

Idaho Bulletin: ID 250-12-4

Subject: FNM – NRCS FMMI Cutover Plan Dates

April 5, 2012

**Purpose.** To advise employees of issues dealing with the cutover to FMMI

**Expiration Date.** September 30, 2012

**Background.** The cutover to the new Financial Management Modernization Initiative (FMMI) was delayed one month. It will now be effective May 1. A detailed cut-over plan has been developed by the FMMI Implementation Team in cooperation with USDA OCFO.

**Explanation.** We have some important deadline dates for transactions to be processed by in order to meet the conversion time tables. As of April 30, all open transactions will be converted to FMMI following a Cutover Plan and schedule.

- 1) GovTrip will be unavailable to NRCS from 3:00 p.m. MDT April 13 thru May 1. Vouchers for travel ending on or before April 13 must be created, signed, and approved and processed prior to cutoff time. If not, they can not be processed until May 2.
- 2) As of April 23 all transactional entries FFIS (current financial system) will be cutoff to the States. This will affect our ability to process ProTracts and direct entry payments. In order for Financial Management to ensure that all transactions process before the cutoff date ProTract payments must be received in FNM **no later** than close of business on **April 17**. Field Offices should **NOT** approve any payment applications in ProTracts after Friday, April 13. No obligations, modifications to obligations or payments can be processed after April 20. We do not yet have a firm date when ProTract transaction can resume but anticipate it will be early to mid-May.
- 3) Easement obligation and payments are part of the FFIS direct entry process. No direct entry payments can be made between April 21 and May 14, the anticipated first day in FMMI. **Based on this it is recommended, if possible, that easement closings not be scheduled during this window of time.**
- 4) Though purchase card holders can still make purchases on their cards during the conversion time, they must reconcile all purchases that have processed to their account by **April 20** in order for the transactions to process in FFIS.

- 5) The last day for business in the Integrated Acquisition System (IAS) for NRCS will be on Friday, April 20, 2012, and will remain unavailable until Monday, May 14, 2012.

**Contact.** Questions regarding information provided in this bulletin should be directed to Mary Goode, Budget Officer at 208-378-5713.

/s/ Jeff Burwell

**JEFF BURWELL**  
State Conservationist