

Idaho Bulletin: ID 250-12-2

Subject: FNM – NRCS FMMI Cutover Plan and 2nd Quarter
Closing Instructions

Date: March 5, 2012

Purpose. To advise employees of issues dealing with the cutover to FMMI and 2nd Quarter Closing Instructions

Expiration Date. September 30, 2012

Background. NRCS will be cutting over to the new Financial Management Modernization Initiative (FMMI) system effective April 1. A detailed cut-over plan has been developed by the FMMI Implementation Team in cooperation with USDA OCFO.

Explanation. This will not be a typical quarter-end as we will not be requesting accrual information from the field offices and purchase card holders as we normally do. Instead we have some important deadline dates for transactions to be processed by in order to meet the conversion time tables. As of March 31, 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 March 16 thru April 1. Vouchers for travel ending on or before March 16 must be created, signed, and approved and processed prior to cutoff time. If not, they will not be processed until mid-April.
- 2) As of March 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 **March 16**. No obligations, modifications to obligations or payments can be processed after March 20. ProTracts is expected to resume obligation and payment business in FMMI on April 9.
- 3) Easement obligation and payments are part of the FFIS direct entry process. No direct entry payments can be made between March 21 and April 16, the first business 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 March 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, March 23, 2012, and will remain unavailable until Monday, April 16, 2012.

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

/s/ Hal Swenson, acting for

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State Conservationist