



Natural Resources Conservation Service  
760 South Broadway  
Salina, Kansas 67401-4604

Phone: 785-823-4500  
FAX: 785-823-4540  
www.ks.nrcs.usda.gov

November 30, 2012

## KANSAS BULLETIN NO. KS300-13-17

### **SUBJECT: LTP–Monitoring Reports for Program Contracts System Open Obligations**

**Purpose.** To provide reports available to monitor Program Contracts System (ProTracts) open obligations

**Expiration Date.** September 30, 2014

In order to ensure obligations incurred by the Natural Resources Conservation Service (NRCS) are valid and their outstanding balances are correct in the Financial Management Modernization Initiative (FMMI), supervisory district conservationists (SDCs) and district conservationists (DCs) shall verify open obligations are in compliance with program policy for ProTracts contracts that they service.

To limit or eliminate the number of items appearing on reports provided by the regional conservationists (RCs) office to the state conservationist (STC) regarding ProTracts open obligations, the following monitoring will be conducted:

#### **Contract Reviews**

At least yearly, review contracts to identify obligations requiring attention and take appropriate actions.

##### ProTracts Available Report

##### Contract Reviews

##### Contracts on schedule

- Contracts reviewed
- Contracts not reviewed

##### Contracts not on schedule

- Contracts reviewed
- Contracts not reviewed

**NOTE:** Contract reviews in ProTracts are completed by calendar year.

(more)

DIST: A, F, S, Volkman

### **Prior Year Items Not Paid**

At least yearly, SDCs and DCs will utilize the following report to identify prior year items not paid and take appropriate action to keep items within policy. Items should not exceed one year prior to the current fiscal year.

#### ProTracts Available Report

Manage Contracts—Pending Actions—Payments

- Prior Year Items Not Paid

### **Advance Payments Where Practices are Not Installed**

At least quarterly, SDCs and DCs will utilize the following reports to identify advanced payments where practices have not yet been installed and take action to keep these items in compliance. Generally, advance payments should be completed within 30 days.

#### ProTracts Available Report

Manage Contracts—Pending Actions—Advance Payments

- Contracts with Advance Payments
- Contracts with Advance Payments Where Practices are not Installed

**NOTE:** Only historically underserved participants are eligible for advance payments.

### **Expired and Expiring Contracts**

At least monthly, SDCs and DCs will utilize the following reports to identify expired or current calendar year expiring contracts and take action to complete the required work for the contracts they service. Expiring contracts should be acted on at least 180 days prior to expiration.

#### ProTracts Available Report

Manage Contracts—Maintenance—Contract Expiration

- Active contracts that are past the expiration date
- Active contracts that expire in the current calendar year
- Expired contracts with all items completed
- Expired contracts with incomplete items

**NOTE:** If a contract has expired, work should be discontinued. Contact your area office to cancel the contract. Please refer to Kansas Bulletin KS300-12-50 for further guidance on contract that expire in active status.

### **Rejected Transactions**

With the migration to FMFI, the ability to check rejected transactions was lost. Activity is underway at the national level to provide this ability in the future. Therefore, as field offices become aware of rejected transactions notify the State Office Financial Management Staff (FNM) through established channels.

**Contact:** Forward questions through established channels to Gaye L. Benfer,

Assistant State Conservationist for Programs, at [gaye.benfer@ks.usda.gov](mailto:gaye.benfer@ks.usda.gov) or call (785) 823-4569.

*(Signed) JAMES J. KRUEGER, ACTING FOR*

ERIC B. BANKS  
State Conservationist