



Natural Resources Conservation Service
 316 W. Boone Ave. Suite 450
 Spokane, WA 99201-2348
 509-323-2900
 fax 509-323-2909
 web site www.wa.nrcs.usda.gov

Date: September 3, 2008

WASHINGTON BULLETIN WA250-8-3

SUBJECT: FNM - YEAR-END REPORTING REQUIREMENTS

Purpose. To provide year-end reporting guidance

Expiration Date. November 30, 2008

ACTION REQUIRED BY: September 3 - September 22, 2008

For detailed information, please read the main sections, as the table is only a summary.

September 3, 2008, COB*	Last day for field office PCMS* purchases
September 12, 2008, COB	Reconcile all available PCMS transactions Reimbursable vehicle mileage due in FNM
September 15, 2008, COB	Last day for ProTracts Modifications Year-end estimates to FNM* (includes PCMS unreconciled purchases and miscellaneous purchases) Last day to input authorizations in GovTrip Reimbursable hours for pp 19 and 20 due in FNM All non-protracts payments to FNM
September 19, 2008, COB	Non-ProTracts Modifications and Obligations to FNM Documentation for all ProTracts payments to FNM for processing
September 22, 2008, COB	Last day for ProTracts Modification Approvals Last day to approve vouchers in GovTrip
September 24, 2008	Last day for FNM to certify payments
September 24 – October 2, 2008	ProTracts shut down
October 1, 2008	Happy New Year!

*Close of Business (COB); Purchase Card Management System (PCMS); Financial Management (FNM).

DIST: E

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

An Equal Opportunity Provider and Employer

YEAR-END ESTIMATES OF OBLIGATIONS

Field Office employees will consolidate by field office and e-mail the excel spreadsheet to Sandy.Degner@wa.usda.gov. State Office employees should consolidate their requests by section and e-mail to Sandy. Each principal staff member is responsible for ensuring the information is forwarded to the FNM section. Do not include travel estimates on accrual spreadsheet, as travel authorizations must be in GovTrip (see below).

The attached spreadsheet must be used for reporting estimates. Do not make any changes to the fields on the spreadsheet. Any spreadsheets with missing information will be returned for correction. Negative Responses are required by team.

Purchase estimates must include vendor name, purchaser, brief description of purchase, fund code, budget object class, date of purchase, and total amount.

PCMS PURCHASES

Do not make any PCMS procurements after September 3, 2008.

All employees with PCMS cards must access their account and reconcile by September 12th in order for all transaction changes to process through the system. (Please check your passwords to make sure they function). If you have any charges that have not shown up in PCMS by the 12th you will need to report them on the attached spreadsheet. Please enter merchant name, product purchased, date of purchase, amount, and fund code/object code to be charged on the attached spreadsheet

Employee **may not** use their purchase cards from September 3 until October 1, 2008. If a Field Office has an urgent need, they should contact Ronald Joyner. **Submit the list using the attached spreadsheet to the State Office by COB, September 15, 2008.**

MISCELLANEOUS INVOICES

All other invoices for payment must be received in the State Office by COB, September 15, 2008. If you do not have an invoice, but have made a purchase, include other expenses such as those listed below on the spreadsheet:

- Employees who have personally made purchases during FY 08 that require reimbursement using SF-1164.
- Non PCMS ordered services or items not submitted for payment

Note: Payments to the U.S. Postal Service for post office boxes need not be made immediately. The U.S. Postal Service's Domestic Mail Manual, Section 951.272(b), further states that U.S. Government agencies are allowed to make payments anytime during the first quarter.

LONG-TERM CONTRACTS AND AGREEMENTS

All long-term contracts and agreements not obligated through ProTracts must be received by FNM September 19, 2008, for obligation.

PROTRACTS

There is a new requirement this Fiscal Year for Protracts Payments. For any Protracts Payments that have been certified in Protracts, and the CPA-1245 signed by the participant, but not approved in ProTracts by the DC's by September 19, a copy of the CPA-1245 must be faxed to Sandy and a notation on the top of the 1245 "for accrual purposes". **DO NOT APPROVE ANY PAYMENTS AFTER September 19, 2008.** No payments can be approved until the system comes up October 2, 2008. See National Bulletin 440.8.18 for additional guidance on Protracts dates.

PAYMENTS

The National Finance Center will not be processing payments from September 25 through October 1, 2008. All non-ProTracts payments on long-term contracts and agreements and all documentation for ProTracts payments must be received by September 19, 2008, to ensure processing by September 24, 2008.

TIME AND ATTENDANCE

No special instructions at this time.

TRAVEL AUTHORIZATIONS AND VOUCHERS

For travel that will occur in September, travel authorizations must be entered and approved in GovTrip prior to the travel and no later than September 15, 2008. Since authorizations actually obligate the funds in FFIS, it is critical that the authorizations be as accurate as possible. Travel vouchers not approved by September 22, 2008, will not be paid until October 2008. We will send further instructions on GovTrip access as soon as we know more.

YEAR-END TRAVEL REMINDER

FY 2008 funds may not be used for travel that begins on or after October 1, 2008. Travel booked in Fiscal Year 08 that occurs in Fiscal Year 09 will be processed in GovTrip. Travelers will be required to use Fiscal Year 08 accounting when booking and creating an authorization in the current year for a trip to be taken in the subsequent year. GovTrip will allow the trip to be booked, approved and taken. However, GovTrip will not allow a financial record (obligation) to be created and sent to FFIS at the time of approval, but will reject the record in GovTrip because of an edit in the system that will not allow current year accounting and future fiscal year trip dates to occur. When the trip is actually taken in Fiscal Year 09 and the traveler attempts to voucher for reimbursement of the trip, GovTrip will require the traveler to amend the authorization in GovTrip by changing the accounting to Fiscal Year 09 and then allow processing of the voucher for reimbursement of the trip.

For travel that crosses fiscal years, GovTrip will require the traveler to select current year accounting when booking and creating the authorization in the current year. GovTrip will process a financial obligation record to FFIS when the trip has been approved. When vouchering for that trip in the subsequent year, the traveler can prorate the accounting based on the number of days in each fiscal year that the trip occurred.

This section contains instructions for separate reporting of reimbursable activity.

FSA VEHICLE USE

Submit previously unreported, actual mileage use through September 10th by September 12, 2007, to Nancy.Burnett@wa.usda.gov. Recorded mileage after this cutoff date will be billed to FSA in fiscal year 2009.

REIMBURSABLE WORK HOURS - National Park Service

E-mail your planned work hours for pay period 19 and the first 2 days of pay period 20 to Nancy.Burnett@wa.usda.gov by September 15, 2008, for the National Park Service agreement. **Please do not vary your hours once they have been submitted.** This will allow for accurate billing to the affected agencies.

It is important that all due dates be met and all estimates be as accurate as possible. If you have any questions, please contact Sandy Degner-Crusch, Budget Officer, at (509) 323-2935 or Nancy Burnett, Budget Analyst, at (509) 323-2936. Please contact the Programs staff if you have questions on Protracts.

R. L. "GUS" HUGHBANKS
State Conservationist

Attachment

