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April 5, 2012

KANSAS BULLETIN NO. KS250-12-4

SUBJECT: FNM—FMMI Transition

Purpose: To provide guidance and cut-off dates for transition to the new financial system

The Natural Resources Conservation Service (NRCS) is scheduled to transition to the new financial system on May 1, 2012. The new system is referred to as the Financial Management Modernization Initiative (FMMI). All United States Department of Agriculture (USDA) agencies have or will be converting to the FMMI system through a staggered deployment schedule. NRCS is the only agency making the transition on May 1, 2012.

The transition to FMMI will temporarily disrupt many NRCS activities that interface with the financial system. Due to the large task of transferring complete and accurate data to the new system, FMMI is not scheduled to be fully operational until May 14, 2012. This bulletin will explain some of the disruptions that will directly impact employees and may require action by employees.

ProTracts

The last day to complete actions in ProTracts will be the close of business (COB) April 20, 2012. Payment approvals, contract modifications, and modification approvals cannot continue until the conversion of ProTracts data is complete. The expected timeframe for ProTracts activity to resume is May 7, 2012. Further guidance will be provided, as needed, for ProTracts actions.

In an attempt to complete the second level review process and approvals prior to the conversion, payments must be approved and modifications must be submitted no later than April 18, 2012. Financial Management will attempt to process as many as possible prior to the shutdown of activities. Any payments or modifications that do not get fully processed will be pushed back into ProTracts for action after the conversion is complete.

Practice certifications and modification preparations can continue in ProTracts during the transition period.

GovTrip

GovTrip will be unavailable for use after April 13, 2012, and will not be fully operational until May 1, 2012. All travel authorizations and vouchers must be entered and fully approved no later than 4 p.m. Central Daylight Time on April 13, 2012. For unexpected or emergency travel that requires online reservations (i.e., airline tickets) from April 14—May 1, 2012, travel preparers will need to contact SATO directly. Travel preparers will need to maintain a log of any travel scheduled without a GovTrip authorization so the authorization can be entered into GovTrip once the system is available.

On May 1, 2012, GovTrip is scheduled to be available for limited use for processing documents. However, these documents will be held until FMMI is operational. Any travel vouchers not fully approved by the cutoff date of April 13, 2012, will not be paid until FMMI becomes operational on May 14, 2012.

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This may have some impact on timely GovTrip reimbursements to travel card accounts. The automatic disbursements from GovTrip to the employees' travel card accounts will resume on May 14, 2012. However, employees are still responsible to pay travel accounts before due dates for those expenses which the employee would normally pay.

Purchase Cards

Those employees with purchase cards can continue to make purchases through the transition period. However, please ensure that all possible transactions are reconciled by COB April 20, 2012.

Fleet Cards

Employees can continue to use the fleet cards to purchase fuel and necessary vehicle-related items through the transition period.

Direct Entry Payments

No direct entry payments can be processed during the transition period from April 20, 2012, through May 14, 2012. All agreement and employee reimbursement payments will be processed by Financial Management as time allows. Those payments that are not able to be processed will be held until after FMMI becomes operational.

Payroll

Employee payroll will be processed on normal schedules. Therefore, employees will continue to receive salary payments as usual.

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

(signed)

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State Conservationist