

## INSTRUCTIONS FOR PROCESSING PAYMENTS IN PROTRACTS

1. Field Office (FO) certifies practice(s) and enters payment information in the contract ProTracts Certification and Payment module.

**1a. As practicable, practices certified on or about the same date will be batched on one NRCS –CPA-1245, Practice Approval and Payment Application form.**

2. FO completes payment instructions to select payee(s), prints Form NRCS-CPA-1245, Practice Approval and Payment Application, and obtains participant signature(s).
3. FO enters participant signed date in the contract ProTracts Certification and Payment screen.

### **STOP- DO NOT APPROVE THE PAYMENT!**

4. FO scans completed NRCS-CPA-1245 and all appropriate supporting documents into the contract payment folder on the FO share drive.
5. FO sends an e-mail to the Maine NRCS Financial Management (FNM) staff to communicate that a payment is ready for 2<sup>nd</sup> level review. The subject line of the e-mail will include the contract number and the payment number that is shown on the NRCS-CPA-1245 in the Payment Application Number section.

**5a. The subject line of the e-mail will be: “Payment for 2<sup>nd</sup> level review: Contract xxxxxxxxxxxx-Payment x” (Example: Payment for 2<sup>nd</sup> level review: Contract #741218130SA-Payment 1)**

**5b. FNM staff to be e-mailed is [Kyle.Bolduc@me.usda.gov](mailto:Kyle.Bolduc@me.usda.gov) and [Caren.Roy@me.usda.gov](mailto:Caren.Roy@me.usda.gov)**

6. FNM completes the FMMI Payment Review Checklist (attached) to ensure all items are addressed and signs on line 9 of the form. One FMMI checklist must be completed for **each** NRCS-CPA-1245 payment application form. The FMMI Payment Review Checklist is located at [https://protracts.sc.egov.usda.gov/PROTRACTS/Blank%20Forms/ProTracts\\_Payment\\_Checklist.pdf](https://protracts.sc.egov.usda.gov/PROTRACTS/Blank%20Forms/ProTracts_Payment_Checklist.pdf)
7. FNM Staff will send an email to the Designated Conservationist (DC) to indicate the review is complete. The subject heading of the email will be “Action Payment: Contract xxxxxxxxxxxx-Payment x” (Example: Action Payment: Contract #741218130SA-Payment 1). The body of the email will indicate that the review was completed and directs the DC to either approve the payment or correct the information.

**7a. If the e-mail indicates that the payment can be approved, proceed to step 8.**

**7b. If a correction is required, FO makes the necessary correction and repeats all proceeding steps of the ProTracts Payment process, beginning with step 1.**

8. DC will approve payment in the contract ProTracts Certification and Payment module **after** receipt of the email.
9. DC will electronically sign the FMMI Payment Review Checklist that was e-mailed by FNM on line 10.
10. FO will place electronic copies of both the DC’s electronically signed NRCS-CPA-1245 and the respective fully signed FMMI Payment Review Checklist in the contract payment folder on the FO share drive, naming it “Approved Payment x”. (Example: Approved Payment 1).

(ME Instruction 440-380 – June 2012)

11. FO will print both the approver's electronically signed NRCS-CPA-1245 and the respective fully signed FMMI Payment Review Checklist, and place these hard copies in the official contract case file with the participant signed version of the relevant 1245.

**NOTE:** Once a payment is Approved in ProTracts, the "Undo Approval" button will be available until 1:59 pm ET the following day should there be a need to make changes. If there is a need to undo the approval of a payment and make a change, the review process must be completed again.

**Contact:** Susan Arrants, ASTC for Programs, at 207-990-9564 or email [susan.arrants@me.usda.gov](mailto:susan.arrants@me.usda.gov) ; or Brian Vigue, State Administrative Officer, at 207-990-9567 or email [brian.vigue@me.usda.gov](mailto:brian.vigue@me.usda.gov).