



Financial Services Center (FSC)

Financial Solutions for Your Future

Are you looking for a better way to focus more of your time on your core mission? Turn to the FSC for relief from financial management, travel and administrative tasks. Whether you need credit card processing, payment processing, travel services, payroll services or a complete suite of financial management services, we can help you streamline your operations so you can concentrate on your core business.

Outsourcing your financial management to the experts at the FSC saves your organization time and money. We provide top quality financial management solutions at reasonable prices that guarantee the best value.

From beginning to end, we'll help you determine the most efficient ways to improve your financial management practices. We offer a full range of services including:

- Consulting to identify your organization's needs
- Training your staff to function more effectively
- Implementing desired solutions
- Monitoring and troubleshooting services to better meet your needs

The Best in Products and Services

Our three main areas of service are financial management, travel services, and professional and administrative services.

Financial Management

- **Invoice and Payment Processing** are germane to your agency or organization and our service maximizes efficiency by paying and matching invoices and other automated services. Our fully automated, fully electronic Payment Processing System (PPS) is not only efficient, it is accurate. This system minimizes over payments, under payments, and duplicate payments; reduces late payment penalties; and helps vendors remain motivated and responsive. Our Quality Review staff reviews payments randomly for internal control measures.

- **FASMatch Services** can revolutionize matching and reconciliation needs across multiple files and systems. FASMatch services can easily automate manual matching of deposits and disbursements as well as produce, manage, and reconcile the SF-224 Report. FASMatch is also a valuable tool that you can use to help you get a clean audit opinion for your agency or organization. Additionally, it can obtain data for customer billings while providing a complete audit trail.
- **Payroll Services** include local payroll processing services to the Department of Veterans Affairs (VA) customers, nationwide payroll processing services to VA, and a full range of payroll services to external government agencies using the federal PeopleSoft suite of software products. Payroll services at the FSC also include payroll consulting and implementation services. With over 30 years of payroll experience, we've tailored our services to meet the needs of our customers and pride ourselves on our flexible, customer-focused products and services. Our customers know they can rely on the FSC for accurate and reliable payroll services week after week.
- **Financial Reporting** includes a full range of services used to prepare, submit, and reconcile reports (SF-224 and FACT II) required by the Department of the Treasury. We also provide Standard General Ledger and Agent Cashier Accountability expertise.
- **Credit Card Processing** is a definite cost effective benefit to you. Our processing offers top-notch efficiency for the best possible rebate because the more efficiently you process your credit card payments, the higher the rebate on your purchase amount. Our Credit Card System (the Federal government's first) electronically receives and pays credit card balances daily guaranteeing you the maximum effectiveness and the maximum rebate. With this kind of forward-thinking and cutting-edge technology, we generate millions in customer rebates and can offer similar benefits to your agency or organization.

Travel Services

- **Employee permanent relocation planning** is critical in today's fast-paced society. People have little time and the logistics surrounding relocations can be an administrative nightmare. The FSC can provide you with skilled assistance in navigating the complex territory of permanent change of station (PCS) travel. We will help you with every aspect of the PCS process: temporary quarters; house-hunting trips; moving of household goods; sale/purchase of real estate; and reconciling vouchers, payments, and taxes. You pack your bags and we'll make the transition smooth.
- **Employee business trips** are essential for getting the job done in today's global economy. As with PCS travel, the logistics surrounding business trips can be an administrative nightmare. The FSC can provide you with complete end-to-end support of the entire process – from establishing, amending, and processing the employee's travel authority; to issuing prompt payments to the employee; to ultimately providing detailed audits of all travel vouchers.

Professional and Administrative Services

- **Document management** offers paperless processing and storage for increased efficiency and security. By using optical imaging and powerful storage and retrieval software, batches of records can be processed, retrieved, and analyzed in a fraction of the time needed to physically handle records. You save time, increase efficiency, reduce space needed for storage, and increase document security.
- **Electronic commerce/electronic data interchange (EC/EDI)** is important to your agency because by keeping information electronic, you eliminate redundant data entry and time spent handling and managing paper files. Information is readily available and turnaround time is nearly instantaneous when compared to traditional mail. EC/EDI also means increased productivity and accuracy with decreased processing turnaround times. The most common feature of financial EDI is electronic fund transfer (EFT). EFT is utilized for invoice payments as well as payroll processing and speeds the processing of mortgage loans and other financial transactions. We can tailor an EC/EDI solution with many of these benefits for your agency.

Benefits of Doing Business With Us

Doing business with FSC yields tremendous benefits and cost savings and ensures reliability for your agency's or organization's business operations. Some of the immediate and tangible benefits we provide are:

- **A Better, More Efficient Work Environment.** Becoming our business partner will help your agency or organization become a better place for your employees to work. Our smooth permanent relocation services and 100 percent reliable payroll processing and distribution eliminate employee concerns over moving and receiving accurate paychecks. In addition, our environmentally friendly paperless processing and storage capability increase your employees' ability to manage knowledge and resources.
- **A Roadmap to a Clean Audit.** Our ability to deliver financial reporting and analyses not only increases your confidence in your agency's financial management, but it also increases your agency's ability to obtain a clean audit opinion.
- **Increased Accuracy and a Reduction In Cycle Time.** Our use of tailored EC/EDI for services such as payroll processing, credit card receipt and payment, and invoice payments means increased accuracy and ensures nearly instantaneous turnaround time.
- **A Partnership Where You Come First.** We're committed to providing a service that brings you value and guaranteed satisfaction, and we put it in writing through a detailed Franchise Agreement. We also assign an Account Executive (AE) who is responsible for overseeing your account. Your AE acts as your advocate within the FSC, ensuring your satisfaction with our products and services.

How to Do Business With Us

Our services are provided on a fee-for-service basis and pricing is based on individual requirements. Arrangements for services can be made through the use of a Franchise Agreement.

For more information, contact us or visit us on the web:
<http://www.fsc.va.gov>

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