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March 21, 2012

KANSAS BULLETIN NO. KS250-12-3

SUBJECT: FNM—Quarterly Financial Close

Action required by: March 26, 2012
March 28, 2012

Purpose. To cancel Bulletin KS250-12-2 and provide updated information on quarterly financial closing requirements

Expiration Date. September 30, 2013

The transition to the Financial Management Modernization Initiative (FMMI) has been delayed until May 1, 2012. The end of March, however, is the close of a financial quarter. Therefore, normal quarter close procedures will be in place.

The Program Contracts System (ProTracts) will not shut down during the quarter close process. However, completed practices should be certified in ProTracts no later than the close of business (COB) on March 28, 2012. If a practice must be certified in ProTracts between March 29, 2012, and April 1, 2012, the field office will need to immediately submit the practice information to the Financial Management (FNM) staff at the state office for manual accrual.

GovTrip and the purchase card system will continue to function through the quarter close process. Processing of travel vouchers and reconciling of purchase card transactions should be kept as current as possible. Please report on the attached spreadsheet any purchase card transaction greater than \$500 that has not yet been reconciled.

All area office, Plant Materials Center, and state office staffs will prepare the quarter close spreadsheet with the requested information and submit to Tami Yost (tami.yost@ks.usda.gov) no later than COB March 26, 2012. Those that have already submitted a spreadsheet as directed by previous guidance do not need to submit another unless additional information needs to be reported.

Contact: Loren L. Graff, State Administrative Officer, 785-823-4521.

(signed) JEFFREY L. GROSS, ACTING FOR

ERIC B. BANKS
State Conservationist

Attachment

DIST: O, SOS