



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

December 7, 2012

IOWA BULLETIN NO. IA250-13-1

SUBJECT: FNM – NEW PROTRACTS-FMMI PAYMENT REVIEW PROCESS

PURPOSE. This Iowa bulletin provides an update to the ProTracts-FMMI Payment review process used by the service centers.

EXPIRATION DATE. September 30, 2014

To provide better customer service, reliability, and consistency to the field and participants, a change is being made to the voucher ProTracts–FMMI payment review process. With the implementation of the new accounting system, FMMI (Financial Management Modernization Initiative), the report which provided pending payment data is no longer available. The reports currently being used from ProTracts are not user friendly and the information provided in them cannot be relied on for timely payment tracking purposes. Therefore, Financial Management (FNM) will no longer be using the ProTracts reports for this purpose. Instead, FNM will maintain a payment log at the State Office to be shared with the service centers on the Iowa Programs SharePoint site.

Implementation of this new process will require the service centers to electronically complete the first 5 boxes of the attached Payment Review Checklist, (date, contract #, CINs, office or county, and amount). The checklist will then be emailed to the State Office designated mailbox titled **“RA.iadesmoin2.NRCS.ProTractst.”** This mailbox is to be used for payment checklist submissions only.

The attached ProTracts Payment Flowchart has been updated changing the 9th step in the process. This step now reads: Electronically fill out the top portion (5 cells) of the Payment Review Checklist (1 checklist per 1245). For the checklist filename use: Area Number-County Name-Last 5 digits of contract #, i.e., **“4-Adair-11251.”** Email the checklist using the program name as the subject line (AWEP, CSP, EQIP or WHIP) to RA.iadesmoin2.NRCS.ProTractst.

The voucher examiners will compile a payment status log using the checklist submissions. An updated copy of this payment status log will be posted to the Iowa Programs SharePoint site by FNM on a weekly basis. A copy of the Payment Review Checklist and the ProTracts Payment Flowchart are also available on the Programs SharePoint site.

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The site can be found at:

<https://nrcs.sc.egov.usda.gov/central/ia/Farm%20Bill%20Programs/Forms/AllItems.aspx?RootFolder=%2fcentral%2fia%2fFarm%20Bill%20Programs%2fePayments&FolderCTID=&View=%7bD2161E30%2dC3B7%2d4956%2d9CE8%2d44AEFE476F03%7d>

If you have questions concerning this process, please contact Lori Derringer, Budget Officer, (lori.derringer@ia.usda.gov) or Pam Koster, FNM Farm Bill Program Lead, (pamela.koster@ia.usda.gov) at 515-284-4524.

/s/ Jay T. Mar
State Conservationist

Attachments