- To create alpha characters choose the corresponding number first, then use the "F" key to change to letters

- Press the green enter key when complete.

- Press the green enter key when prompted on Model name

- Note: The period (.) character is located above the green enter key.

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Step 10 IP (Dynamic)

Host Port will be "8013", press the green enter key to continue.

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Step 11 IP (Dynamic)

On SSL Screen press "1-Off", then press green enter key.

Proceed to Step 12 – Slide 22

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Step 8 IP (Static)

Press "1-Static IP", and press the green enter key.

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Step 9 IP (Static)

- Enter your Local IP Address (Figure 1), press green Enter button

Figure 1

- Enter your Default Gateway Address   (Figure 2), press green Enter button

Note: To enter the "." between numbers, press the # key

Figure 2

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Step 10 IP (Static)

- Enter IP Mask Address (Figure 1), press green Enter button

Figure 1

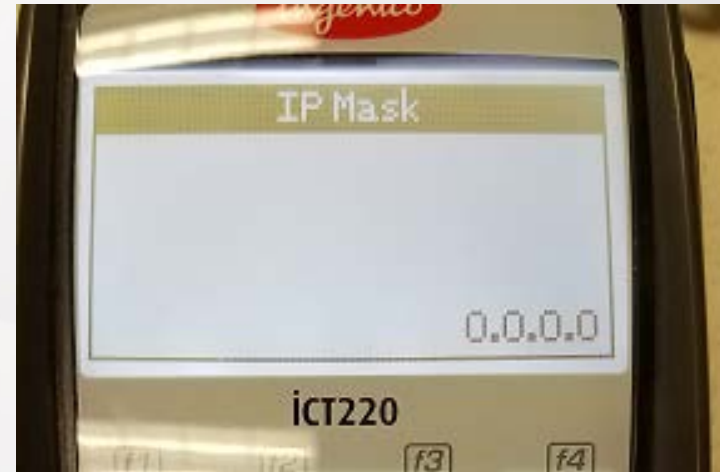- Enter Primary DNS Address (Figure 2), press green Enter button

Figure 2

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Step 11 IP (Static)

- Enter Secondary DNS Address, press green Enter button (Figure 1)

- Type in the Host/IP name TDV1.FTPSLLC.COM (Figure 2)

- To create alpha characters choose the corresponding number first, then use the "F" key to change to letters

- The period (.) character is located above the green enter key.

- Press the green enter key when complete.

- Proceed to Step 12 – Slide 22

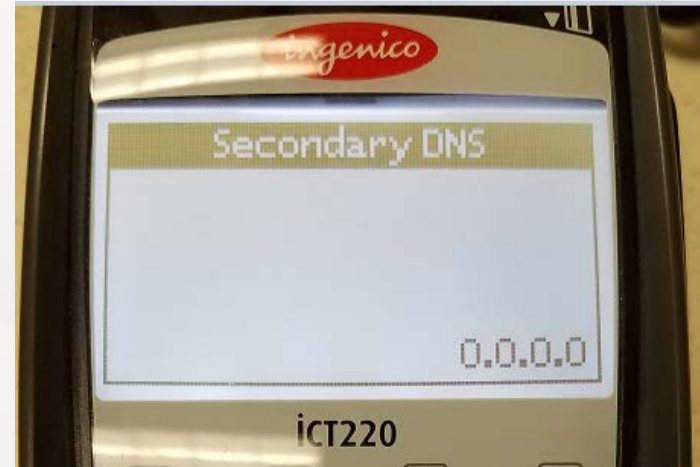
Figure 1

Figure 2

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Step 12

At Model Screen, it should reflect ICT220, press green enter key to continue.
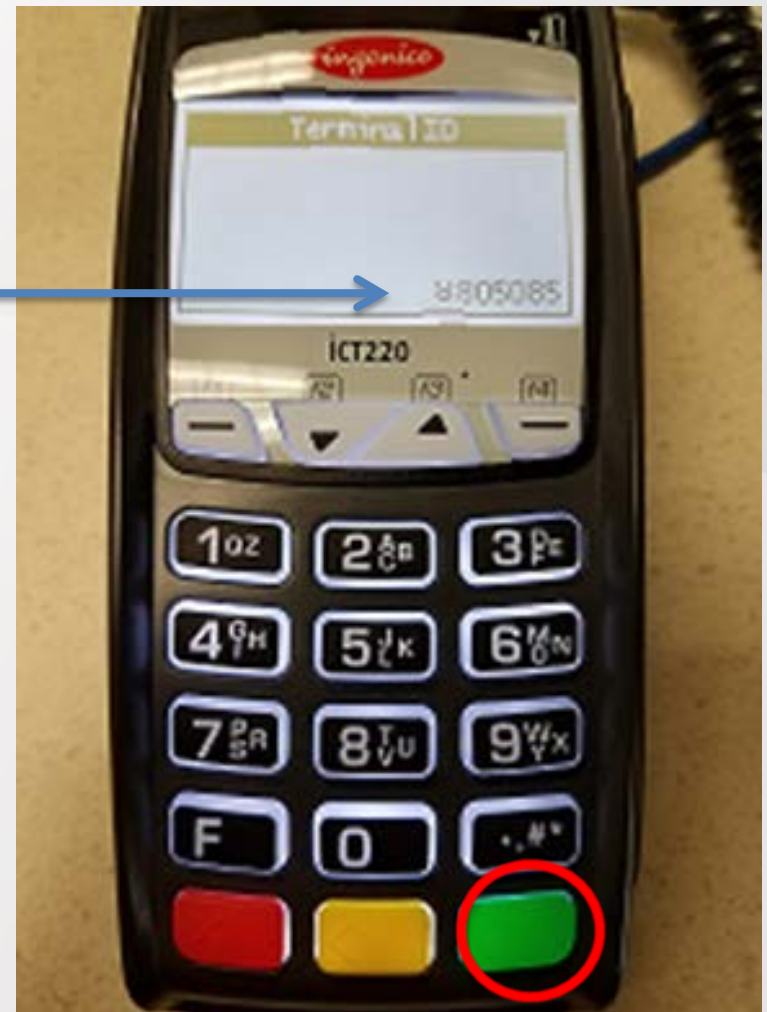
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Step 13

At Application Screen, press green enter key to continue.

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Step 14

Type in the terminal ID for the merchant you want to load in the terminal and the press the green enter key.

Note: This information will be obtained from the Configuration Summary under New Terminal ID. **The Terminal ID is <u>unique</u> by location and individual terminal.**

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Step 15

Start the download by pressing "1-Download" and then press the green enter key.

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Step 16

- If Dial terminal, the terminal will dial out for connection (Figure 1)
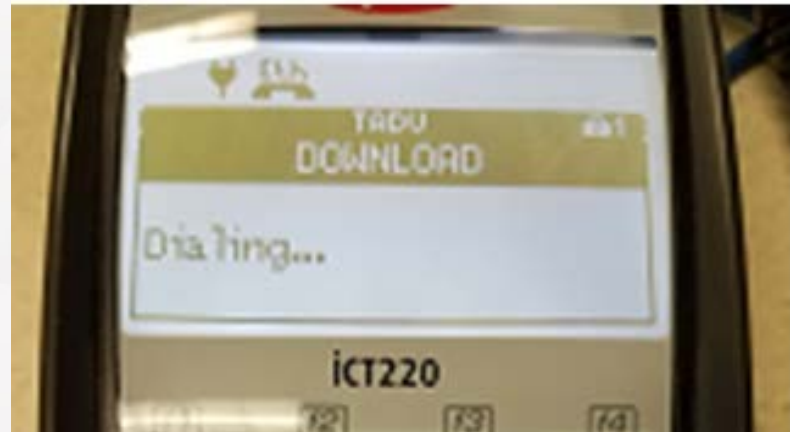
Figure 1

- If IP terminal, the terminal will connect (Figure 2)

Figure 2

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Step 17

Once the download is in progress the terminal will display a series of dashes; you will see the dashes turn into stars (**********)

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Step 18 – Complete!

Once the partial download is complete the terminal will display "Download Done", at this point the terminal will reboot and will return back to the main screen.

Run a test transaction and verify the truncated Merchant ID and Terminal ID are correct on the receipt.

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Verifone Terminals

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Does your Vx520 have Dial Connectivity?

- If line is going into the jack corresponding to the "Phone" (see picture to right), then you are connected via a Dial Connection

- Please refer to the "VX520 Partial Download Instructions – Dial" for steps to follow for update

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Does your Vx520 have IP Connectivity?

- If line is going into the jack corresponding to the "ETH" (see picture to right), then you are connected via an IP Connection

- Please refer to the "VX520 Download Instructions – IP" for steps to follow for update

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Shared Accounting Module (SAM)
CAS Conversion Webinar

Tammy Oslica

March 23, 2017

Purpose Statement

The purpose of this presentation is to review SAM core functionality and the steps required to update your SAM cash flow profiles as a result of the upcoming CAS Merchant ID (MIDs) conversion.

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Presentation Outline

- SAM Application Overview

- Cash Flow Profile (CFP) Overview

- Next Steps

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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

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Application Overview

Validation Mode

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

Translation Mode

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

Default Mode

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

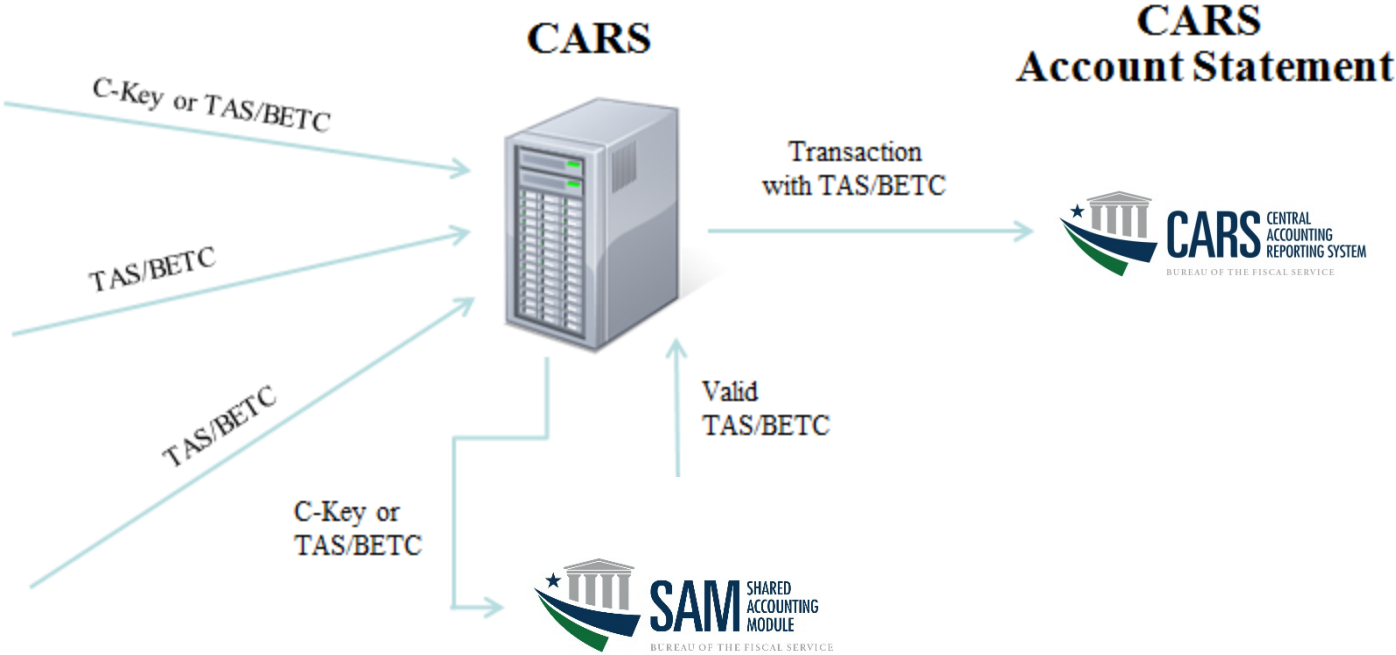**L E A D · T R A N S F O R M · D E L I V E R**

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Application Overview

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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.

STP Code	C-Key Name	C-Key Value*
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.

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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

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Next Steps

- Any agency that is a CARS reporter and currently utilizes a SAM Cash Flow Profile (CFP) for Card Acquiring Services (CAS) transactions will need to make updates in SAM.

- The SAM application user that holds the Cash Flow Administrator (CFA) role will download their current CAS CFP to replace their existing MIDs with the newly assigned MIDs the CAS team will provide.

- After completing the required updates the CFA user will upload the new CFP in SAM and assign an effective date based on their CAS implementation wave.

- If you would like assistance during this process please reach out to the SAM conversion team at sam.conversion@stls.frb.org.

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CAS Conversion: Wrap-Up

Next Steps

- Choose your agency conversion method
  - Self-Service, Coached, or VAR Update

- Contact VAR (Third Party Vendor), if applicable

- CAS One-day D.C. Forum – April 10, 2017

- Check your email for agency outreach of Configuration Summary Spreadsheets

- Direct any questions regarding Waves or other conversion – related questions to CAS Outreach Mailbox CardAcquiringService@fiscal.treasury.gov

- Watch the CAS website for support updates

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Questions?

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CAS Conversion Implementation Strategy

Appendix

Program Support Contacts

Vantiv Conversion Team Support Line
Phone: (800) 824-4317

Vantiv Conversion Mailbox:
merchantbankconversionteam@vantiv.com

Vantiv Federal Agency Support Line
Phone: (866) 914 – 0558

CAS Fiscal Service Team

CAS Agency Outreach mailbox:	CardAcquiringService@fiscal.treasury.gov
Da Vida Usual - Communication and Agency Outreach	Davida.Usual@fiscal.treasury.gov
Jacob Kim - Financial Program Specialist	Jacob.Kim@fiscal.treasury.gov
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Contact Information

Contacts

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Comerica
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Relationship Manager, U.S. Treasury
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513-900-3385

For More Information

E-mail Inquiries: CardAcquiringService@fiscal.treasury.gov

CAS Online: https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/crdAcqgServ/rvnColl_cas.htm

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Contact Information

Application Support Contacts

Name: Tammy Oslica
Phone: (314) 444 - 0919

Name: Ryan McCluskey
Phone: (314) 444 - 3736

Name: Harold Grice
Phone: (314) 444 - 4238

SAM Team Email:
sam.conversion@stls.frb.org

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CAS Conversion: Timelines

Wave 1: April 17 – July 31, 2017

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

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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
- Federal Election Commission
- Library of Congress
- Presidio Trust
- Senate Disbursing Office

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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 Intelligent Agency
- Comptroller of the Currency
- Consumer Financial Protection Bureau
- 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

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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

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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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