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August 24, 2012

**KANSAS BULLETIN NO. KS250-12-5**

**SUBJECT: FNM—Year-End Reporting and Closing Procedures**

**Action required by:** All offices and state office staffs as noted in contents

**Purpose.** To provide instructions for year-end closeout activities

**Expiration Date.** September 30, 2013

**ProTracts Program Contracting Activity**

Checklists and “Practice Approval and Payment Applications” (Form NRCS-CPA-1245) received in the state office (SO) by close of business (COB) September 14, 2012, that accurately document ProTracts payment(s) will be processed prior to the end of the fiscal year (FY). Any payment applications received after this date will only be processed if time allows prior to the shutdown of the financial system. Processing of payment applications will commence when access to the financial system resumes.

Field offices (FOs) may continue to approve payments in ProTracts until 6 p.m. Central daylight time (CDT) on September 28, 2012. No practices will be certified or payments approved in ProTracts after 6 p.m. CDT September 28 through October 3, 2012.

Certified practices subject to annual payment limitations that have not been approved in ProTracts by 6 p.m. CDT on September 28, 2012, will be attributed to FY 2013 payment limitations.

Modifications to contracts in ProTracts along with supporting documentation must be submitted to Financial Management (FNM) at the SO by COB September 14, 2012, to ensure second level reviews and approvals are completed by COB September 28, 2012. Modifications received for second level review after September 14, 2012, will only be processed if time allows prior to shutdown. Any modifications that are not approved (obligated) by 6 p.m. CDT on September 28, 2012, may be “rolled back” to their pre-modification status and will need to be reentered after ProTracts activity resumes.

**Other Program Activity**

Accurately documented payments and modifications requiring direct entry into the Financial Management Modernization Initiative (FMMI) received in FNM by the COB September 21, 2012, will be processed prior to the end of the FY. Any items received after this date will only be processed if time allows.

**Purchase Card Holders**

The area office (AO) assistants, SO, and Plant Materials Center (PMC) can use their purchase cards through September 14, 2012. ALL purchases using the purchase card must be reconciled in the AccessOnline system no later than September 14, 2012. If there are still open items, check AccessOnline daily and reconcile the open items as soon as they appear through COB on September 21, 2012.

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Any purchases made, but not reconciled, should be reported on the attached Quarter Close Report. Please do not reconcile any additional items in AccessOnline after you submit items for the Quarter Close Report for the remainder of the fiscal year. You can reconcile after the start of the new FY. All purchases during September 15-30, 2012, will be routed to Molly Hemstock.

### **Standard Form (SF) 270, Request for Advance or Reimbursement**

Accurately documented SF-270s, received by COB September 21, 2012, will be processed prior to the end of the FY.

### **SF-1164, Claim for Reimbursement for Expenditures on Official Business**

Accurately documented SF-1164s, received by COB September 21, 2012, will be processed prior to the end of the FY. Any SF-1164s received after this date will only be processed if time allows. Pending requests for reimbursement after September 21, 2012, will be reported on the attached Quarter Close Report (QCR).

### **Travel**

Travel authorizations will be entered and approved in GovTrip by September 14, 2012, for any planned travel through the end of the fiscal year. If a travel authorization for unexpected travel needs to be entered after September 14, 2012, please inform Tami Yost that the authorization has been entered. No travel authorization will be entered into GovTrip for travel scheduled after September 30, 2012, unless necessary for airline ticketing or with prior approval of FNM. In these situations, contact FNM at the SO for further guidance.

All vouchers for completed travel will be entered and approved in GovTrip by September 25, 2012. For travel completed during September 25-30, 2012, vouchers will be processed after October 1, 2012, unless requested by FNM. If the anticipated voucher amount will be greater than the authorization amount, please inform Tami Yost.

### **Timekeeping**

All overtime anticipated for September 23-30, 2012, must be reported on QCR.

### **Submitting Quarter Close Report**

Each Management Team member must prepare and submit for their area of responsibility a consolidated QCR (attached) to report any of the above-referenced items by COB September 21, 2012. Please ensure that you include any expected or pending items from all employees under your jurisdiction for this report. It is desired to have as few items on this report as possible for a more efficient close-out to the year. The preference is to have the actual documents submitted timely for normal processing. Please submit the report electronically as an Excel spreadsheet to Tamara Yost at [tami.yost@ks.usda.gov](mailto:tami.yost@ks.usda.gov).

**Contacts:** Programs Staff for program contracting activity questions, Molly Hemstock for purchase card questions, and FNM Staff for other questions

(signed) JAMES J. KRUEGER, ACTING FOR

ERIC B. BANKS  
State Conservationist

Attachment