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## KANSAS BULLETIN NO. KS-300-12-49

### **SUBJECT: LTP—Financial Management Modernization Initiative System— Program Contracts System Payment Process**

**Purpose.** To issue guidance on the payment process for Program Contracts System (ProTracts) contracts

**Expiration Date.** September 30, 2013

With the implementation of the Financial Management Modernization Initiative (FMMI) system, ProTracts payments will be sent through FMMI and to the National Finance Center at 11 a.m. CT the next day after the payment is approved in ProTracts. There is no longer a hold, like in the previous financial system, for a second level review to occur. Therefore, a process must be in place to ensure the second level reviews of payments are completed according to policy.

Until further notice, Kansas will implement the following process to ensure the second level review of payments is completed **prior to payment approval** by the designated conservationist. **Field offices (FOs) must follow these steps. If a payment is approved in ProTracts prior to completion of the second level review (fully signed checklist), the employee completing the payment approval action in ProTracts may be held liable.**

Steps for processing payments in ProTracts:

1. FO certifies practice and enters payment information.
2. FO completes payment instructions and prints Form NRCS-CPA-1245, Practice Approval and Payment Application and obtains participant signature(s).
3. FO completes the Kansas FMMI Payment Review Checklist (attached) to ensure all items are addressed. One FMMI checklist must be completed for each Form NRCS-CPA-1245 payment application.
4. FO electronically signs the completed FMMI checklist.
5. FO uploads the Form NRCS-CPA-1245 and signed FMMI checklist as one document into electronic contracts system (eContracts) using the "Payment Information-1245" option.
6. Financial Management (FNM) Staff at the state office will complete the second level review of the payment and FMMI checklist information.

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DIST: A, F, S, FNM

7. FNM Staff will send an email to the district conservationist (DC), supervisory district conservationist (SDC), and area resource conservationists to indicate the review is complete. The subject heading of the email will be "Action Payment" and the body of the email will have the contract number and payment number for which the review was completed.
8. Designated conservationist will approve payment in ProTracts upon receipt of the email.
9. FO will print the approved Form NRCS-CPA-1245 to an Adobe (.pdf) file and save for uploading to eContracts.
10. FO will upload the fully approved (has the approver's electronic signature) Form NRCS-CPA-1245 into eContracts using the "Payment Information-1245" option and the same payment number.
11. FO will print fully signed FMMI checklist and Form NRCS-CPA-1245 with approver's signature and place in official case file.

With this process, both the signed FMMI checklist and the fully signed Form NRCS-CPA-1245 will be stored in eContracts for audit purposes.

**The Kansas FMMI Payment Review Checklist is to be used for the Kansas review process. Please do NOT use the FMMI Payment Review Checklist that is located as a form in ProTracts.**

Once a payment is "approved" in ProTracts, the "undo approval" button will be available until 11 a.m. CT the next day after the payment is approved, should there be a need to make changes. However, if a payment is unapproved to make changes, the payment will need to be routed again through the review process before approving the payment.

This new process will remain in effect until at least fiscal year 2013. The addition of new software controls for separation of duties for payments are planned for implementation as part of the Conservation Delivery Streamlining Initiative (CDSI) Conservation Desktop or new features will be added to ProTracts.

**Contact:** Gaye L. Benfer, Assistant State Conservationist for Programs, at 785-823-4569 or email [gaye.benfer@ks.usda.gov](mailto:gaye.benfer@ks.usda.gov); or Loren L. Graff, State Administrative Officer, at 785-823-4521 or email [loren.graff@ks.usda.gov](mailto:loren.graff@ks.usda.gov).

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachment